

SEARCHING THE CENSUS - GETTING STARTED

What is HeritageQuest Online? HeritageQuest Online is a digital resource that combines searchable images of U.S. federal census records with digitized books containing family and local histories from around the country. This online resource is an essential collection of unique material for both genealogical hobbyists and professionals.

How do I start? Go to <http://www.heritagequestonline.com> (or whatever address library designates). Choose whether you want to Search Census material or Search Books.

How do I search the Census? Choose the Search Census option on the HeritageQuest Online homepage. This will take you to the Basic Search screen where you may enter the name (head of household) of the individual, the census year and the state for which you are searching. For more search options click on the Advanced Search tab, which allows searching by age, sex, race and birthplace.

What census years are available for searching? To the left of the Basic and Advanced Search screen or in the Census Year drop down box on these screens you will see a list of years that are searchable by the head of household name. If you do not see a census year you would like to search, try browsing (see below) that census year. (We are constantly adding new indexing. Check back often for additional, searchable years.)

How do I get Search Results? If you conduct a search that yields results, you will be taken to the Search Results screen. If your search included a specific state and census year, the hyperlinks available on this screen will all provide identical information. If not, these hyperlinks will break out the information by state and census year. Click on one of the hyperlinks to view individual results.

What number of results can I expect? When searching you may get a lot of results or none at all. If you get a lot of results you will want to refine your search more by using the various search fields. If you get no results, you should verify your search information and expand your search parameters.

I have results, now what? Once you have located a result that interests you, you may have all the information you need, or you may click on the surname to go to the actual census image of this record. The name will be located somewhere on this image. (Note: Some images are broken into multiple pages. View additional pages by clicking on the

icons [labeled A, B, etc.] located just above the image to the right.)

What can I do with the image?

- By clicking on the Negative tab (above the image to the right), you'll generate a negative view of the image that may be easier to read.
- Use the Zoom feature to increase or decrease the size of the image.
- You may Download and/or Print the image.
- Clicking on the Next/Previous "Page" button will scroll physically through the census images.
- Clicking on the Next/Previous "Name" button will scroll through the images in order of the names on your results list.

What is Browsing and how do I do it?

Even though some census images have not yet been indexed to make them searchable by name, you can still "browse" these census images by locality to locate pertinent information. To browse, click on the Browse button in the upper left-hand corner of the Search Census screen. Follow the four easy steps to locate census images.