<u>Newspaper Archives – Search Tips</u>

How do I search for an article in this newspaper archive?
There are two powerful tools that allow you search through this archive.

1. **Advanced Search** *[see notes below]*
   Best used when you are searching for a keyword or keywords in a newspaper, the Advanced Search tool allows you to narrow your search by publication location and/or publication date.

2. **Browse Available Papers**
   The Browse tool allows you three methods of navigating through the archive.

   - **Browse by Location**
     Start out by selecting a country and continue to narrow down your browse to the desired level. Make your browse as broad or narrow as you would like.
   - **Browse by Date**
     If it's a date or date range you are looking to browse, you will want to use the "Browse by Date" option. Choose to browse an exact date, between dates, or between years.
   - **Browse by Title**
     If you know the name of the newspaper you are looking for, the "Browse by Title" is an easy way to find out what is available in the archive. Simply start by selecting the letter that the title begins with. Note: If the paper you are looking for starts with the word "The" it can be ignored. For example if you were searching for "The Post Standard" you would want to click on the letter "P".

   While viewing your list of results, you may refine by location or date at any time.

There are too many results for my search, how can I narrow them down?
If you are using the Advanced Search....
Provide as much information as you can. A simple keyword of "John Doe" may return many results, but if you provide publication dates and/or locations for your "John Doe" keyword search, you can narrow your results significantly. Once you have ran your search and are viewing your results you can use the "Refine Search" link to narrow your matches even further.
If you are using the Browse Available Papers....
While viewing your list of browse results, you may refine by location or date at any time. For example, if you have selected to browse every available paper in Iowa but found that there are too many results, you may refine your browse by a city in Iowa or a date range of Iowa publications.

How can I make my searches more effective?
Provide as much information as you can. By using additional keywords, you will be able to locate documents that are closer related to your search. Be specific. Try to pick words that are unique to the topic you're investigating. Use historically appropriate terms. For example, the Industrial Revolution was not dubbed as such by historians until later years. Do not use common words such as "and", "the", "to". These words are generally discarded during a search. Finally, if you know the publication location or date information for the topic you are searching, providing this information will help you return more relevant results.

What is Boolean searching?
Three common Boolean operators are AND, OR, and NOT. The **AND** operator between two words will result in documents which contain both of these words. Example: typing pear **AND** apple will return only hits with both words on the same page. The **OR** operator between two words or other values means you are searching for documents that contain at least one of the words. Typing pear **OR** apple will return hits if the word "pear" is on the page or the word "apple" is on the page or if both words are on the page. The **AND NOT** operator between two words or other values means you are searching for documents that contain the first word before the **AND NOT** operator, but not the second word that follows it. An example is pear **AND NOT** apple, will return hits only if a page has the word "pear", but if the page has both of the words, the result will not be displayed.
The advanced search will automatically create your Boolean search depending on which fields you fill your keywords into. The table below describes how each keyword field in advanced search automatically creates a Boolean search for you.

Keyword Field	Boolean Search Equivalent
With **All of the words**	**AND** - will return pages that contain pear **AND** apple

With the **exact phrase**	**Using Quotes** - will return results that contain the exact phrase you typed in the field.
With **at least one of the words**	**OR** - will return pages that contain the word pear **OR** the word apple
Without the words	**AND NOT** - Will only return results that **DO NOT** contain the words you type in this field.

Are my searches case sensitive?
No the searches on this site are not case sensitive. This means that searching for the keyword **apple** is the same as searching for **APPLE**.

Do I need to download anything to view the newspaper pages?
Yes, in order to view newspaper pages you will need to have the Adobe Acrobat Reader installed on your system. If you do not already have the plug-in installed, this site should automatically download and install it the first time you try to view a newspaper page.

Why do I need a plug-in?
Each page in this archive is quite large. In order to increase the speed at which you download the images, the original full-page scans are compressed using a format called a PDF. You must have a current Adobe Acrobat Reader™ plug-in so that your browser may view these optimized images. By converting the original images to PDF, we are able to offer faster access and more features than an ordinary image file.

When I try to view a newspaper, the newspaper does not look correct or the newspaper that comes up is the incorrect newspaper. How do I report this?
You can click the "report a problem" link while viewing the page in question. This link is located above the newspaper article. This will send a message to our technical staff, which will view the issue and correct it if necessary.

The print of the newspaper page is too small to read. How can I get it to display larger?
To read the newspaper more clearly, use the magnifying glass tool magnifying glass tool built into the Adobe Reader to zoom in or out on the newspaper page.

How can I download a newspaper page to my computer?
To download the newspaper page you are viewing to your computer, click the Save Button save button on the Adobe PDF Viewer. Clicking on this button will bring up a "Save a Copy" dialog box that allows you to choose where you would like to save the newspaper page on your computer. After selecting a location to save the newspaper, you may change the name of the file you are saving in the filename box. Make sure you leave "save as type" set to "Adobe PDF Files (*.pdf)". Finally, click the save button and the newspaper will be saved to your computer with the name and location that you have specified.

The newspaper pages on this archive are only to be used for personal or professional research.

What are the Windows / Mac computer requirements for viewing this website?
Required Plugin:
Adobe Reader version 7.0 or newer
Adobe Flash Player version 8 or newer

Supported Internet Browsers:
Internet Explorer: version 7.0 or newer
Mozilla Firefox: version 2.0 or newer
Google Chrome: version 2 or newer
America Online: version 9.0 or newer
Safari: version 2.0 or newer

I am using a Mac, and I am getting a plug-in error when I try to view newspaper articles, how can I resolve this?

Make sure you have a supported Internet Browser and Adobe Reader version 5.1 or better installed for your operating system. To download the Adobe plug-in for the Mac OS please click here. This plug-in will allow you to view newspapers on a Mac. If you are using Internet Explorer on OSX and Adobe 7.0 the, Adobe Reader plug-in is NOT supported for in-browser viewing of PDFs. Please use Safari to access PDFs on the site.

ADVANCED SEARCH

1. Entering Keywords

The Keywords section of the advanced search page allows you to perform Boolean Searching without even knowing it. You may use any or all of the options when running a search. Using the provided fields you can search for newspapers:

- that contain **all of the words** in your search phrase.
- that contain the search phrase **exactly as you typed it**.
- that contain **at least one of the words** you typed in.
- that contain results **without the words** you typed in.

In the example above your search would return only newspapers that had the words World War 2, the exact phrase "pearl harbor", either the word Franklin OR the word Roosevelt and did not contain the words Battle of Midway.

Note: It is not necessary to place quotation marks around keywords in the advanced search keyword fields. If you would like to search using quotation marks enter your search phrase into the "with the exact phrase" field, quotation marks will automatically be placed in your search.

Finally, this section also allows you to limit your search to content that has been added recently and specify how many results you would like to view per page.

2. Selecting a Publication Date

The publication date field allows you to specify a date or date range to search within. Select one of the three publication date options:

1. **All Dates** - this option searches all the dates available in our archive
2. **Exact Date** - this option searches on the specific date that you select
3. **Between Years** - this option searches all the dates between the two years that you select

Viewing and Refining Your Search Results

This is what search results look like.

Above is an example of a search result, the following legend provides a description of each element on the page.

1. **Your Search Results** - Displays how many results were found for your search.
2. **Results Per Page** - Use this to adjust how many results per page you would like to view.
3. **Refine Your Search** - You may decide that your search was too broad, and that you want to refine it. Clicking on this link allows you to narrow your previous result by additional keywords, dates and/or locations.
4. **Publication Title** - This is the title of the newspaper your search result was found in. Click this link to view the newspaper page.
5. **Result Abstract** - This will give you a summary of the text on the newspaper page found around your search term(s).
6. **Publication Date** - The date of the newspaper your search result was found in. Click this link to limit your results to that date.
7. **Publication City** - The city of the newspaper your search result was found in. Click this link to limit your results to that city and state.
8. **Publication State** - The state of the newspaper your search result was found in. Click this link to limit your results to that state.

Browse Available Papers Help
This is what the browse available papers tool looks like.
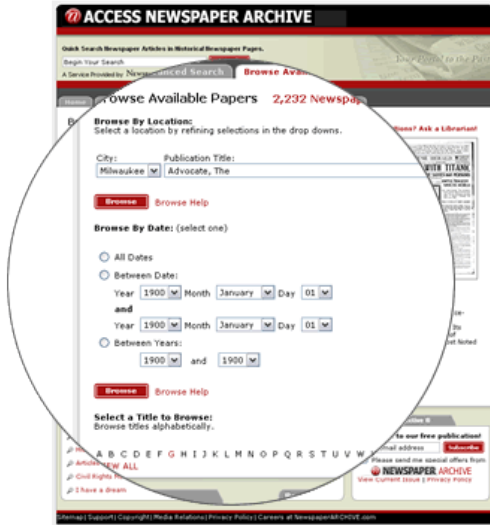
The Browse Available Papers provides 3 easy tools that allow you to quickly view the newspapers available.

1. **Browse By Location** - Your browse by location can be as broad or narrow as you would like. If you would like to see every publication available, leave all fields set to "all" and click the browse button. If you would like to narrow your browse, simple provide information. Selecting "United States", "Iowa" and leaving the other fields set to "all" will return all publications available in Iowa.
2. **Browse By Date** - The Browse By Date tool provides three options to choose from for browsing the archive.
    1. **Exact Date** - Choose this option, enter a date and click browse, this will give you all of the newspapers we have from the date you have chosen.
    2. **Between Dates** - Choose this option, enter a beginning date and an end date, this will give you the newspapers available between the beginning date and end date you have chosen.
    3. **Between Years** - Choose this option, select a beginning year and an end year, this will give you the newspapers available between the years you have selected.
3. **Browse By Title** - Know the title of the newspaper you're looking for? Simply click the letter the title begins with and view a list of publications starting with that letter.
   Note: If the title starts with "The" move to the next word when choosing a letter that the title begins with. For example if you are looking for "The Post Standard" select the letter "P"

Viewing and Refining Your Browse Results
This is what browse results look like.

Above is an example of browse available paper results, the following legend provides a description of each element on the page.

1. **Refining Your Search** - You may further refine your results by providing more specific information.
   1. **Refine by Publication** - You could select "Milwaukee" to narrow your results to only those publications located in Milwaukee, WI.
   2. **Refine by Title** - Select a letter to limit your results to only publications starting with the letter you have selected.
   3. **Refine Date** - Refine your browse to include only those results for the exact date or date range you provide.
2. **Results Per Page** - Use this to adjust how many results per page you would like to view.
3. **Your Are Here** - This lets you know where you are at in your browse, clicking on a link will take you back to that level of your browse. To start over click on the "clear browse" link.
4. **Your Results** - Publications, Cities, and States are displayed for your browse results. Clicking on the publication will show you the dates available for your browse and the number of images for each date. Clicking on the city will display the cities available for the criteria you have provided. **After Clicking on a Publication** - As mentioned before, clicking on a publication will show you the dates available for your browse and the number of images for each date listed. Clicking on the date will take you to view that newspaper.

I have read through this FAQ but I still have a question. How can I contact support?

If you're question has not been answered by the FAQ, Support, or Search Help
please email reference@onlib.org or call 315-435-1900

Onondaga County Public Library