Heritage Quest Tutorial

This tutorial describes how to use each of the five areas of HeritageQuest: Census, Books, PERSI, Revolutionary War, and Freedman's Bank. Click for tips on logging on to HeritageQuest from home, printing documents, and adding citations to the "Notebook."

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What is HeritageQuest?

HeritageQuest is a source for finding out more about your family's history, the history of a local region, and genealogy research. It provides access to U.S. census records, books, periodicals, Revolutionary War service records, and Freedman's Bank depositor records. It also can lead you to resources on how to do genealogy research.

How is the HeritageQuest web site organized?

It is divided into five areas that you can search:

The links to each of the five sections are at the top of each page so that you can navigate to the other areas at any time.

Searching the Census

Searching here sends you through **U.S. Census records** from 1790-1930. Some census records are incomplete because records were destroyed, or no census was taken for that state or territory in that year.

Search for a Specific Name

You can search the census by a specific person's name:

The search boxes allow you to type in a person's last and first names. You can select a year and a state if you know them. Then, click on the box that says, "Search." Clicking on the light green "Advanced Search" tab allows you to refine your search to include county, age, sex, race, and birthplace. If you know the series, roll, and page number of the census record you need, enter it by clicking on the "Find by Page Number" tab.

If HeritageQuest finds the name you were looking for, it will list which census records it appears in. Click on one of the results to be taken to an image of the actual census record.

Saving your Results

If you would like a copy of the information you have just found, you can select "Print," "Download," or "Add to Notebook." The "Add to Notebook" feature allows you to save items you have been looking at to a list so that you can download or print them all at one time. Be careful, though! The notebook

disappears after your session. See our "Printing Tips" and "Notebook" pages for further information on these options.

Browse the Census Records

Click on "Browse" and you will be taken to the page above. You can look at census data by year. If you are not finding the results you expected, click on the left side of the screen for more details about how the census was conducted that year. When you select a year, the map on the left shows you which states were included in that year's census:

Clicking on "What you should know about the 1790 Census" will give you further details.

Books

This section searches **books** for information about your ancestors or where they lived.

People and Places

If you are searching for a person, click on the "People" link. Click on "Places" to look for place names. Then type the specific name into the search box given.

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Once you have typed a name or names into the search box(es), click "Search." Your results page will give you a list of books in which that name is found:

If you would like to download the entire book (this could be many pages!), click "View Image." If you are interested in seeing in what chapters of the book the name is found, click "View Hits" instead.

View Hits Result:

Clicking on that chapter's link sends you to the beginning of the chapter. If you click on the number beside it, you will be sent to the first page in the chapter upon which the name you are searching for appears.

tion with the stolen cattle. The officers went to the house of Mr. Johnson and asked the lady to prepare them breakfast. While they were waiting on the breakfast, they cut out the Brown cattle. Mr.

Wm. C. Moos

Obenchain secured other help to assist him in driving the remainder of the herd, about seventy-five head, to San Antonio. After the men got their breakfast, they turned the Brown cattle out. It was over a day's drive to Junction City. They penned the cattle at the Moos ranch on the Johnson Fork of the Llano the first night and took them to Junction City with me as their prisoner, the next morning.

Some ranchmen that we met along the way to Junction City told us what had happened to Lindsey and Brown. They were detained by not finding the stray horse they were looking for and had to remain at a ranch on the Johnson Fork another night. Ben Corder, the Deputy Sheriff of Kimble County, and his deputy, Lee Taylor, having been

Titles of Periodicals

If you know the name of the periodical you would like, you can go to the "Publications" page and type in your title, or browse titles alphabetically.

You will be able to find the citations of articles from periodicals but, unlike with the books, you will not find the full text of the articles. Instead, you will be directed to instructions on how to order the article you need. See the PERSI page to learn more about ordering articles.

PERSI
(PERiodical Source Index)

The PERSI section is divided into four areas: **People**, **Places**, **How To's**, and **Periodicals**. The **People** and **Places** sections allow you to search for articles in periodicals on specific people or places. The **How To's** section helps you to find articles on how to do genealogy research.

In the **Periodicals** section you can look for the specific names of magazines, journals, etc., or you can browse through periodical titles by clicking on a letter of the alphabet that is the first letter of the title. Keep in mind that the PERSI section of HeritageQuest leads you to citations of articles in periodicals but **not** the articles themselves. You will be given information on how to order the articles you would like to have.

After you have conducted a search, you will be taken to a list of articles. If you click on an article's link, you will get a page describing the citation to the article and giving you a link to an order form if you would like a copy of the article:

Periodical Source Index (PERSI) Order Form

Name:_____

Address:_____

_____

To obtain copies of articles in the PERSI index, contact the Allen County Public Library Foundation, P.O.Box 2270, Fort Wayne, IN 46801-2270. Send this form describing the articles to be copied, provide the full entry from PERSI and the name of the journal. Request only six articles at a time. The charge is $7.50 for each letter, pre-paid, plus $0.20 per page copied to be billed to you. Requests not acceptable by phone, fax, or e-mail. Please allow 6-8 weeks.

Title of article:_____

Title of journal:_____

Code:	Vol:	No:	Mon:	Yr:

Title of article:_____

Title of journal:_____

Code:	Vol:	No:	Mon:	Yr:

Title of article:_____

Title of journal:_____

Code:	Vol:	No:	Mon:	Yr:

Freedman's Bank

The Freedman's Bank records are registers of depositors in branches of the Freedman's Savings and Trust Company, 1865-1874, which was established to benefit freed slaves . Click on "Read more about Freedman's Bank" on the left side of the screen to find out more about these records. You have two ways of searching these records: by name or by bank branch. Click "Search" to search by name. Click "Browse" to search by branch.

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Searching by Name

Click "Search" to search by name.

Browsing by Branch

Search by branch.

When browsing by branch, keep in mind that you will be accessing up to several hundred pages of images. These image files might take some time to download due to their large size. See our Printing Tips for advice on printing these images.

Revolutionary War Records

These records come from "pension and bounty-land-warrant application files based on the participation of American military, naval, and marine officers and enlisted men in the Revolutionary War." More information about these records is found in the "Read more about Rev War" link on the left side of the page.

Once you have typed in a name, you will be taken to images of the person's record. You can tab through the pages of the record by using the left and right arrows. You can enlarge or downsize the image for easier viewing. You can also download and/or print a copy of the document.

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See our Printing Tips for advice on printing these images.

Logging on from Home

There are two ways to log on to *HeritageQuest*. In order to get to *HeritageQuest*, you first go to the library's web site: www.nols.org.

If you go directly to *HeritageQuest* online (without going through the North Olympic Library System web site), you will not be logged in as a North Olympic Library System user, and it won't let you in. This situation can happen if you bookmarked the site and tried to access it through the bookmark.

If you would like to visit several of the library's databases in one session without having to log in each time, access *HeritageQuest* through the library catalog. Go to the library's web site: www.nols.org. Hold your mouse over the "Articles and Databases" navigation button. When you see the drop-down menu appear, click on "Databases A-Z." Scroll down the page until you see the HeritageQuest link.

Or

Hold your mouse over the "Articles and Databases" navigation button. When you see the drop-down menu appear, click on "Genealogy." You will be taken to a page with both the HeritageQuest link and a link to this tutorial.

You will be taken to a log-in screen into which you will type your library card number and password. A pop-up window will appear, and you will be in the *HeritageQuest* site. (If the pop-up window does not appear, you might need to disable your pop-up blocker in your browser.)

Once you are finished with *HeritageQuest*, if you would like to visit another database, return to the original screen you were in (not the pop-up). Click the "Back" button to be taken back to the list of databases, and click on the link you would like to see.

Problems with Firewalls

If you are running a firewall on your computer, sometimes the firewall will not allow you into the site even if you have gone through the NOLS web site. This can happen if your firewall "thinks" that the *HeritageQuest* site is not a trusted site. You will need to open your firewall program and list the following URLs as trusted:

- heritagequestonline.com
- umi.com
- persi.heritagequestonline.com

HeritageQuest provides detailed instructions for setting up Norton Internet Security to accept its site at http://support.proquest.com/techsupport/answers/hqo/hqo_ans_448.shtml.

Printing Tips

Printing large Census pages is easier if you download the page to your computer first. Where you see the red arrow in the picture below, instead of clicking "Print," click "Download."

When you click "Download," you will be sent to a page that looks like this:

Click "View." That link will take you to a new window from which you can both save and/or print the image. These images are large files, so they might take a few minutes to download.
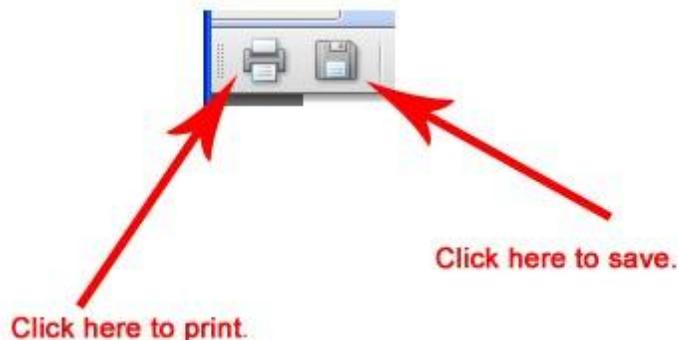

(The images will download in a free program called "Adobe Acrobat." If you do not have this program on your computer, you can get it for from the Adobe web site at http://www.adobe.com/. Click on the "Get Adobe Reader" button.)

If you click "Print," a menu will appear giving you a number of printing options. If you want to print out the entire image, click "All." If you want to print out only the portion of the document that is visible on

your computer screen, click "Current view."
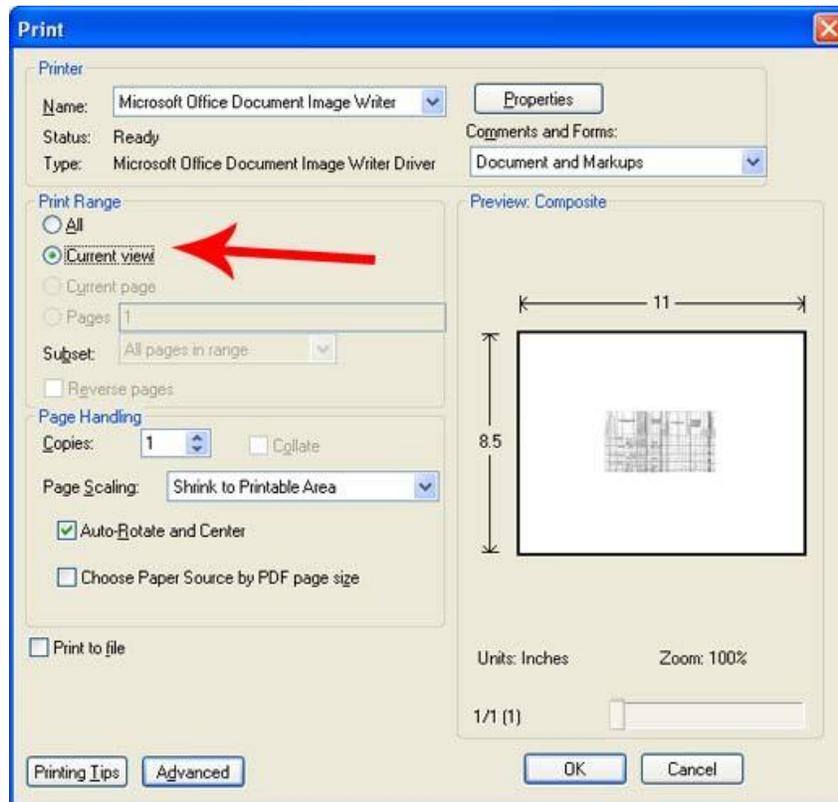
The Notebook Feature

As you find articles during your HeritageQuest session, you may elect to mark the checkbox that says, "Add to notebook."

Your citations will be saved to a page similar to this one:

This page is kept only for the current session. If you log off and then log back on, it will be lost. It is important, therefore, for you to retrieve this information before you finish your session. You can retrieve it by emailing, printing, or downloading your list. Remember that when you email, download, or print your "Notebook," you are not getting the actual documents. You are simply getting a list of the citations for the documents.

You will need to click on "Image Download" to get an image of the document itself. If it is a periodical article that you would like to have, you will need to order it. (See the PERSI section of this tutorial for more information on ordering articles.)