

# ProQuest Historical Newspapers Quick Print Guide

## Defining Your Search

There are several tips you can follow to define your ProQuest Historical Newspapers searches.

### **Handling Spelling Variations**

Use the truncation (\*) or wildcard (?) search tools when entering a search word, to catch variations in spelling, plurals and singulars, possessive forms of the word, or both U.K. and U.S. English.

### **When No Articles or Just a Few Articles Are Found**

If you're not finding articles using your first search word or phrase, try using related terminology instead. For example, instead of entering **national business plan contest** you might try **national business plan competition**.

### **Uppercase or Lowercase Letters? Which Do I Use?**

Search statements are not case sensitive. A search for **U.S. Federal Reserve** will find the same articles as **u.s. federal reserve**.

### **Phrases**

Two words next to each other in your search are treated as a phrase. A search for **Federal Reserve** will find articles in which the word **Federal** immediately precedes the word **Reserve**.

Three or more contiguous words are searched in proximity. A search for **U.S. Federal Reserve** will find articles in which each of the terms **U.S.**, **Federal**, and **Reserve** appears within a 250-word block.

If you want to search for exact matches to U.S. Federal Reserve, you should use quotation marks: "U.S. Federal Reserve"

### **Parentheses Control the Search Order**

ProQuest® uses parentheses to adjust the order in which your search terms are combined.

A search for **Federal Reserve OR (U.S. AND economic policy)** finds articles dealing with either the **Federal Reserve** or articles containing both the words **U.S.** and **economic policy**.

The same search without parentheses is interpreted from left to right, finding articles containing **Federal Reserve** or **U.S.** within a 250-word block that also contains **economic policy**.

### **Searching Citations and Abstracts**

When you use a search field to search just the citations and abstracts in ProQuest Historical Newspapers™, the system actually searches in several areas:

- Author
- Abstract

- Article Title
- Source (publication title)

### **About "Stop Words"**

ProQuest ignores many frequently used words when you type them in as part of a search phrase that's three words or longer. If you're using three or more words in a search phrase and want to include a stop word too, make sure you enclose the phrase in quotation marks.

Searching for **the moon** (two words) would still search for **the**, and a search for "**the blue moon**" would also search for the word **the**, but **the blue moon** and **blue moon** are the same search.

Stop words include basic parts of speech (articles, pronouns, prepositions, etc.), such as **a**, **an**, **about**, **after**, **all**, **also**, **and**, **any**, **are**, **as**, **at**, **based**, **because**, **been**, **between**, and so on.

## Search Operators

Use:	To Run a Search:
*	Truncation: Stands in for any number of characters (including none) at the end of a word. Example: Searching for Gettysburg* will find articles that contain "Gettysburg," "Gettysburgh", etc.
?	Wildcard: Stands in for one character in or at the end of a word. Example: Searching for <b>educat??</b> will find articles that contain "educated" and "educator." It won't find "education," which contains more than two letters following "educat."
"..."	Quotation Marks: Search words must appear exactly as typed. Example: Searching for <b>"As You Like It"</b> will find articles mentioning the work by Shakespeare, but not articles talking about people's preferences.
(..)	Parentheses: Whatever is inside the parentheses is searched first, then those results are searched with the words outside the parentheses. Example: Searching for <b>Federal Reserve OR (U.S. AND economic policy)</b> finds articles dealing with either the Federal Reserve or articles containing both the words "U.S." and "economic policy."
AND	AND: Both the search words must appear in the article. Example: Searching for <b>Tammany Hall AND Boss Tweed</b> narrows your search by finding only those articles that mention both Tammany Hall and Boss Tweed.
OR	OR: Either the search words can appear in the article. Example: Searching for <b>Tammany Hall OR Boss Tweed</b> broadens your search by finding articles that mention Tammany Hall, Boss Tweed, or both.
AND NOT	AND NOT: The search words before AND NOT must appear in the article, but the words after must not. Example: Searching for <b>Tammany Hall AND NOT Boss Tweed</b> gives you articles on Tammany Hall, excluding those that also mention Boss Tweed.
W/#	Within: Search words must appear within # of each other to match. Example: Searching for <b>Reconstruction W/15 Virginia</b> finds articles on reconstruction in Virginia, but doesn't restrict the search to the exact phrase "reconstruction in Virginia."
NOT W/#	Not Within: Search words must be separated by at least # words to match. Example: Searching for <b>Reconstruction NOT W/50 Virginia</b> finds articles on reconstruction in areas other than Virginia.
PRE/#	Precede By: The first search word must precede the second by # words to match. This is useful for phrase searching. Example: Searching for <b>gold PRE/5 standard</b> finds articles on the gold standard, even if the phrase has intervening words such as "gold or silver standard".

## Sample Searches

The examples below illustrate the kinds of searches you can build using operators and fields.

Because the content varies between newspapers; the number of articles found using the examples below would vary.

### **jazz**

Finds articles that contain the word **jazz**.

### **Educat\***

Finds articles containing the words **education, educator, educate, educating**, etc. The "\*" is the truncation symbol to find multiple forms of a word.

### **Churchill AND iron curtain**

Finds articles that contain the word **Churchill** and the phrase **iron curtain**.

### **"As You Like It"**

Finds articles that contain the phrase **"As You Like It"**.

Always enclose phrases longer than two words in quotation marks.

### **author(E.B. White)**

Finds articles written by E. B. White.

### **at(review) AND Stephen King**

Finds reviews of works by Stephen King.

Note that **dtype** is also a valid syntax form for Article Type: **dtype(review) AND Stephen King**.

### **source(New York Times) AND Ford Motors AND PDN(>03/01/1968 AND <10/30/1971)**

Finds articles from The New York Times about Ford Motors published between March 1, 1968 and October 30 1971. Use the Source search field to restrict your search to a specific newspaper.

### **AT(front\_page) and "James Earl Ray"**

Finds front page articles on James Earl Ray.

Note that **dtype** is also a valid syntax form for Article Type: **dtype(front\_page)**.

### **AT(Display\_ad) and Coca-Cola and Old Santa**

Finds display ads featuring Coca-Cola products and Old Santa.

Note that **dtype** is also a valid syntax form for Article Type: **dtype(Display\_ad)**.

Article Types can also be searched using the drop down menu.

## Using Search Fields

Search fields let you focus your search on a specific kind of information.

Field Name:		Example:
Abstract	ab	ab(customer service)
Article Title	ti	ti(tornado)
Article Type	at	at(display ad)
Author of article	au	au(Katherine Marsh) au(Marsh)
Date (numeric)	pdn	pdn(07/04/1998)
Date (alphanumeric)	da	da(July 4 1998)Note: no comma
Publication Title	so	so(new York Times)
Text	text	text(home schooling)
Word Count	words	words(>2500)

### Published Date Field

In addition to searching by date using the date range utility, you can also search by the published date field (PDN field : use format **PDN(mm/dd/yyyy)** to limit a search to a specific issue.

#### Example

**PDN(01/20/1977) and Jimmy Carter** returns articles about Jimmy Carter from January 20, 1977 only.

You can also use the PDN search field when you want to search a range of dates. When you search using PDN, you have the opportunity to search for articles using a range of publication dates. To search a range of dates, use the greater than (>) and less than (<) symbols. You can search for articles on or before a specific date, or between dates.

- To find articles published on or before a date:  
**PDN(>6/02/1856) OR PDN(<1900) and Women's Rights** will find articles on women's rights, published before the year 1900.
- To find articles published on or after a date:  
**PDN(>6/02/1977)**
- To find articles published between two dates:  
**PDN(>06/02/1856 AND <06/07/1856)**
- To limit your search by year:  
**PDN(1857)** limits results to 1857.

### Article Type Field

The Article Type field lets you search for articles based on the nature of their content. Valid article types include:

- classified ad
- comic
- display ad
- editorial article
- editorial cartoon
- fire loss

- front page
- legal notice
- letter
- lottery\_numbers
- marriage
- obituary
- photo\_standalone
- real estate transaction
- review
- stock quote
- tbl of contents
- weather
- birth

You can use any of the following forms to build an article type search:

- Dtype
- AT
- DT
- TY

For example:

- **AT(review) and The Grapes of Wrath**
- **Dtype(editorial cartoon) and Nixon**
- **DT(front\_page) and SO(New York Times)**

## Search Tips

### Searching Stock Quotes

Like the classified ads, the stock tables are scanned and then converted to text using OCR software. Because the stock quotes are usually printed in a small font and because ProQuest is working from original microfilm, the quality of the resulting text is poor. Due to the time and difficulty with editing that would be required, no additional work beyond the creation of the searchable ASCII has been conducted.

### Searching Photos

The best way to search for photos in ProQuest Historical Newspapers is to set the article type to photo standalone. Photo standalones are defined as photos that are not attached to articles (for example, photo essays and photo spreads).

#### Example:

To find photographs of Marilyn Monroe, enter **Marilyn Monroe** in the search query field, select **photo standalone** in the Article Type drop-down menu and click **Search**.

If you searched for Marilyn Monroe without setting the article type, your search would find articles that might or might not have photos of Marilyn as it will search articles and photos.

Captions and photos attached to (part of) an article are threaded with the relevant article. When you view the article you will see both the article image and the photo image in the Adobe Reader viewer. This is because most photos in newspapers are attached to articles and in our zoning practices we attempt to preserve the integrity of both article and image.

## Searching Historical Databases

Searching historical databases pose a unique challenge for researchers. Some of the problems you may run into:

### ***Spelling Changes***

Over the years, the spelling of many words has changed. A good example of this is the city Gettysburg, once spelled Gettysburgh. If you are unsuccessful finding anything using the spelling you are used to, try alternates.

### ***Terminology***

Terminology changes over the years. For example, what is now referred to as women's rights was called women's suffrage in the early 1900s.

### ***Reporting Lags***

Events are often reported after they happen. For example, while Kennedy was assassinated on November 22, 1963, it wasn't reported until the 23<sup>rd</sup>. Time lags in historical newspapers were even longer. If you aren't finding anything on a specific date, widen your date range to allow for this reporting lag.

## Reading Articles

Articles in the ProQuest Historical Newspapers database are available in Article Image format, high resolution scanned images of articles in Portable Document Format (PDF). To view these articles you work within Adobe Acrobat Reader.

The toolbars will vary slightly, depending on which version of Adobe Acrobat Reader you are using. The main difference between versions 5 and 6 is version 5 provides the Graphics Select Tool while version 6 provides the Snapshot Tool for selecting portions of the page.

### Resizing the image

You can resize your image several ways.

- **Zoom In Tool**  (A)

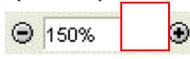
To enlarge your image, click on the magnifying glass and click on an area of the image. It will enlarge to the next preset percentage.

Or, click and drag to select a section of the image. The selection will enlarge to fill the available space.

To reduce the size of your image, hold down the Control key while clicking or click on the drop down arrow to the right of the **Zoom In** tool and select the **Zoom Out** tool.

- **Zoom In and Zoom Out buttons**  (B)

The + sign and – sign buttons will enlarge or reduce your image size to the next preset percentage.

- **Resize drop down menu**  (C)

Click the drop down arrow and select a percentage to immediately increase or decrease the size. Or type a percentage directly into the box.

### Navigating through the article

The tools in Acrobat Reader can help you move through your article.

- **Scroll Bars** (C)

Use the scroll bars on the bottom and right edges to scroll through a document that is larger than the space available.

- **Hand Tool**  (D)

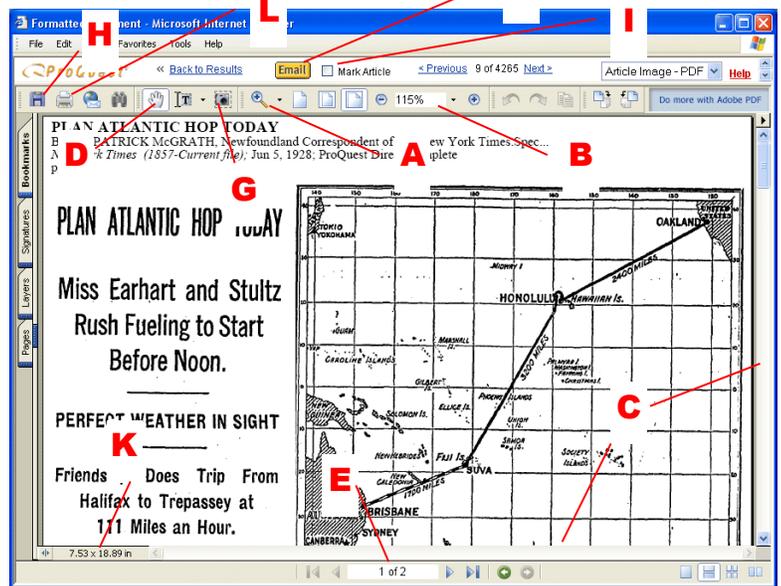
Use the hand tool to drag the image within the window.

- **Page Selection Tools**  12 of 78  (E)

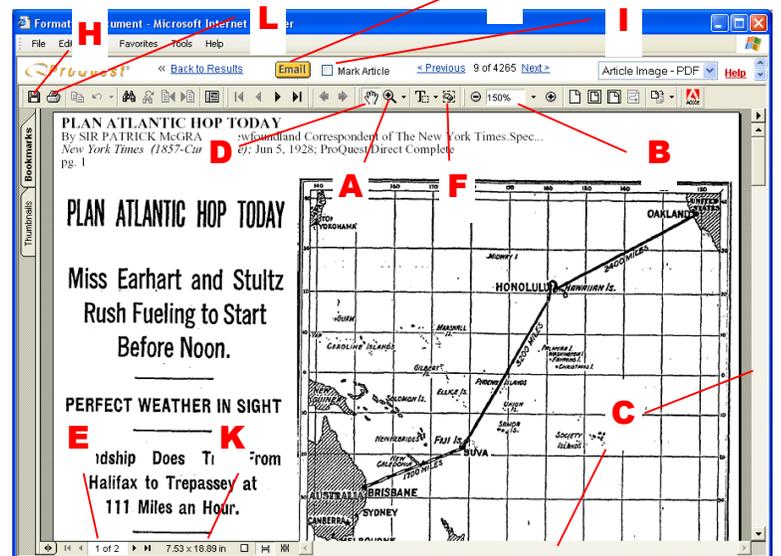
Click on the **Next/Previous Page** buttons in the toolbar or on the status bar to move one page in the document. Or use the **First Page/Last Page** buttons to jump to the first or last page in the document.

On the status bar, you can also type a page number to jump directly to that page.

## Acrobat 6.x



## Acrobat 5.x



- **Graphics Select Tool**  (F)

If you are using Adobe Acrobat Reader 5.x, you can use this tool to select any area of the image you want to copy or print.

- **Snapshot Tool**  (G)

If you are using Adobe Acrobat Reader 6.x, you can use this tool to select any area of the image you want to copy or print.

- **Disk Icon**  (H)

Click this tool to save the PDF file to hard drive or disk.

Continued on next page

## Reading Articles (continued)

### Mark an Article

To add an article to your Marked List, check the Mark Article checkbox (I).

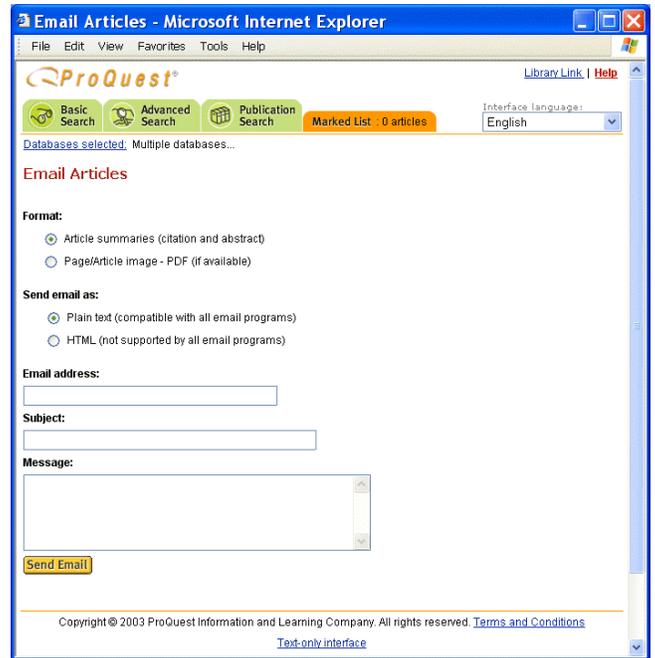
You cannot mark newspaper Page Image and Page Map formats (such as those in Historical Newspapers).

### Email an Article

To email an article, click  (J) and complete the form that appears.

You can select to email either the Article Summaries (the citation and abstract), or the Page/Article image (the PDF image of the page). If you choose to email the Page image, the citation is not included. You may want to view and copy the citation first (select **Abstract** or **Abstract/Citation** from the article format menu). You can then paste the text into the message field of the Email Articles form.

You cannot email newspaper Page Image and Page Map formats.



The screenshot shows the ProQuest 'Email Articles' interface. At the top, there are search options: 'Basic Search', 'Advanced Search', and 'Publication Search'. A 'Marked List' shows 0 articles. The 'Email Articles' section has the following options:

- Format:**
  - Article summaries (citation and abstract)
  - Page/Article image - PDF (if available)
- Send email as:**
  - Plain text (compatible with all email programs)
  - HTML (not supported by all email programs)
- Email address:** [input field]
- Subject:** [input field]
- Message:** [text area]

A 'Send Email' button is located below the message field. At the bottom, there is a copyright notice: 'Copyright © 2003 ProQuest Information and Learning Company. All rights reserved. [Terms and Conditions](#)' and a link for '[Text-only interface](#)'.

**Email Article**

## Printing an Article

To print articles in the ProQuest Historical Newspapers database, you must print from within Adobe Acrobat Reader. Follow these steps:

1. View the article as usual within the Adobe Acrobat Reader plug-in (within the browser window). For more information, see [Reading an Article](#).

The toolbars will vary slightly, depending on which version of Adobe Acrobat Reader you are using. The main difference between versions 5 and 6 is

that version 5 provides the Graphics Select Tool  (F) while version 6 provides the Snapshot Tool  (G) for selecting portions of the page.

(F) while version 6 provides the Snapshot Tool (G) for selecting portions of the page.

2. Check the image size of the article (K). The image size appears along the bottom left edge of the Adobe Acrobat Reader window.

### If the document is slightly larger than your paper size:

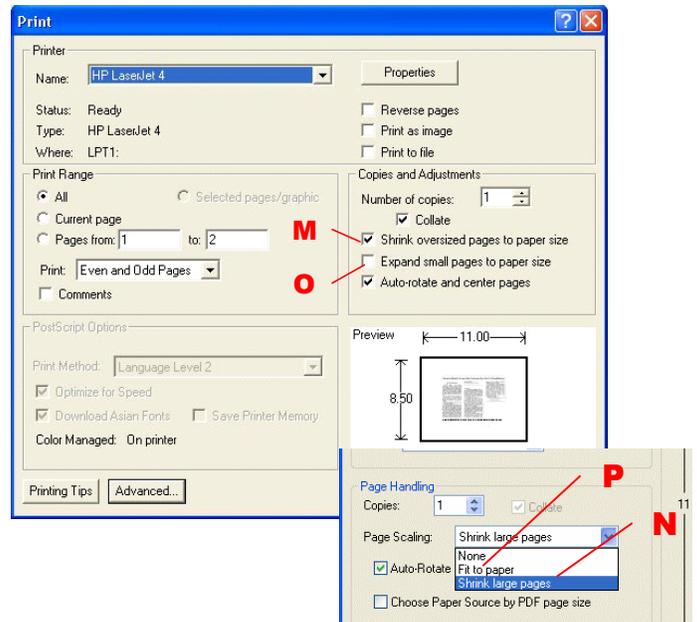
1. Click the Adobe Acrobat Reader Print button  (L). You see the Print dialog box. (Note: The box may look slightly different if you are using a different printer driver.)
2. Check the **Shrink Oversized Pages to Paper Size** (M) option on the Print dialog box. (Note: Your Print Dialog box may use a **Page Scaling** pop-up menu. Click on this menu and select **Shrink large pages** (N).)

The article will reduce to fit the selected paper size. When you select this option, the Print dialog box will display the percentage of change. (Don't use this option if the document is significantly larger than your paper.)

3. Set the print options in the Print dialog box, then click **OK**.

### If the document is significantly larger than your paper size:

1. If you are using Adobe Acrobat Reader 5, select the Graphics Select Tool  (F). If you are using Adobe Acrobat Reader 6, select the Snapshot Tool  (G), then click and drag to select a smaller portion of the page.
2. Click the Adobe Acrobat Reader Print button  (L).
3. Set the print options in the Print dialog box, then click **OK**.
4. Repeat steps 1 through 3 as many times as necessary, selecting a different section of the larger image for printing each time.



### If the document is smaller than your paper size:

1. Click the Adobe Acrobat Reader Print button  (L).
  2. Check the **Expand small pages to paper size** (O) option on the Print dialog box. (Note: Your Print dialog box may use a **Page Scaling** pop-up menu. Click on this menu and select **Fit to Paper** (P).)
- The article will expand to fit the selected paper size.
3. Set the print options in the Print dialog box, then click **OK**.

### Print Options

The Adobe Acrobat Reader Print dialog options let you **Print Dialog Box** document will print.

- To change the paper size (for example, to print on legal size paper), click **Properties** on the Print dialog box. Then, select the desired paper size.
- To change the page orientation, click **Properties** on the Print dialog box. Within the Properties dialog, select the desired orientation (landscape or portrait).
- To center the page on the paper, check the **Auto-rotate and center pages** option.
- To enlarge an article/page map for printing, select **Expand small pages to paper size** on the Print dialog box. The article will expand to fit the selected paper size.
- To shrink an article/page map for printing, select **Shrink oversized pages to paper size** on the print dialog screen. The zoom percentage will be displayed below the Print preview, on the bottom right of the window.

# Page Images and Page Maps

The ProQuest Historical Newspapers database gives you access to scanned images of the entire page as it appeared when originally published. This lets you see your article as it originally appeared, and scan through the newspaper using Page-By-Page Browsing as you would a paper in its original print form.

Page-By-Page Browsing offers two views of newspaper pages: Page Map and Page Image.

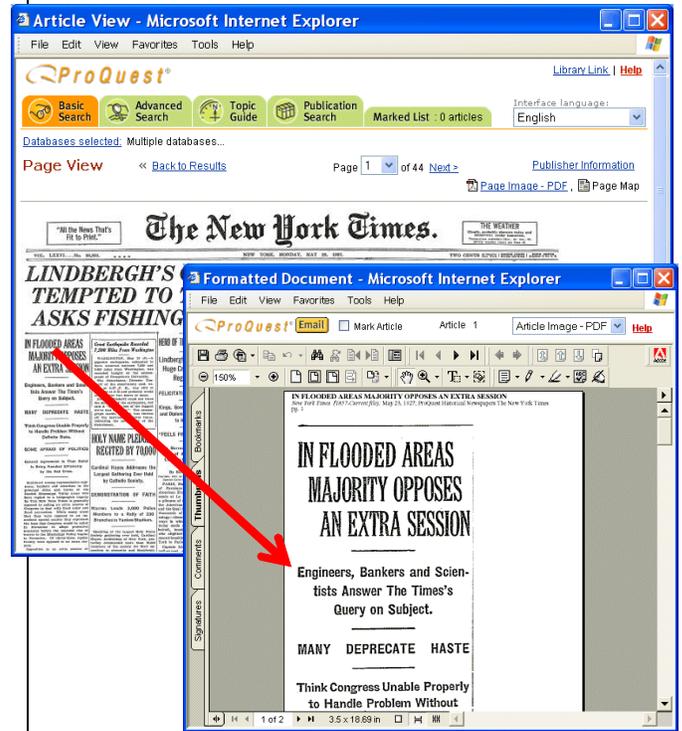
## Page Map

Page Map is a low-resolution image format designed for navigation. Use Page Map to browse a page or issue of a newspaper quickly, scanning for articles that interest you. As you move your mouse over the page, a highlighted text box will pop up displaying the headline of the article. By clicking on the article, you will be taken to that article in Article Image format.

## Page Image

Page Image is a high-resolution image format designed to let you read whole pages from Historical Newspapers. Use Page Map to browse a page or issue of a newspaper quickly, scanning for articles that interest you. Use Page Image when you want to read or review an entire page from a newspaper.

Use the Previous and Next buttons and Go to Page drop-down menu to browse the paper. Click Previous to see the newspaper page immediately preceding the one you're currently viewing. Click Next to see the page that follows the one you're viewing. To jump to a specific page, select the page you want from the Go to Page drop-down menu.



Page Map



Page Image