

# Historical Newspapers™ Quick Start Guide

## About ProQuest Historical Newspapers™

ProQuest Historical Newspapers delivers the complete run of newspapers such as *The New York Times*®, *The Washington Post*®, *The Christian Science Monitor*, and *Los Angeles Times*®. It offers an unparalleled online resource for the study of historical events, social and consumer history, economics, literature, technology, and more. Every issue is reproduced in cover-to-cover full-page image—from news stories and editorials to graphics and advertisements. Our title coverage spans from 1851 to 2001. Students can search using keyword, Boolean, or natural language queries as well as limit searches by date, author, article type, and more.

## Part 1: Submit a Search Query

All ProQuest Historical Newspapers research begins at the main search page. You can search the database using a keyword search query, or you can incorporate advanced search features to enhance your search focus.

The screenshot shows the ProQuest Historical Newspapers search interface. It features a header with 'HISTORICAL NEWSPAPERS' and navigation links for 'MY LIST', 'HELP', and 'EXIT'. The main search area is divided into several sections: 'Enter Keywords' with a search box and a 'SEARCH' button (labeled D); 'Advanced Search' with filters for 'Decade', 'All Dates', 'Restrict to citation/abstract', 'Publication', and 'Article type' (labeled B); and 'Browse Papers By Date' with a date input field and a 'SEARCH' button (labeled E). A 'Featured Articles' section (labeled F) displays a headline: "On this day, 1970 -- The National Guard opened fire on student protesters at Kent State University, killing four and wounding nine." Below the headline is a small image and a sub-headline: "4 Kent State Students Killed by Troops". Annotations A, B, C, D, E, and F are placed around the interface with red arrows pointing to the respective elements.

*Basic search features*

*Advanced search features*

*More options search features*

### To submit a search query

1. At the main search page, type a search query in the **Enter Keywords** box (A). You can format your search query as a single keyword search, a phrase, or as a Boolean search string comprised of several keywords connected by Boolean operators (i.e., AND, OR, AND NOT, etc.). AND retrieves documents that include both keywords connected by the AND operator; OR retrieves documents that contain at least one of the keywords connected by the OR operator; AND NOT excludes documents that contain the keyword that follows the AND NOT operator. For best results, enclose phrases of three words or more in quotation marks. Two word queries are searched as an exact phrase by default.
  - o Single keyword search query example: Vietnam
  - o Phrase search query example: "Martin Luther King"
  - o Boolean search query example: Titanic and iceberg

- Choose the **Select Decade or Date** feature (**B**) to further limit your search results. Features include Decade (1850s – 2000s), All Dates, Between, Before, and After.  
*TIP: remember not all newspapers include archival content back to the 1850s.*
- Use additional **Advanced Search** options (**C**) to use other index search fields like Publication, Article Type, and Author.
- After making your selections, click the **Search** button (**D**). ProQuest Historical Newspapers immediately searches the database for documents matching your search query and displays a list of matching documents in the form of a results list (as discussed below).

### More Search Features

Keyword searches aren't the only search option. You can also choose to **Browse Papers By Date** (**E**), allowing you to see all articles and headlines available on an important day such as your birthday. **Featured Articles** (**E**) showcases a high-impact newspaper front page for each day of the year. Clicking the article title or image launches the full article.

## Part 2: Review Your Results List

After clicking the Search button, a results list page appears, summarizing your search and listing those documents that match your search query. Results are listed in oldest first order.

**RESULTS** [Refine Search...](#)

You searched for: **discovery north pole**

1850-1899	1900-1919	1920-1932	1933-1945	1946-1963	1964-1979	1980-2001
126 results	723 results	241 results	99 results	91 results	26 results	67 results

[view all](#) [add to my list](#)

- Sir John Franklin--Last News from Him.** New York Daily Times (1851-1857); Oct 3, 1851; p. 4  
[abstract](#) [article image - pdf](#) [page map](#)
- THE NORTH WEST WHALE FISHERY.** SURVEY OF THE PACIFIC SEAS. Commercial and Political Relations Between Asia and America. SPEECH OF MR. SEWARD.; New York Daily Times (1851-1857); Jul 31, 1852; p. 1  
[abstract](#) [article image - pdf](#) [page map](#)
- Abandonment of Further Search for Sir Johns Franklin.** New York Daily Times (1851-1857); Dec 31, 1853; p. 2  
[abstract](#) [article image - pdf](#) [page map](#)
- Arctic Expeditions.** New York Daily Times (1851-1857); Oct 31, 1854; p. 4  
[abstract](#) [article image - pdf](#) [page map](#)
- A New Yorker Elaping with an Indiana Lady--A Scamp** New York Daily Times (1851-1857); Aug 9, 1856; p. 3  
[abstract](#) [article image - pdf](#) [page map](#)

*Typical results list page*

### Parts of the results page

Matching documents are displayed in **citation format** (**A**), including the article title, author, source of publication, place of publication, date of publication, and page information.

Use the **era results** (**B**) menu to immediately scan the number of results available in each era, or click an era image to jump to a specific era. Each era subset displays the first five results. To see the full result set, click **view all** (**C**).

ProQuest Historical Newspapers provides three possible **viewing formats** for document records. The icons displayed underneath each document record represent these viewing formats. Click a **format icon (D)** to view the format indicated, or click the article title. Use the **checkbox (E)** to add a document to a marked list (**My List**) for later viewing, printing, and/or emailing.

 Displays a brief citation and abstract for the article (**Abstract**).

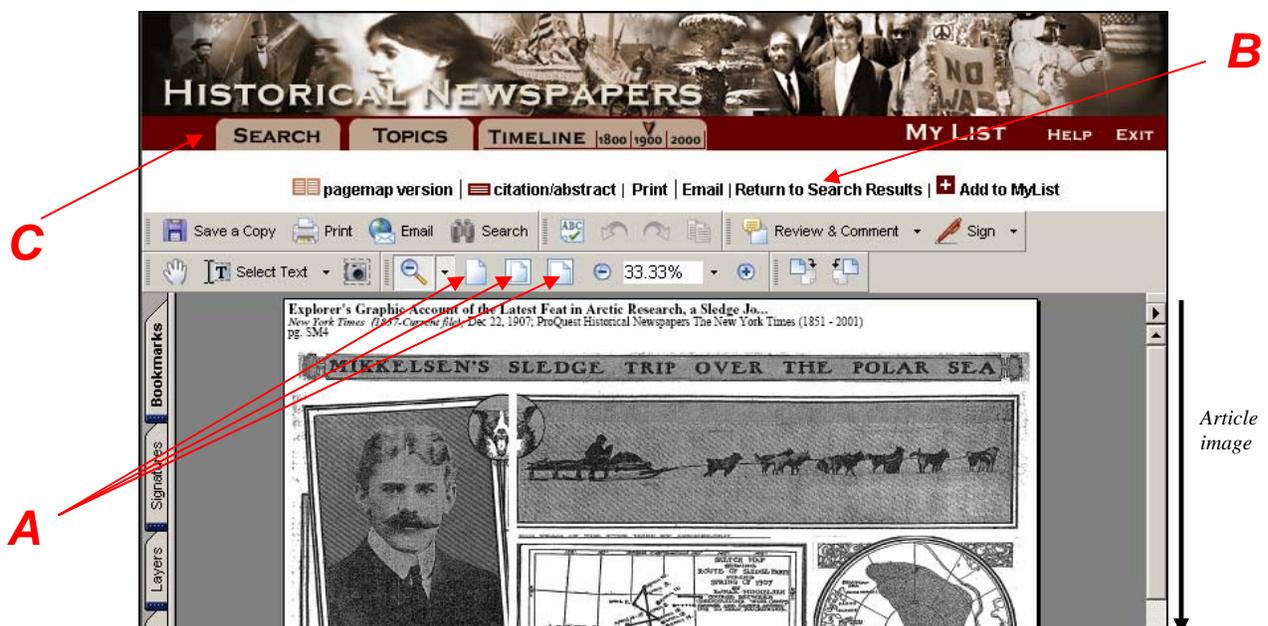
 Displays a scanned page of the article as it was originally printed (**Article Image-PDF**). *Adobe Acrobat Reader* must be installed on your computer to use this viewing format. Be sure to install the latest version of this free software. You may download your copy here: <http://www.adobe.com/products/acrobat/readstep2.html>

 Displays a scanned page of the newspaper as it was originally printed. You can use this to browse an issue (**Page Map**).

### Part 3: Work With the Full Document

#### To view an Article Image-PDF

After clicking a viewing format from the results list, the viewing format of that document appears. Use the **Article Image** viewing format to enlarge or decrease a document's size by selecting an appropriate **format or fit icon (A)**. After examining the information, return to your **Search Results (B)** list for further exploration, or change the **article format** by selecting from **page map** or **citation/abstract**. You can **save, print, mark, or email** any document. Use the top toolbar (**C**) to launch a new **Search** or access your **My List**.



Article image viewing format

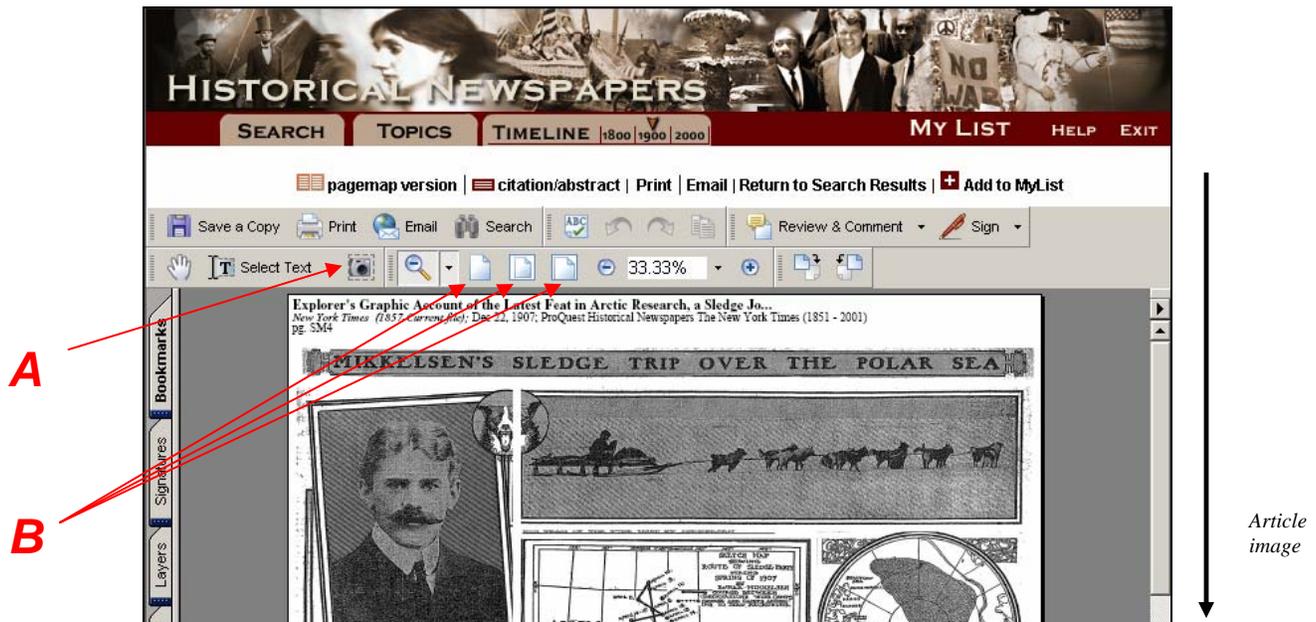
To view a Page Map

Click the **page map** link on the search results page, or the **pagemap version** link below the toolbar when viewing an article in PDF format to browse an entire page of a newspaper title. Use your mouse to scroll over the page and review the headlines on the page (A). You can click any article from the page map format to launch the article image-PDF of a specific headline. Click **Return to Search Results (B)** to return to your original results list.



Page map viewing format

## Part 4: Copying, Pasting, and Printing Articles



*Copying and pasting from a PDF file*

### Copying/Pasting an Article Image-PDF

One of the most useful tools available within the Adobe Acrobat Reader is the **Snapshot (A)** and **format or fit (B)** tools.

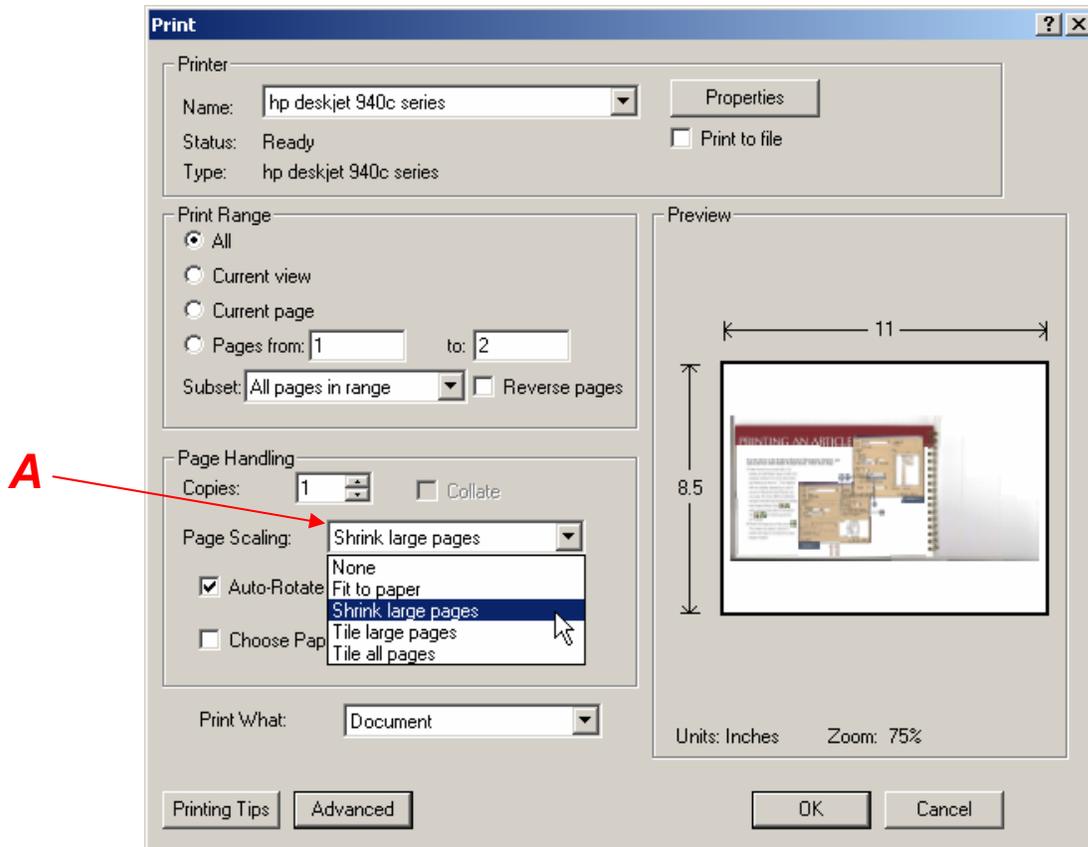
It's suggested that when viewing a PDF image, first click one of the three **fit** buttons to view the change the PDF view to, from left to right on the toolbar, Actual Size, Fit Page (8.5" X 11" Portrait), or Fit Width (8.5" X 11" Landscape). Once the PDF image is easier to view, you may click the **Snapshot** tool to turn your cursor into a copying + tool.

At this point, you may simply click anywhere on the page image to copy it in its entirety to your clipboard for easy pasting in a word processing document or graphics program, or click and drag your mouse over a portion of the page image and copy only that portion to your clipboard.

### Printing an Article

To print articles, you must print from within the Adobe Acrobat Reader. Follow these steps:

- View the article as usual within the Adobe Acrobat Reader plug-in (within your browser window.) The toolbars will vary, depending on which version of the Reader software you are using. As mentioned above, it's recommended that you install the latest version of the free Reader software before continuing:  
<http://www.adobe.com/products/acrobat/readstep2.html>
- Check the image size of the article. The image size appears along the bottom left edge of the Adobe Acrobat Reading window.



- **If the document is slightly larger than your paper size:**
  1. Click the **Adobe Acrobat Reader Print** button. You'll see the Print dialog box. (Note: The box may look slightly different if you are using a different printer driver.)
  2. Next to **Page Scaling (A)**, click the **Shrink large pages** option on the Print dialog box. The article will reduce to fit the selected paper size. When you select this option, the Print dialog box will display the percentage of changes. (Don't use this option of 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. Select the **Snapshot Tool**, then click and drag to select a smaller portion of the page.
  2. Click the **Adobe Acrobat Reader Print** button.
  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 different sections 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.
  2. Next to **Page Scaling (A)**, click the **Fit to paper** option on the Print dialog box. The article will expand to fix the selected paper size.
  3. Set the print options in the Print dialog box, then click **OK**.

- Note that the Adobe Acrobat Reader **print dialog box options** let you control how your document will print:
  1. To change the paper size (for example, to print on legal size paper), click **Properties**. Within the properties dialog, select the desired paper size.
  2. To change the page orientation, click **Properties**. Select the desired orientation (landscape or portrait.)
  3. To center the page on the paper, check the **Auto-rotate and center pages** option.
  4. To enlarge an article/page map for printing, click **Expand small pages to paper size**. The article will expand to fit the selected paper size.
  5. To shrink an article/page map for printing, select **Shrink oversized pages to paper size**. The zoom percentage will be displayed below the print preview, on the bottom right of the window.

## Part 5: Article Types

Use **Article type** in Advanced Search to search for keywords in articles of a certain type. **Feature, front page**, and **editorial article** are checked by default. Try some examples.

1. Review: Check **review** to search for any type of review, such as a book review. *TIP: many famous authors and people have written reviews—try typing a name in the Author name field.*
  - “Leaves of Grass”
  - Tolkien
2. Front Page: Check **front page** to search for front-page articles for all sections.
  - shuttle Challenger explosion
  - Armstrong moon landing
3. Display Ad: Check **display ad** to search for display ads for products or companies.
  - Lucky Strike (limit the date range to the decade 1940s)
  - Coca Cola drink (limit the date range to the decade 1910s)
4. Editorial Cartoon: Check **editorial cartoon** to search for editorial cartoons and drawings.
  - Eisenhower
  - Sputnik

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