

## Search Tips

### U.S. Federal Census (1790-1940)

- **First & Middle Name** and **Last Name** fields have **exact matching options** that will appear when data has been entered.
  - The fields *do* allow for truncation symbols or wildcards (\*, ?)
  - These fields *do not* allow for Boolean operators (AND, OR, NOT)
  - Can use two last names in the Last Name field.
- Add **Birth or Any Event** Year and/or Location information.
- Add **Lived In** location information.
- *Exact matching options will appear for location fields on this search page when data is entered.*
- Add **Family Members** information (Father, Mother, Sibling, Spouse, Child).
- Enter data in the **Keyword** field for additional specificity (occupation, religion, landmark, etc.) using “double quotes” for phrase searching.
- Specify **Gender**.
- Specify **Race/Nationality**.
- Click “*Clear Search*” to empty the search fields and start a new search.

### Genealogy & Local History Books

- **First & Middle Name** and **Last Name** fields have **exact matching options** that will appear when field has data entered.
  - The fields *do* allow for truncation symbols or wildcards (\*, ?)
  - These fields *do not* allow for Boolean operators (AND, OR, NOT)
- Add Year and/or Location information in the **Any Event** field
  - Exact matching options will appear for the Location field when data is entered.
- Enter **Keyword** for additional specificity (occupation, religion, landmark, etc.) using “double quotes” for phrase searching.
- Click “*Clear Search*” to empty the search fields and start a new search.

### Revolutionary War records (1800-1900)

- **First & Middle Name** and **Last Name** fields have **exact matching options** that will appear when field has data entered.
  - The fields *do* allow for truncation symbols or wildcards (\*, ?)
  - These fields *do not* allow for Boolean operators (AND, OR, NOT)
- Add **Lived In** location information.
  - Exact matching options will appear for the Location field when data is entered.
- Add Year and/or Location information in the **Any Event** field.
- Enter **Keyword** for additional specificity (e.g., rank, family member name, battalion name, etc.) using “double quotes” for phrase searching.
- Add **Second Applicant Application State** Location information when two applications have been field related to the same service member (e.g., first pension application was denied, then refiled; widow applies for Widows Pension when spouse does and pension payments cease).
- **Browse** options available on right side of page.

### Freedman’s Bank records (1865-1874)

- **First & Middle Name** and **Last Name** fields have **exact matching options** that will appear when data has been entered.
  - The fields *do* allow for truncation symbols or wildcards (\*, ?)

- These fields *do not* allow for Boolean operators (AND, OR, NOT)
- Can use two last names in the Last Name field.
- Add **Birth** Year and/or Location information.
- Add **Lived In** location information.
- Add Day / Month / Year and/or Location information to the **Any Event** field.
- *Exact matching options will appear for location fields on this search page when data is entered.*
- Add **Family Members** information (Father, Mother, Sibling, Spouse, Child).
- Enter data in the **Keyword** field for additional specificity (occupation, religion, landmark, etc.) using “double quotes” for phrase searching.
- Enter **Account Date** Day / Month / Year if known.
- **Browse** options available on right side of the page.

## PERSI records

- Enter **Surnames** into the Surnames field; wildcards (\*,?) and Boolean operators (AND, OR, AND NOT) are allowed.
- **Given Names** should be entered as **Keywords**; wildcards (\*,?) and Boolean operators (AND, OR, AND NOT) are allowed.
  - *Sam\** will retrieve Sam, Samuel, Samantha, etc.
- **Keywords** can also be subject terms, the article titles, events, etc.; wildcards (\*,?) and Boolean operators (AND, OR, AND NOT) are allowed.
- **Periodical titles** can also be searched; wildcards are **not** allowed in this field.
- Double quotation marks may be used for exact match searching
  - *“American Revolution”*
  - *“Union Pacific Railroad”*

## U.S. Serial Set (1789-1969)

- Use wildcard or truncation symbols (\* , ?) and Boolean operators (AND, OR, AND NOT, NEAR) to combine people or place names.
- **Person Names** can be as Surname only or First Name Last Name or Last Name, First Name.
- Add **Place Names** in various forms, city name only; city, state; state only, country name only; territory or province name only; county name.
- When submitting a **Keyword** search, you may enter subject terms, events, elections, group names, etc.

## Truncation and Wildcard Characters

- \* The asterisk is a wildcard that matches zero or more characters. For example, a search on 'Sam\*' will bring back results that include 'Sam', 'Samantha', 'Samuel', etc. Note: you cannot use an asterisk as the first, second, or third character of a search term.
- ? The question mark acts as a single-character wildcard. For example, a search on 'Eli?abeth' will bring back results that include 'Elisabeth' or 'Elizabeth'. Note: you cannot use a question mark as the first character of a search term.
- “ ” To match an exact phrase, the phrase should be enclosed in double quotes. For example, "women and history" will find matches with that exact phrase in them.



## Operators

Boolean, proximity and adjacency operators are used to broaden and narrow your search in the **PERSI Archive** and **U.S. Serial Set collections ONLY**.

**AND** Using 'and' retrieves results that include two or more terms that you have entered in the search field. For example, 'women and history' retrieves all results with 'women' and 'history' in them; 'women and history and politics' retrieves all results with 'women', 'history', and 'politics' in them.

**AND NOT** Using 'and not' indicates that you want to retrieve results that include your first entered term but not the second. For example, 'women and not politics' will retrieve results that include 'women' but not 'politics'.

**NEAR** Used with two terms, 'near' will find all matches of the two terms within 4 words of each other. To specify how many words can separate the two terms, include a number preceded by a colon after the 'near'. For example, 'women near:5 history' will find all occurrences of 'women' that are within five words of 'history'.

**OR** 'Or' will retrieve results that include either your first entered search term or your second. For example, a search on 'women or history' will find results with 'women' or 'history' in them.

**“quotes”** To match an exact phrase, the phrase should be enclosed in double quotes. For example, "women and history" will find matches with that exact phrase in them.

## Race Indicators on U.S. Federal Census

|          |   |
|----------|---|
| <b>W</b> | White   |
| <b>B</b> | Black   |
| <b>M</b> | Mulatto   |
| <b>C</b> | Chinese   |
| <b>J</b> | Japanese  |
| <b>I</b> | American Indian   |
| <b>T</b> | Others not listed above   |
| -        | Dash is used when the information is not given, not known or unreadable |

## Interpreting Serial Set IDs

Each document in the *Serial Set* is assigned a unique identifier, which is displayed as part of the citation information for each document in the result list. The identifier is made up of four distinct parts: Volume number, Organization indicator, Document type, and Document type number.

1. Serial Set ID: 1648 H.exdoc.138
  - **1648** defines the volume number
  - **H** indicates this is a House of Representatives record
  - **exdoc** defines this as an Executive Document (in this case a document communicated from the Department of the Interior to the House of Representatives)



## Database Guide: HeritageQuest Online *Powered by Ancestry.com*

- **138** indicates that this is the one hundred and thirty-eighth such document for that Congress (in this case the 43rd Congress)

2. Serial Set ID: 2170 S.misdoc.31

- **2170** defines the volume number

- **S** indicates this is a Senate record

- **misdoc** defines this as Miscellaneous Document of the Senate

- **31** indicates that this is the thirty-first such document for this Congress

3. Serial Set ID: ASP013 Fin.814

- **ASP** defines this as being from the American State Papers collection

- **013** indicates the volume number

- **Fin** defines this as a Finances document

- **814** indicates that this is the eight hundred and fourteenth such document in the APS series

**More examples can be found on the HeritageQuest Online LibGuide (see link below).**

### Where to find help

#### Search our Support Center:

<http://www.proquest.com/support>

#### To access product help and training documentation:

<http://proquest.libguides.com/heritagequestonline>

#### By phone

**In North America:** 800-889-3358

**Outside North America:** 0880 220 710 (UK only)  
+44 1223 271 496 (Outside of UK)