Hands-On Practice Exercises:
African American Heritage

Practice Exercises

The following sample searches work together using a single search with additional, option steps. More samples searches specifically for each collection can be found beneath this box at the bottom of the page.

This initial search page cross-searches the U.S. Federal Census and the Freedman’s Bank records for all persons recorded as Black (B), Mulatto/Mixed (M), or Nonwhite/Negro (N) in addition to the other records for a complete search of all collections in ProQuest African American Heritage.

Enter the following details into the search page:

Last Name: Miller
Spelling: Exact
First Name: Isa*
State: All
Year Range: leave blank

Once the results are displayed, explore them according to the following steps:

U.S. Federal Census – 1860 to 1930

Although the U.S. Federal Census started in 1790, the 1860 Census was the first to recognize and specifically enumerate by name African Americans, thus we only provide indexed names and images for 1860 forward.

1. Click on the Census link and locate the 1900 Census in the results list. Click on the Expand by State link to the right.

2. Locate and click on Pennsylvania to view the results for that state.

3. Locate 36 year old Isaac H. Miller and click on the last name to view the image of the document.

Additional steps:

a. What is Mr. Miller's listed occupation?

b. What is Mr. Miller's listed birthplace?

c. Are there others living in the residence with Mr. Miller? If so, what are their names, ages, and relationship to Mr. Miller?
d. Can you locate earlier/later Census records for Mr. Miller? If so, what Census year? What is his age? What are the names, ages, and birthplaces of others in the household in which he is living?

Draft Registrations

The records include draft registration cards for WWI [2 million African American’s records from 1917-1918] and WWII [1942 only because of federal privacy laws. Click on the information icon for more details regarding available, incomplete, and fire-loss states records]. Note that some records have been transcribed; the transcription is visible at the bottom of the record when available.

1. Click on the Draft Registrations link.

2. Locate the state of Pennsylvania and click on the Expand by County link.

3. Using what you noted from the Census record as the birthplace for Mr. Issac H. Miller, locate and click on the Delaware county link.

Additional steps:

a. What is Mr. Miller’s middle name?

b. What is noted as his exact date of birth?

c. Is there a relative / next of kin listed on this record? If so, what is the name and relationship?

Freedman’s Bank Records

This collection contains the Freedman’s Bank extant register pages, with individual records of men, women, and children indexed and imaged. The collection covers 1865-1874 – the actual (and brief) span of the Bank’s history, specifically the records which indicate African American account holders. Remember that anyone, of any race, that was enslaved or indentured was able and encouraged to open an account in the Freedman’s Savings and Trust bank branch nearest their home. Branches were opened in all former slave holding states, including Missouri, and former Union states where larger populations of freed persons had settled.

1. Locate and click on the Freedman’s Bank link.

2. Review the results list and locate the two records listed for Isaac Miller as the Applicant. (Hint: Use the column headers decipher between the names indexed in this collection.)

3. Open both records and review the information contained in each. Do they reflect information already known from the previous two collections you have looked at? Yes / No

a. If Yes, explain briefly why:
Hands-On Practice Exercises:
African American Heritage

b. If No, explain briefly why:

Additional steps:

a. Use the household information from the Census> Additional Steps D to search for records in the Freedman's Bank records (Search tab> Freedman's Bank link @ bottom of page) regarding Mr. Miller's father and/or brothers. If you found a record, please note the name/s here:

b: What type of information were you surprised to see on the Freedman's Bank records?

Marriage Records

The only states records currently available are for North Carolina and West Virginia.

1. Locate and click on the Marriage link.

2. Click on the North Carolina link to view the results.

3. Based on known information do any of the results seem to be a match for Mr. Miller? Yes / No (Hint: What do you know about the contents of the Marriage collection that would influence/affect the results retrieved?)

a. If Yes, briefly explain why:

b. If No, briefly explain why:

Additional Steps:

a. Search the Marriage collection independently from the other collections (Search tab> Birth, Marriage, Death Record link> Choose Marriage) for possible leads on relatives found in Census, keeping in mind this collection only has data for two states at this time.

Service Records

This collection reflects the compiled records of volunteer Union soldiers who served with the United States Colored Troops from 1861–1865, otherwise known as the U.S. Colored Troops Service Records.

1. Locate and click on Service in the results list.

2. Explore the records that appear for "Not Recorded" as well as Kentucky and Tennessee.

3. Might any of the results be relevant to the Mr. Miller you have been investigating?

a. If so, briefly explain:
b. If not, briefly explain:

Additional Steps:

a. Using known information about Isaac's father, Robert Miller, conduct a search in the Service Records collection (Search tab> Military> Service).

b. Of the service records found in the Pennsylvania results, which record for Robert Miller, Issac's father, seems to best fit and why?

c. Who enlisted Mr. Miller?

d. Where did he enlist?

Cohabitation Records

1. Locate and click on the Cohabitation link in the results page of the original search.

2. Click on the link for North Carolina and review the results.

3. Given what you know from the previous searches and about the Cohabitation collection data, do(es) the information in this set of results correlate? Yes / No

Slaves and Free(d) Persons of Color Registers Records

1. Locate and click on the Registers link in the results page of the original search.

2. Click on the link for Louisiana and review the results.

3. Given what you know from the previous searches and about the Slaves and Free(d) Persons of Color Registers collection data, do(es) the information in this set of results correlate? Yes / No

4. What type of information is provided in these registers that could provide additional avenues of research?

5. What type of personal data is recorded here that you have not seen in other records?

Search Tips

Truncation & Wildcard Operators

* 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.
Hands-On Practice Exercises:
African American Heritage

? The question mark acts as a single-character wildcard. For example, a search on 'El?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.

Boolean 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.

### Race Indicators on U.S. Federal Census

| W | White |
| B | Black |
| M | Mulatto |
| C | Chinese |
| J | Japanese |
| I | American Indian |
| T | Others not listed above |

- Dash is used when the information is not given, not known or unreadable
Hands-On Practice Exercises: African American Heritage

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)