

## Search Tips

### U.S. Federal Census (1790-1930)

- Surname and Given Name searches are **exact matches** only
  - Does not allow for Boolean operators (AND, OR, AND NOT, NEAR)
  - Does not allow for truncation symbols or wildcards (\*, ?)
- Limit to specific Census year
- Limit to specific State, County, or Locality
- Limit to Age, Sex, Race, & Birthplace (1850-1930)
- Search by microform Series, Roll, & Page number

### Genealogy & Local History Books

- Person Names can be entered as follows:
  - Surname only: *Smith*
  - *John Smith*
  - *Smith, John*
  - *Char\** will retrieve Charles, Charlie, Charlotte, etc.
  - *Eli?abeth* will retrieve both Elizabeth and Elisabeth
- Place Names can be entered as follows:
  - *Denver, Colorado*
  - *Hennepin County*
  - *Anchorage*
  - *(Hawaii OR Alaska)*
  - *Paris AND (France OR Texas)*
  - *Char\** will retrieve Charlotte, Charles County, Charlestown, Charleston, etc.
- The use of double quotes indicates an exact match search (see examples below).
- Use Boolean operators (AND, OR, AND NOT, NEAR) to combine people or place names\*
  - *Lewis AND Clark*
  - *"John Hancock" AND "Thomas Jefferson"*

*\*HeritageQuest Online will automatically combine two or more search terms with Boolean operator AND*

- When submitting a Keyword search, you may enter subject terms, events, elections, group names, etc.
  - *telephone*
  - *"President Lincoln"* , *"World's Fair"* , *"Supreme Court"*
  - *women NEAR:5 history*
  - *Char\** will retrieve charity, charter, Charles and other person names, Charleston and other place names, etc.
- Combined field search:
  - Person Name: *Sam Houston* combined with Place Name: *Texas*
  - Place Name: *Virginia* combined with Keyword: *Monticello*

**\*\*Note: When using the asterisk wildcard (\*), no matter which collection you are searching, the first three letters of the name must be entered prior to using the asterisk.**

### PERSI records

- Enter Surnames into the Surnames field; wildcards (\*,?) and Boolean operators (AND, OR, AND NOT) are allowed.
  - *Bauer OR Bower*
  - *Sm?th* will retrieve Smith and Smyth
- 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"*

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

- Surname searching can be either an **exact match** or a **Soundex** search; no wildcards or Boolean operators are allowed.
- A single given name can be entered into the Given Name field; Wildcards are allowed in this field (ex.: Sam\*), but Boolean operators are not.
- Limit to Application Year (App. Year)
- Limit to specific Bank Branch

### Revolutionary War records (1800-1900)

- Surname searching allows for the use of wildcards, but not Boolean operators.
  - *John\** will retrieve Johns, Johnes Johnson, Johnston, Johnstone, St John, etc.
- A single given name can be entered into the Given Name field; Wildcards are allowed in this field (ex.: Sam\*), but Boolean operators are not.
- Limit by State
- Limit by Service

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

- Use Boolean operators (AND, OR, AND NOT, NEAR) to combine people or place names.
- Person Names can be entered as follows:
  - Surname only: *Smith*
  - *John Smith*
  - *Smith, John*
  - *"John Hancock" AND "Thomas Jefferson"*
  - *Char\** will retrieve Charles, Charlie, Charlotte, etc.
  - *Sm?th* will retrieve Smith and Smyth
  - *Eli?abeth* will retrieve both Elizabeth and Elisabeth
- Place Names can be entered as follows:
  - *Denver, Colorado*
  - *Hennepin County*
  - *Anchorage*
  - *(Hawaii OR Alaska)*
  - *Paris AND (France OR Texas)*
  - *Char\** will retrieve Charlotte, Charles County, Charlestown, Charleston, etc.
- When submitting a Keyword search, you may enter subject terms, events,



## Database Guide: HeritageQuest Online

elections, group names, etc.

- *telephone*
- *“President Lincoln”*, *“World’s Fair”*, *“Supreme Court”*
- *women NEAR:5 history*
- *Char\** will retrieve charity, charter, Charles and other person names, Charleston and other place 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.

When you enclose a logical group of terms and operators in parentheses, **HeritageQuest Online** will ( ) assign a higher precedence to that grouping of terms. For example, 'Paris AND (Ohio OR Texas)' evaluates 'Ohio OR Texas' first.

„” 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. *Note: Census searching does not support the use of Boolean operators.*

**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.



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### 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

### Searching & Stop Words

Keyword searching is available in three of the six HeritageQuest Online collections: the Books collection, the PERSI records, and the U.S. Serial Set. When searching the Books and U.S. Serial Set collections, the query is searched across the bibliographic record and the full-text of the documents; a query submitted in the PERSI collection searches the citation record. Because of the unique content and full-text searching, ProQuest does not currently ignore the following frequently used words (*stop words*). To use them as part of a search phrase enclose them with quotation marks (""). *Example:* "the sound and the fury".

about	after	also	an	and
any	are	as	at	be
because	been	between	both	but
by	can	could	do	each
for	from	had	has	have
how	if	into	is	it
its	just	like	make	many
more	most	much	no	not
now	of	only	or	other
our	out	said	should	so
some	such	than	that	the
their	them	there	these	they
this	those	through	to	use
was	we	were	what	when
which	while	who	will	with
would				



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### Where to find help

#### Search our Support Center:

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

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

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

#### By phone

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

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