A BEGINNER'S GUIDE TO HERITAGEQUEST

Cass County Public Library – Genealogy Branch

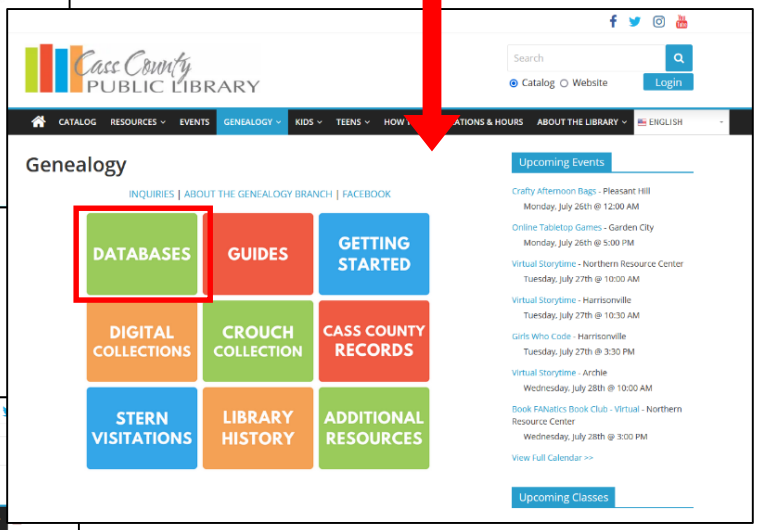
What is HeritageQuest?

HeritageQuest is a genealogy database powered by Ancestry, so it will look very familiar to users of Ancestry or Ancestry Library Edition. Because it is a library database, CCPL patrons have free access to the millions of records available through our subscription. Though not as comprehensive as Ancestry Library Edition, HeritageQuest does have census records, select immigration and military records, city directories, family history books, and more.

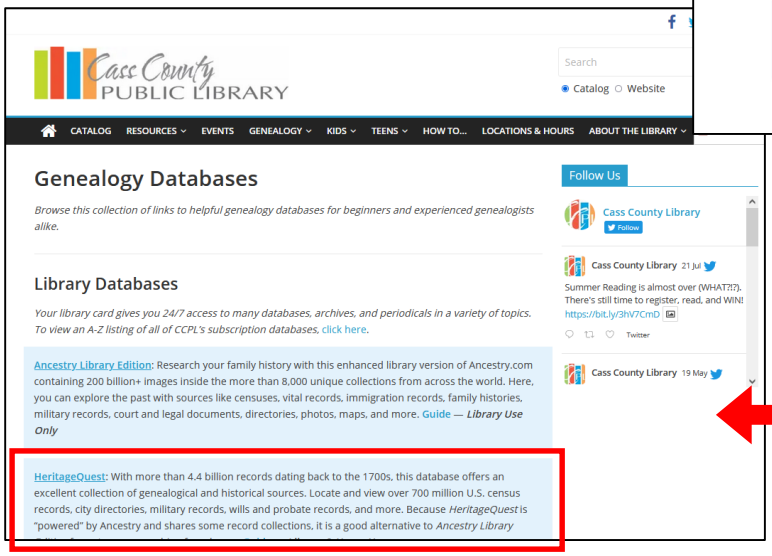
Accessing HeritageQuest

Through the Cass County Public Library website, ***patrons have free access to HeritageQuest from a library computer and from home***. Because the database can be accessed from a home computer, HeritageQuest serves as an alternative to *Ancestry Library Edition* when patrons cannot visit the library. As with *Ancestry*, patrons must use the link provided on the library's genealogy databases page (www.casscolibrary.org/genealogy/databases). This process is shown below.

Step 1: Click on the ***Genealogy*** tab in the navigation bar at the top of the page



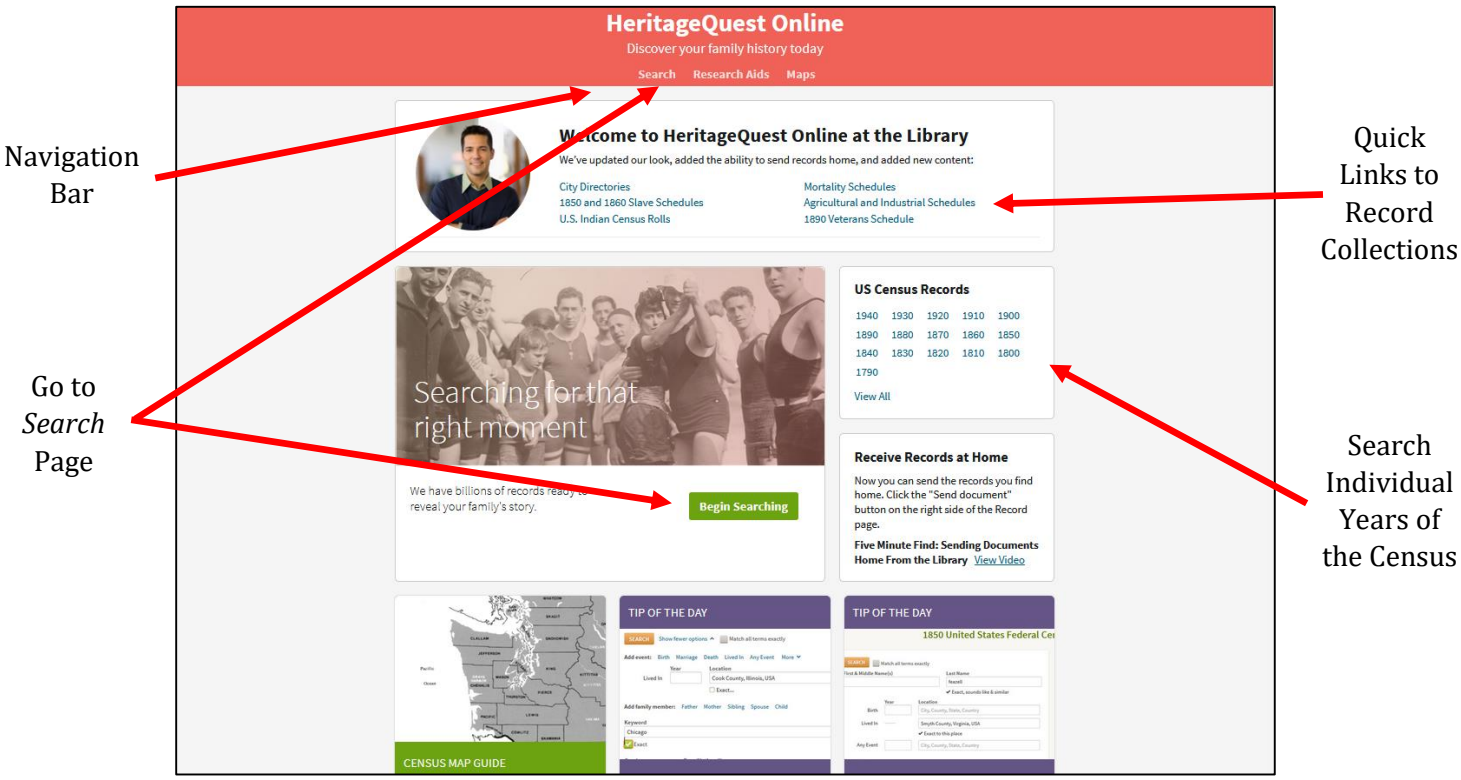
Step 2: From the *Genealogy Resources* home page, click on the green ***Databases*** tile.



Step 3: Click on the blue ***HeritageQuest*** link in the *Library Databases* section.

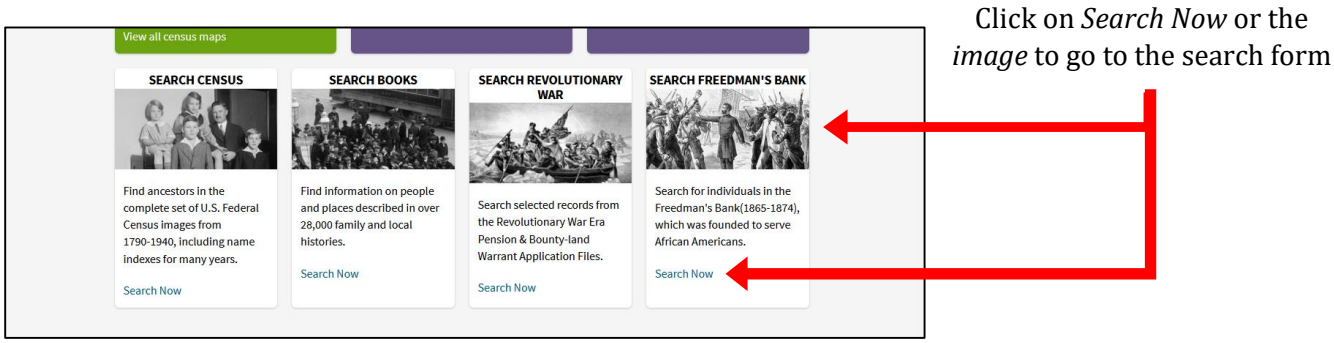
Navigating HeritageQuest

Below is the home page; from here, you can navigate the database with the tabs at the top of the page and quick links to search specific record collections or record types.

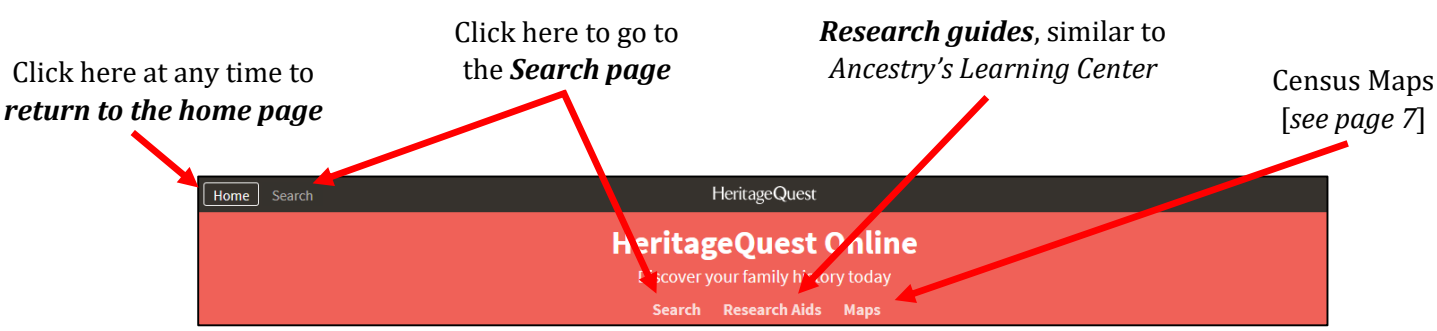


Quick Links

At the bottom of the home page, you will find *quick links* to various collections on HeritageQuest. These help you navigate the database quicker and more efficiently. Clicking on one of the quick links will take you to the search page for that record collection.

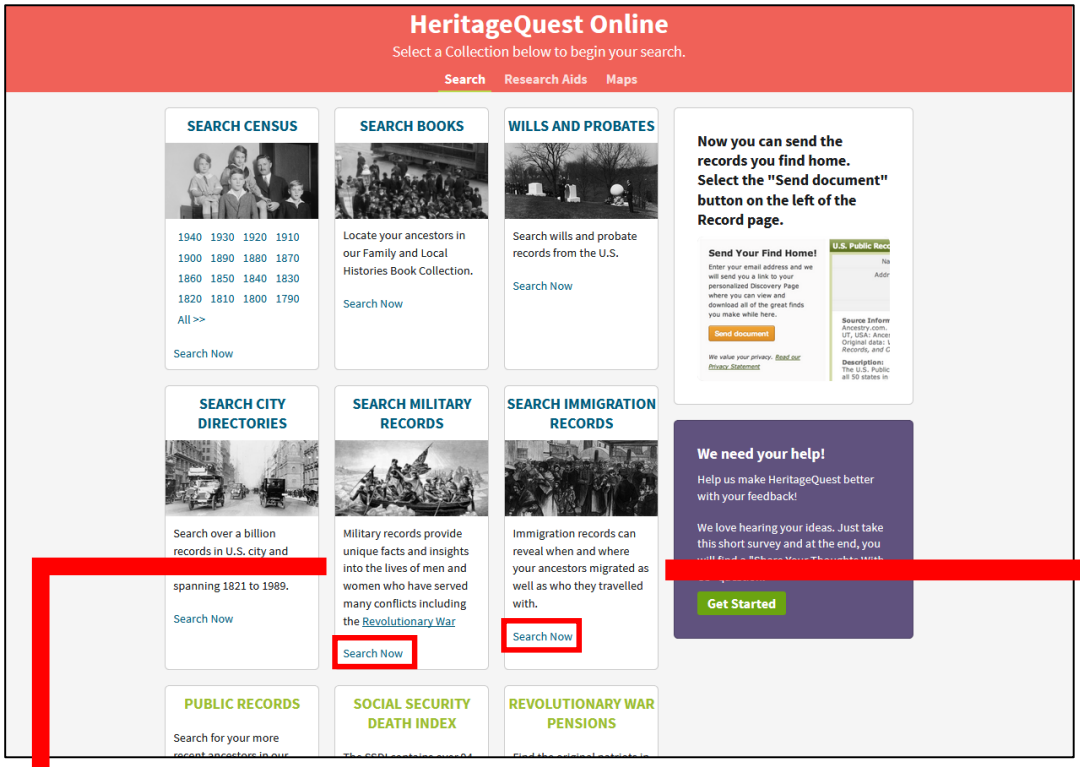


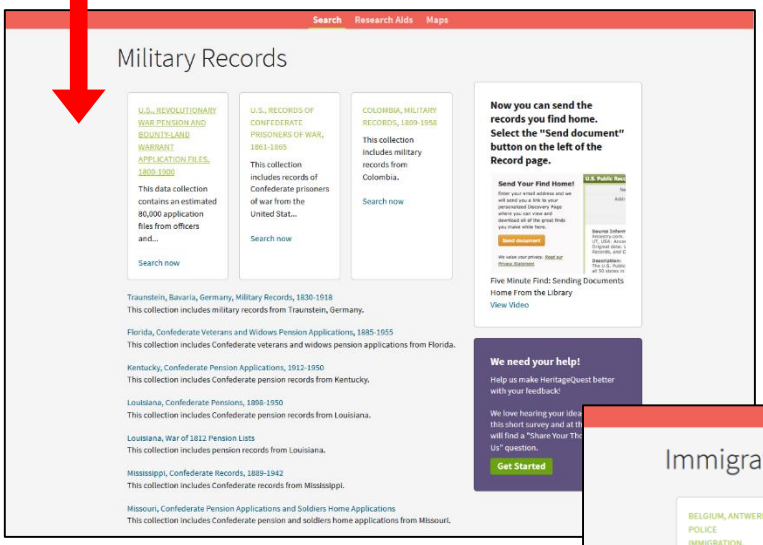
Navigation Bar



Searching on HeritageQuest

To search within a specific record type or collection, click on the *Search Now* or the *title of the collection* on the *Search* page [*below*].





Click on the title of a specific collection to go to the search form for its records. **Military** record collections available on *HeritageQuest* include:

Revolutionary War Pensions

Confederate Prisoners of War

Veteran records for specific states

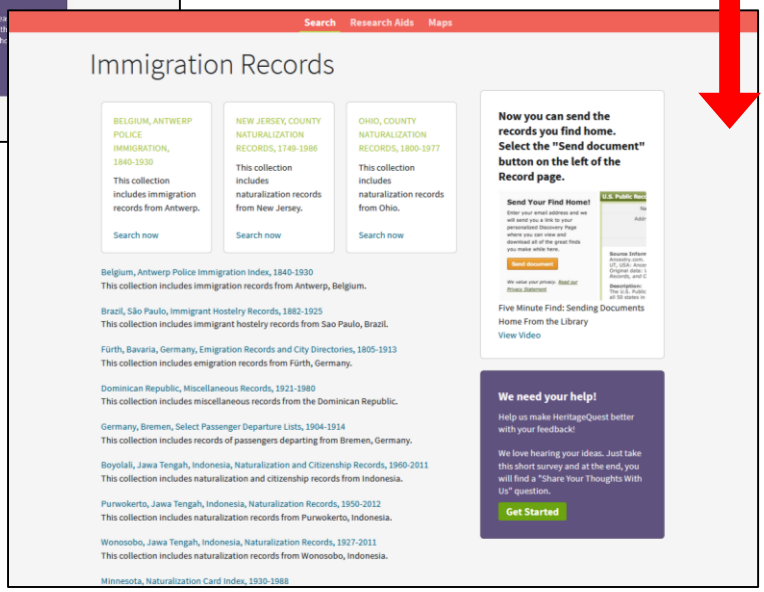
Select international service records

Immigration record collections available on *HeritageQuest* include:

Bremen Departure Lists

Naturalizations for New Jersey, Ohio, Minnesota, Texas, Washington, and West Virginia

Select international immigration and citizenship records



Example Search: *Joseph Carter, born 1892 (+/- 5 years), naturalized in Ohio*

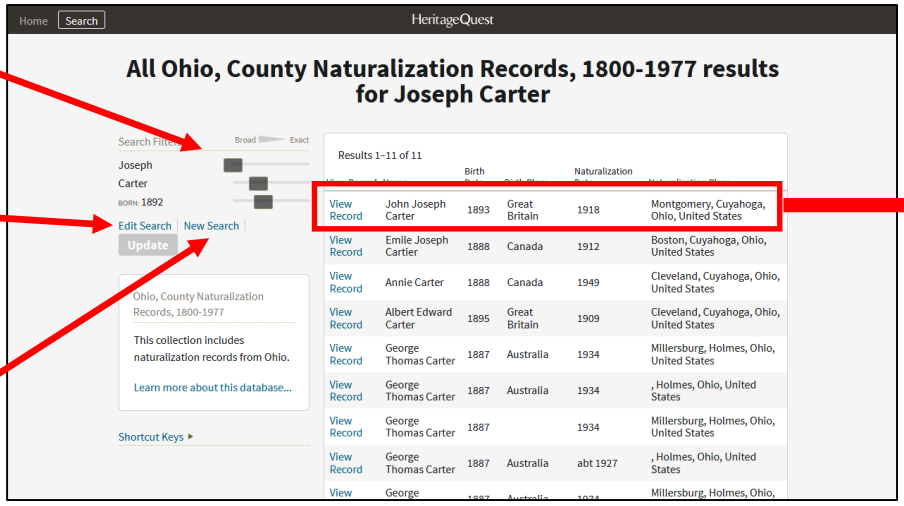
Select *Ohio Naturalization Records, 1800-1977* from the search page [*below*].

Search Tip: As with searches on Ancestry, it may be more effective to start with a basic search and add more information and filters as you go. After entering you ancestor's information into the search form and clicking the *Search* button, you can then browse the results for a record that you would like to view [*below*]. Click on *View Record* to see more detailed information on the record summary page.

Use the sliders to *broaden* or *narrow* your search

Click *Edit Search* to change the information entered and search again

Click *New Search* to start over with a blank form

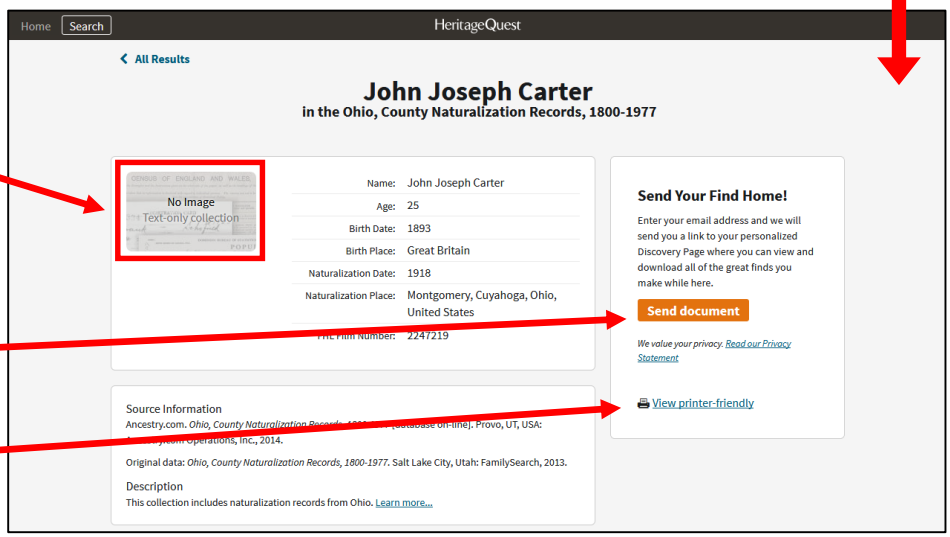


Because this record collection is not digitized, there is no image to view.

Digitized collections will have an image thumbnail here. Click on it to view and save the image in the viewer.

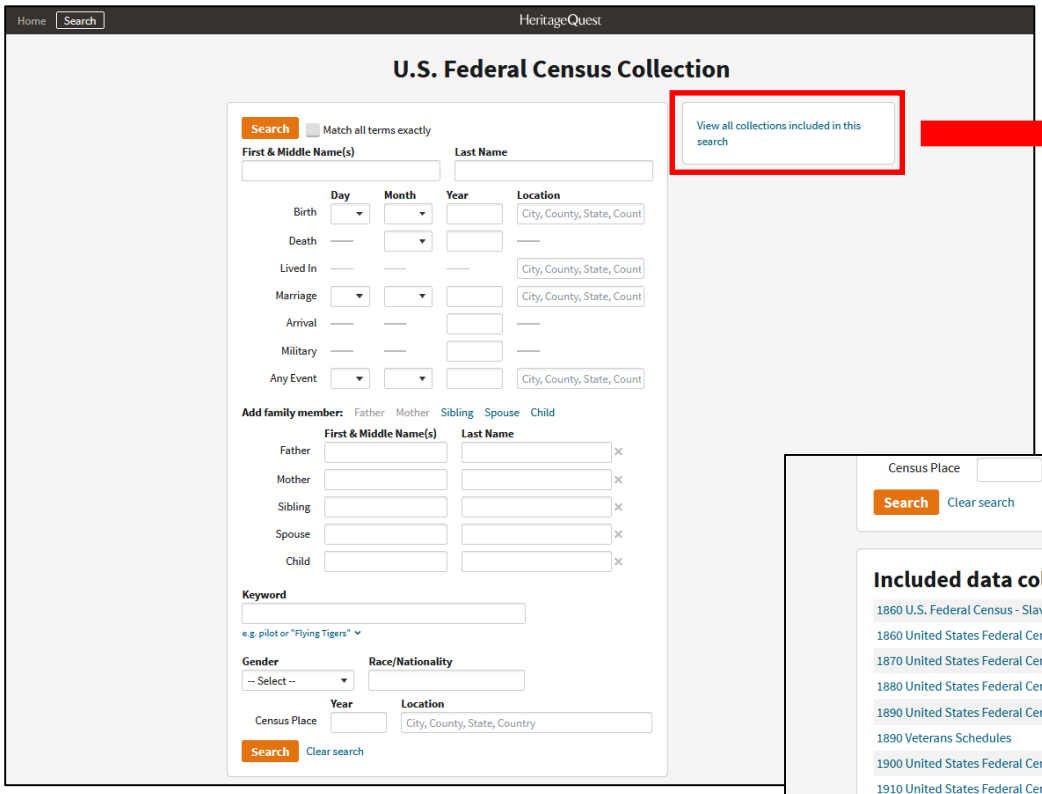
Click *Send Document* to send a link to this page in an email to yourself or someone else. You will be prompted to enter an email address.

To print this page, click *View printer-friendly* and print from that page.

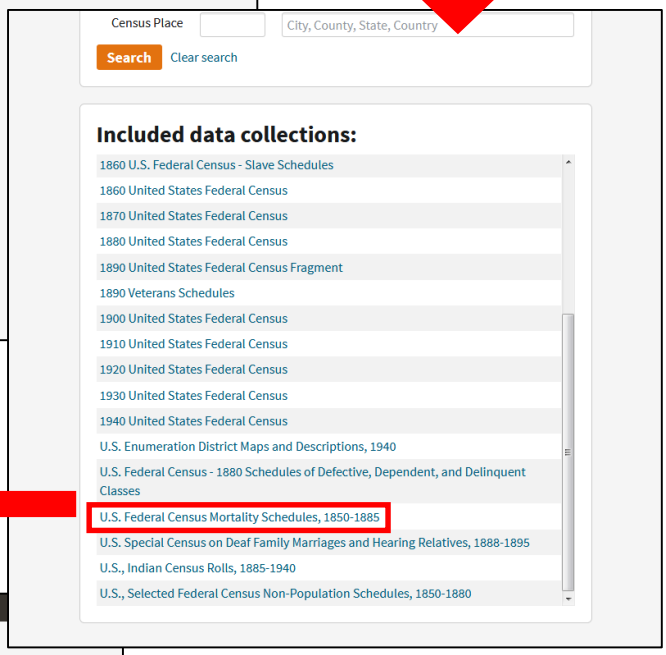


Searching within a Specific Year/Schedule of the Census

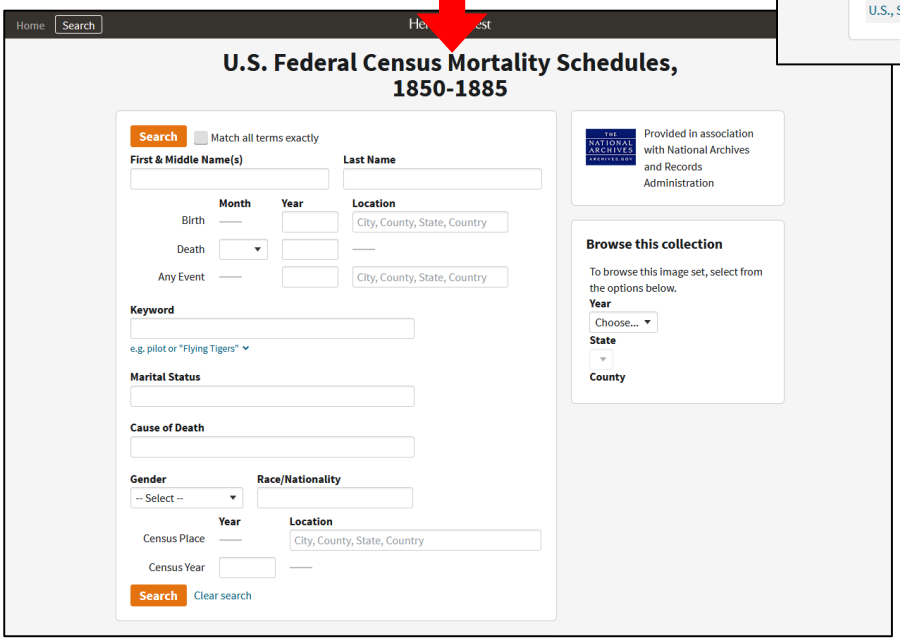
The home page provides quick links to the search forms for specific years of the Federal Census. You can also get to the search form for an individual year or non-population schedule of the census from the general census search page [*below*].



You can either click on the *View all collections* link [*left*] or scroll to the bottom of the page.



Scroll through the list of individual census years and schedules until you locate the specific collection you want to search [*right*].



Searching this way allows you to filter out census records from years you may already have or simply do not want to see included in your search results.

Instead of having to filter out those results, you can limit your results from the beginning for quicker and more efficient searching.

Example: Selecting the collection from the list above allows you to see only results that match your search terms from the *Mortality Schedules* of the Census [*left*] and nothing else.

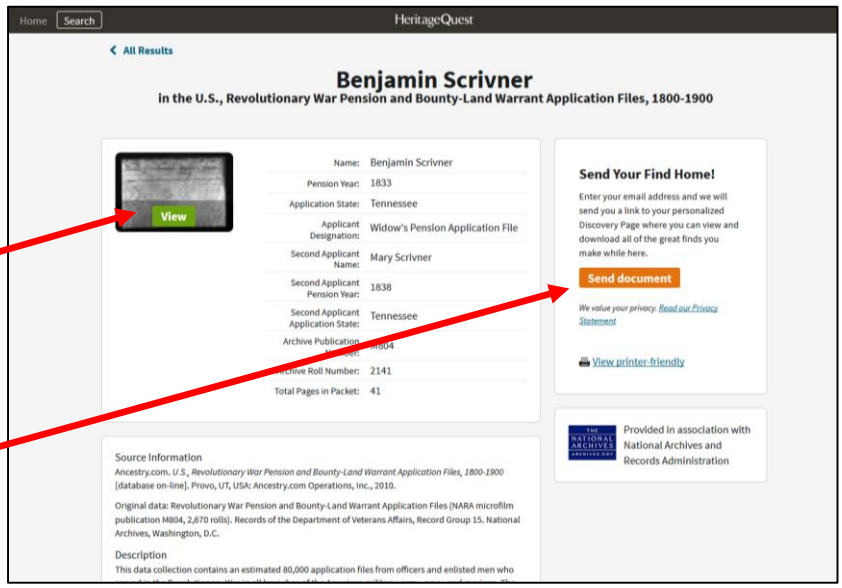
Viewing and Saving Digitized Images

Example: *Widow's Pension Application File; Benjamin Scrivner, 1833*

Accessing the Image

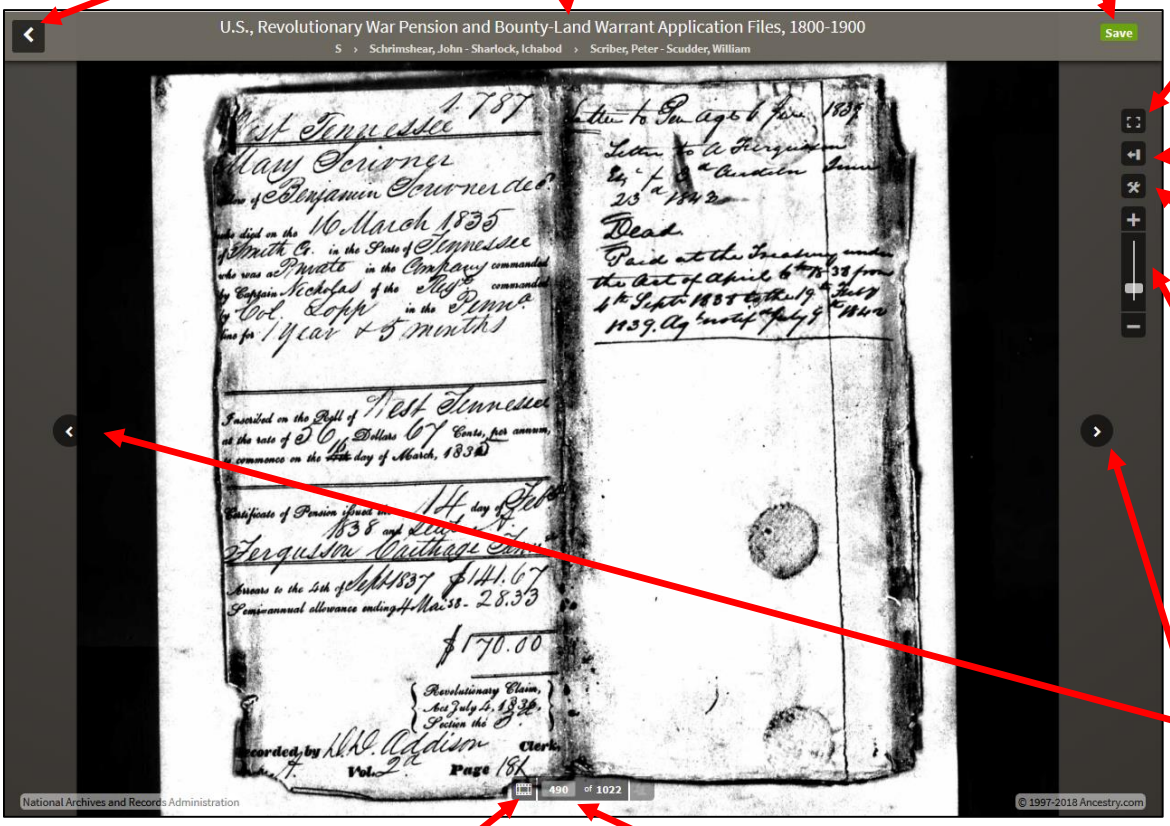
From the *record summary page*, you can view a scanned image of the record (*if that record has been digitized*) by clicking on the green ***View*** button on the image thumbnail.

If you are using HeritageQuest away from home, you can also send a link to this page to yourself or another person via email with the *Send Document* button and access the digital image the same way later.



Using the Image Viewer

The Image Viewer on HeritageQuest is identical to the viewer on Ancestry. It has the same functions and save options.



Back to the *Record Summary* Page

Record Collection Title

Save Options (to computer or storage device)

Full screen view

Toggles *transcription panel* on/off

Tools **(Print)**

Zoom (use the slider for more control)

Use the arrows to move forward or back a single image (helpful when browsing)

Filmstrip [*see page 7*]

Image Number (and total # of images)

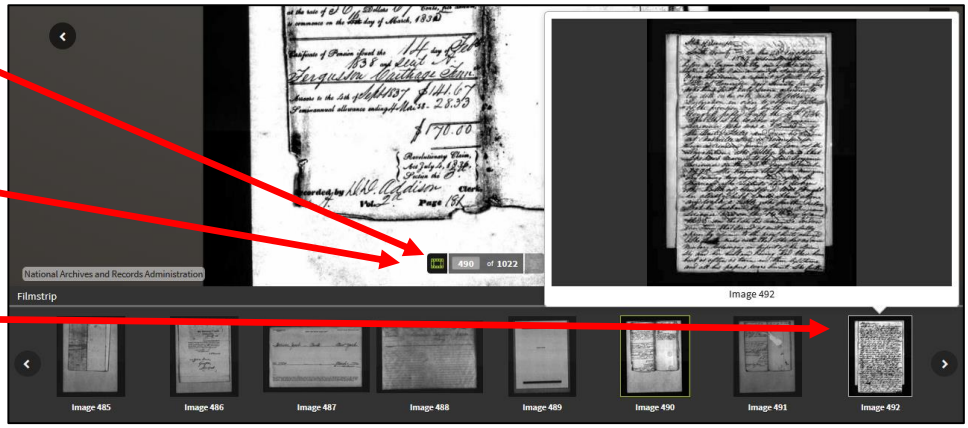
Using the Thumbnail Filmstrip

If you are browsing a collection or viewing a record with multiple images, as in this example, you can use the filmstrip to move quickly through a collection. Rather than using the arrows in the viewer that only move page at a time, *use the filmstrip arrows to view the next or previous eight pages simultaneously*.

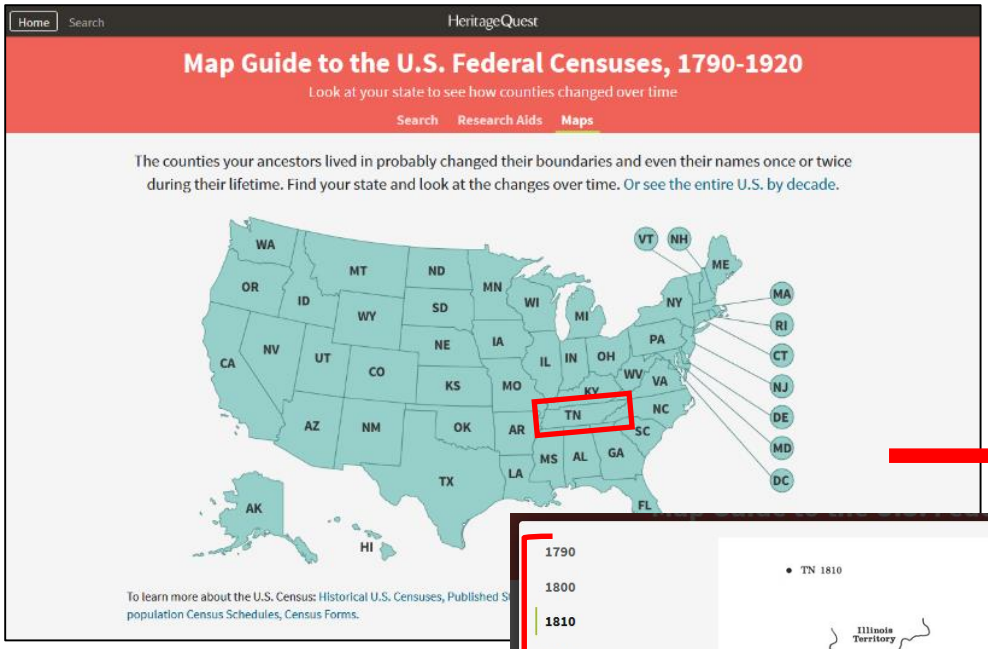
Click on the *filmstrip icon* to view or hide the filmstrip.

You can manually enter an image number to jump to that page.

Placing your mouse over a thumbnail in the filmstrip [*right*] gives you a larger preview of the page without having to click on it first.



U.S. Federal Census Maps, 1790-1920



This page allows you to view states as they were mapped out during individual census years and how it compares to modern maps. This is especially helpful for areas where county borders and names changed over time.

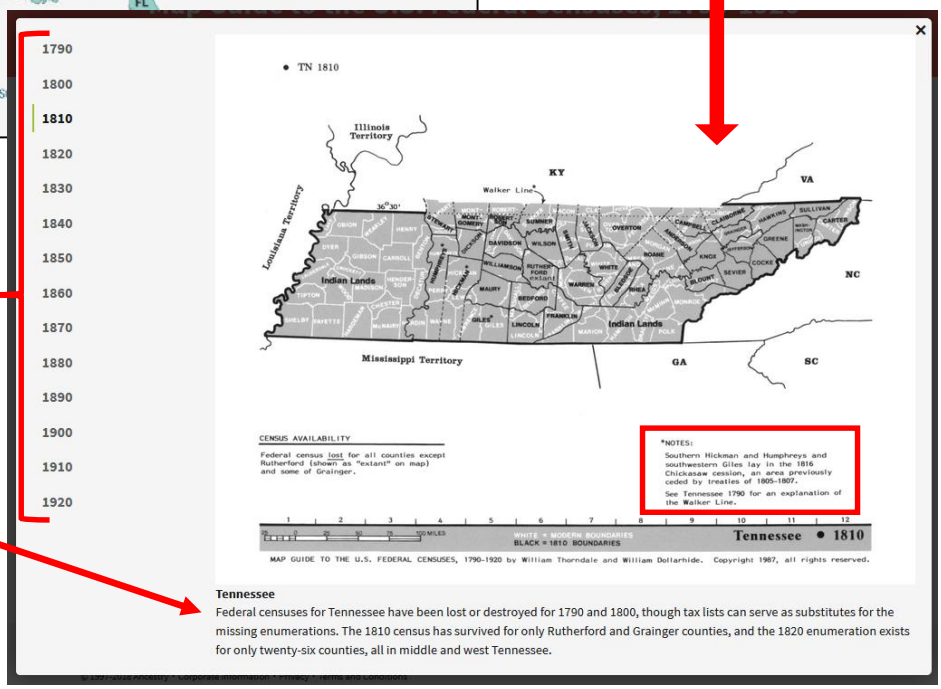
It also provides information on the availability of individual years of the census for specific counties.

Click on a state in the map above to open the window seen to the right.

Select the years listed on the left side of the window to view the map for that year of the census.

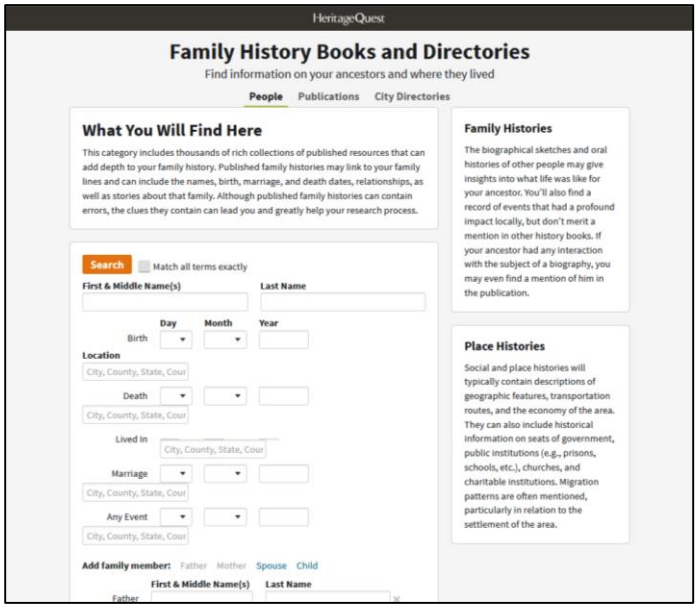
Check for notes that provide additional contextual information.

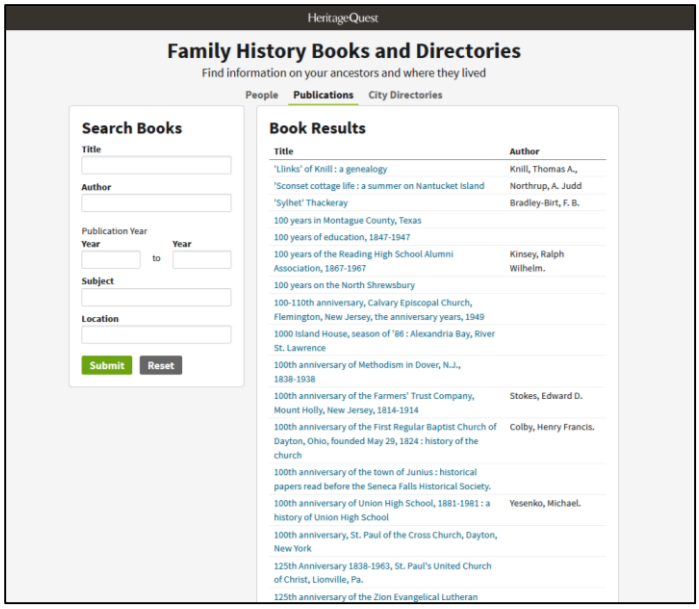
At the bottom of the window, you will find information about that state, including missing years or counties.



Family History Books and Directories

Search *HeritageQuest's* collection of thousands of digitized family and local history books.





Searching by Person

Selecting the *People* tab from the top of the books search page will give you a search form *very similar to a record collection search form*.

You can search for individual people mentioned in the text of the books by *name*, *vital information*, *with family members*, *year of publication*, *keyword*, and *gender*. Try combining these filters in different ways to see how it affects your results.

Note: As always, *the more information you enter, the more narrow you search will be.*

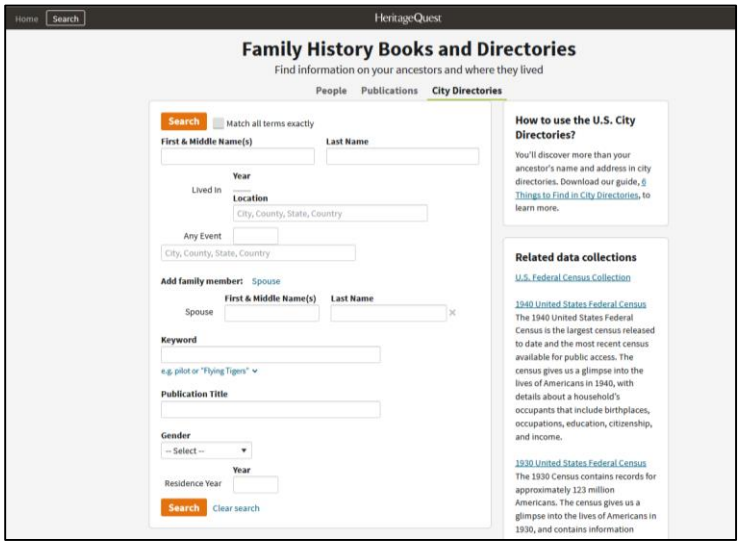
Searching by Publication

Selecting the Publications tab from the top of the books search page will give you a search form *similar to a Card Catalog search form.*

You can search the collection by *title*, *author*, *year of publication*, *subject*, and *location*.

This type of search helps if you want to browse all titles in the collection or have a specific title in mind.

Note: As always, *the more information you enter, the more narrow you search will be.*



Searching City Directories

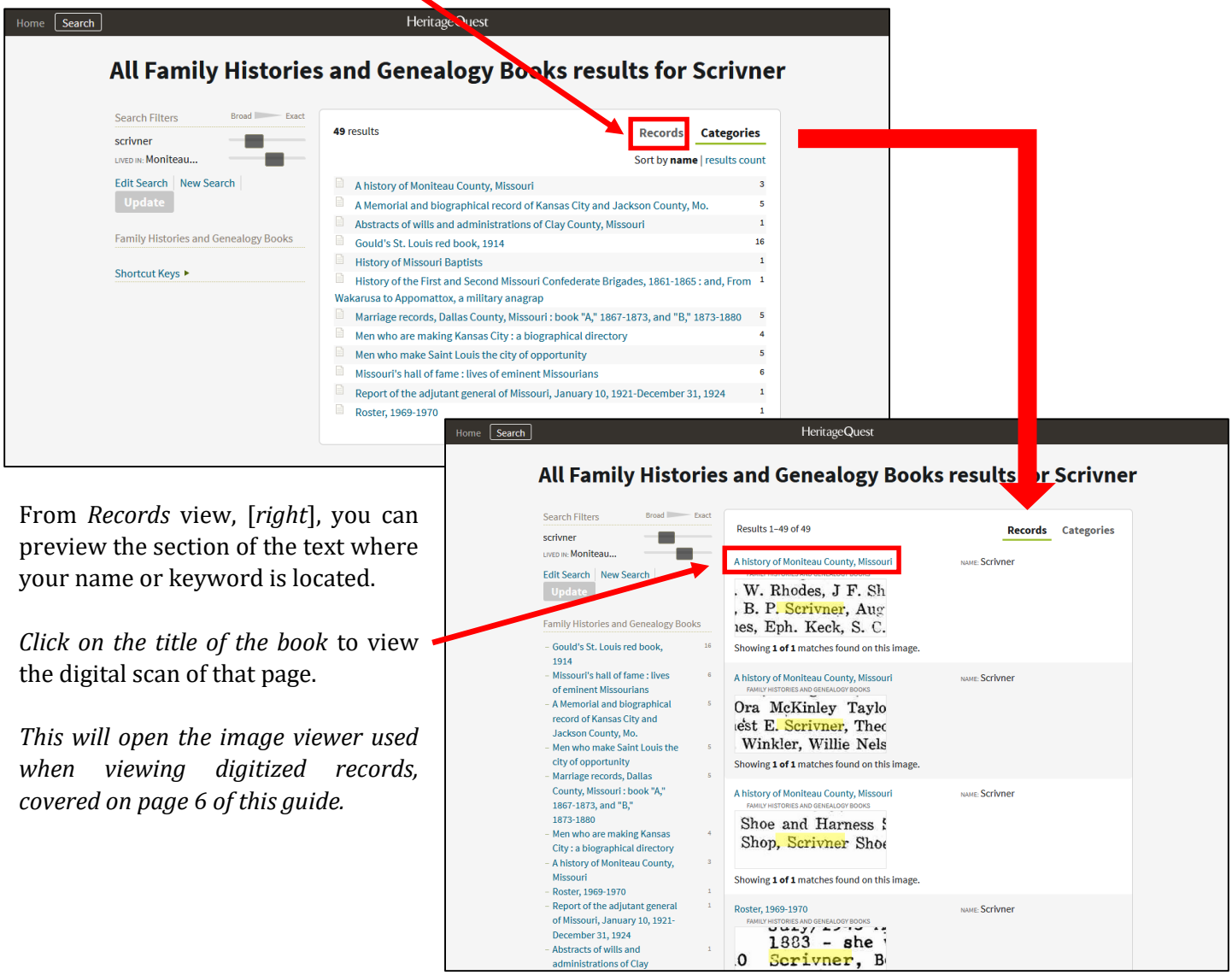
Selecting the City Directories tab from the top of the page will give you a search form *very similar to a record collection search form.*

You can search the directory collection by *name*, *residence location and year*, *with a spouse*, *keyword*, *publication title* (if you know the title of the directory), and *gender*.

If you are using directories for the first time, view the guide provided in the top right corner: *6 Things to Find in City Directories.*

Viewing Digital Books

By default, your search results will display as a list of titles arranged as *Categories* [*below*]. To view thumbnails of the individual results click on ***Records***. Or you can *click on a title in the list* to view the results from that book.



From *Records* view, [*right*], you can preview the section of the text where your name or keyword is located.

Click on the title of the book to view the digital scan of that page.

This will open the image viewer used when viewing digitized records, covered on page 6 of this guide.

Visit our branch page on the library website (www.casscolibrary.org/locations/genealogy) for CCPL Genealogy's location, hours of operation, contact information.

Information regarding our digital collections, access to online databases, submitting inquiries, and more, can be found on Cass County Public Library's Genealogy Resources page, located here: www.casscolibrary.org/genealogy

Send Research Inquiries to:
askgenealogy@casscolibrary.org

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