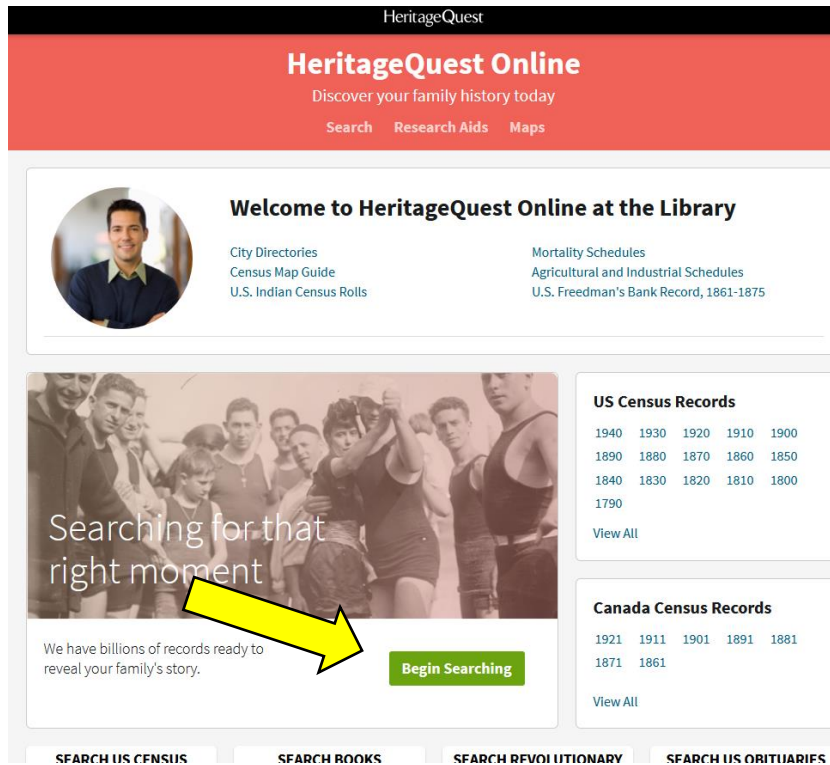# Using HeritageQuest Online

**HeritageQuest Online is a library database accessible from anywhere, with your Milwaukee County Federated Library System library card, through the Shorewood Public Library website.**

## How to Access HeritageQuest Online

1. Go to *shorewoodlibrary.org*
2. Mouse over the word *Grow* along the top of the webpage
3. Click on *Discover the Past* from the menu that drops down
4. Click on *HeritageQuest Online* to be directed to the database
   - When not in the library you will be asked to enter your library card number at this point
5. Begin searching for your ancestors!

## How to Search HeritageQuest Online

1. Click the green Begin Searching button.

2. Choose the collection you wish to search within or want to know more about. Click the title of the collection, or the words Search Now:



Once you have entered the collection by clicking on one of the above options, you can read about it to determine if it will be useful to your research.

3. Enter your search criteria. Include as much information as you have.
   - Narrow/Exact search:
     - Enter information in as many fields as you can
     - Use "Match All Terms Exactly" option
   - Broad/Inexact search:
     - Enter a name or just a partial name
     - Replace potentially tricky letters in a name with a question mark or asterisk (? replaces a single letter; * replaces zero or more letters)
   - **TIP:** enter a location to narrow a search. Even an educated guess about where an ancestor may have lived, such as a country and/or state, will give you fewer and more targeted results
4. Your results will depend on the type of collection you are searching within.
   For most, you will be able to edit your search, update the search filters, and toggle between the records themselves and the categories (which subset of the collection the record is from).

# How to Save Your Research Discoveries

**When you have found documents that you want to save, you can easily print or email them.**

## Save via Email:

1. While viewing relevant record, click *Send Document* OR while viewing the document/image itself click Save (in top right corner) and choose *Send image home*
2. Enter your email address
3. All items emailed in the course of one session will arrive as one email

## Save to your Computer:

1. While viewing the document or image, click Save (in top right corner)
2. Choose *Save to this computer*

## Print:

1. While viewing relevant record, click on tools icon (hammer/wrench) on right side of page
2. Choose *Print*
3. Select if you wish to print zoomed view (targets your ancestor/text match) or full page
4. Select if you wish to print record index data as well as record page
5. Click *Continue*
6. Click *Print* when prompted