


## HeritageQuest Tips

### Searching:

1. Note that HQ indexes only heads of household or those with a different last name.
2. Indexing is by exact matches only, however the census taker spelled it to the best of the indexer's ability to read it. There is no "fuzzy match;" Olson will not bring up Olsen. The user has to think of the alternative spellings. It was common for men to go by initials for business purposes in the late 1800s. So if a man does not appear, try his first initial or no first name at all.
3. At present there is no indexing for the Wisconsin 1930 census.
4. Note that a name may be found on Subpage A or Subpage B. This is not an invention of the HQ folks; it's the way the census was done in many years. Side A contains lines 1-50; side B (the back side of the page) has lines 51-100.

### Printing:

1. At the image page, click the "**Download**" button, *not* the print button.
2. When the image download screen appears, click the link "**View**" to see the image in Adobe Acrobat.
3. When the image appears in Adobe, use the **snapshot tool** (looks like a camera ) to draw a box around the part you want printed.
4. Click the **Adobe "Print"** button (not your browser's print button).
5. Make sure that the Adobe print dialog box is set up to **rotate the image** for optimum print size, and that the box is checked to fit the image to the paper.
6. *Now* click the **Print** button in the dialog box.

### IF the family of interest is at the bottom of the page:

- 1-3 Follow printing steps as above.
4. Open a Word document. Move the cursor down a few lines.
5. Paste the selection into the Word document.
6. Go back to the HQ View window and copy the heading of the census page.
7. Paste it above the other section. This gives the patron all the headings as well as the information on their family.

### To e-mail an image:

- 1-2 Follow printing steps as above.
3. When the image download screen appears, click the link PDF.
4. You may be asked to Open or save, depending on your browser.
5. Click email icon, fill in address and send!