

## Welcome to ProQuest Historical Newspapers!

We suggest you begin exploring our service using the following examples:

1. Basic Search
2. Working with Results
3. Advanced Search
4. Publication Search
5. Additional Suggestions
6. More Information

To access ProQuest, follow the links on your library web page or consult your librarian for instructions.

### 1. Basic Search

Basic search offers quick article retrieval based on keywords.

**Ex.: Find articles about Amelia Earhart and flight across the Pacific.**

1. Click the Basic tab to access this area.
2. Type *Amelia Earhart and flight across the Pacific* into the search box.
3. Click the Search Tips link for additional guidance. For example, you may decide to add quotes for the phrase "*fl\* across the Pacific*" and to change *flight* to *fl\** so the system will find can find word variations such as *fly* or *flying* or *flight*. (*The \* is truncation*)
4. Choose search limits
  - Database (if available):** Check this menu for other databases your library may offer in addition to Historical Newspaper.
  - Date Range:** Choose specific or general dates.
  - More Search Options:** For example: focus the search on a specific publication, or look for search words in document citation and abstract rather than the full text.  
(HNP default is to search full text)
5. Run the search.

## 2. Working with Results

### Results Sorting

- A drop down menu sorts results by oldest (historical) first, most recent first or most relevant first.

### Document Formats

- Both the results list and document display screens offer navigation to alternate viewing formats such as Article Image (PDF) or Page Map or Page Image.  
(Page Map – low resolution image for browsing)  
(Page Image – high resolution image for reading)

### My Research

- Format citations to specific styles, such as MLA or APA
- Email marked documents in a batch
- Export citations to bibliographic software
- Create a page of links back to selected documents, searches or publications.
- To add items to My Research, simply click the check box for the document.

### 3. Advanced search

Advanced search offers an array of tools for utilizing ProQuest's detailed indexing.

**Ex.: Find major documents about the polio vaccine and Dr. Salk.**

1. Click the Advanced tab to access this area.
2. Type *polio vaccine* in the search box and select article title from the drop down box on the right.
3. Type *Salk* in the search box and select Citation and Abstract from the drop down box on the right.
4. Run the search.

**Ex.: Find articles on the front page of the paper discussing the walk on the moon.**

1. Click the Advanced tab to access this area.
2. Type in "walk on the moon" (with the quotes) in the first search box and select citation and abstract from the drop down box on the right.
3. Click on "More Search Options" – then for Document Type select "front page".
4. Run the search.

**Ex.: Find a photo of Mount Rushmore**

1. Click the Advanced tab to access this area.
2. Select Document Types from the first menu, open the Browse Document Types link. From the list, add the term *Photo Standalone*.
3. Type *Mount Rushmore* in the second search box, select Citations and Abstract from the menu.
4. Run the search.

### 4. Publication search

Use Publication search to browse available sources contained in Historical Newspapers.

**Ex.: Find articles about Albert Einstein and Newton in the Historical New York Times.**

1. Click the Publication tab to access this area.
2. Type *New York Times* and click Search.
3. Select *New York Times* (1857-Current)
4. Select Search Within Publication
5. Type in Albert Einstein and Newton. Click Search
6. Click to view.

### 5. Additional Suggestions

#### Create a Web Page

Download or email a page of links back to selected documents, searches, or publications. Durable links are suitable for posting on an Intranet site. Search and publication links automatically refresh with new content. Create a Web Page is a component of the My Research tab.


### 6. More Information

- \* **Product Help Context**-sensitive help and downloadable guides
- **Newsletters Receive** subject, product and content updates by email:  
[www.proquest.com/proquest/maillinglist](http://www.proquest.com/proquest/maillinglist)
- **Web training Register** for a free-one hour class with our professional trainers:  
[www.il.proquest.com/pqtraining](http://www.il.proquest.com/pqtraining)
- **Search Assistance, Technical Support**  
800-889-3358, <http://proquest.com/techsupport>


## Search Tips

- Use "quotation marks" to search for exact phrases – "Cuban Missile Crisis"
- 2 word queries (such as Emancipation Proclamation) are searched as an exact phrase by default.
- 3 word queries (such as Little Big Horn or Nobel Peace Prize) are searched as words that need to appear in proximity to each other by default.
- Use special characters and operators (below) to focus your query.

## Truncation and Wildcard Characters

 The symbol **\*** is used as a right-handed truncation character only; it will find all forms of a word.

For example, searching for orphan\* will find "orphan", "orphaned", "orphanage", " ", etc.

 The symbol **?** is used to replace any single character, either inside the word or the right end of the word. **?** cannot be used to begin a word.

Example: Searching for "t?re" - will find "tire", "tyre", "tore", etc.

## Operators

Boolean, proximity and adjacency operators are used to broaden and narrow your search.

**AND** Find all the words. When searching for keywords in "Citation and Document Text," AND finds documents in which the words occur in the same paragraph (within approx. 1000 characters) or the words appear in any citation field. Use W/DOC in place of AND when searching for keywords within "Citation and Document Text" or "Document Text" to retrieve more comprehensive results.  
*Example:* Churchill **and** Iron Curtain

**AND** Find articles which have the first word, but not the second word.  
**NOT** *Example:* Edison **and not** telephone

**OR** Find any of the words.  
*Example:* women's suffrage **or** women's rights

**W/#** Find documents where these words are within some number of words apart (either before or after). Use when searching for keywords within "Citation and Document Text" or "Document Text."  
*Example:* San Francisco **w/20** earthquake (Can use any number from 1 to 100)

**W/PARA** Finds documents where these words are within the same paragraph (within approx. 1000 characters). Use when searching for keywords within "Document Text."  
*Example:* polio vaccine **w/para** Salk.

**W/DOC** Find documents where all the words appear within the document text. Use W/DOC in place of AND when searching for keywords within "Citation and Document Text" or "Document Text" to retrieve more comprehensive results.  
*Example:* President Kennedy **w/doc** "bay of pigs"

**NOT** Find documents where these words appear but are not within some number of words apart (either before or after). Use when searching for keywords within "Citation and Document Text" or "Document Text."  
**W/#** *Example:* "Duke of Windsor" **not w/20** abdicat\* (Can use any number from 1 to 100)

**PRE/#** Find documents where the first word appears some number of words before the second word. Use when searching for keywords within "Citation and Document Text" or "Document Text."  
*Example:* gold pre/5 standard (will find phrase such as "gold or silver standard")

## Search Field Syntax

Abstract	Date (Alpha)	Publication Title
Author	Date (Numeric)	Section
Citation and Abstract	Document Text	Word Count
Citation and Document Text	Document Title	Year

### Abstract (AB)

Search article abstracts for your terms.

*Valid Forms:*

AB  
ABS

*Examples:*

AB(Steinbeck)  
ABS(pony express)  
  
ABS(Huckleberry Finn)

### Author (AU)

Use to find articles written by an author or reviewer.

*Valid Forms:*

AU

*Examples:*

AU(Churchill) any author with the name of Churchill  
AU(Edgar Allan Poe)

### Citation and Abstract

When you select **Citations and abstracts** from the drop-down menu, ProQuest searches the following fields:

- Author
- Citation
- Abstract
- Article Title
- Source (publication title)

### Citation and Document Text

When you select **Citation and document text**, ProQuest searches within the complete text of the article, the citation fields, and the abstract.

### Date (Alpha) (DA)

The publication date in alphanumeric format (month day year). For example December 12, 1905 appears as Dec 12 1905.

Do not use a comma.

*Valid Form:*

DA  
DATE

*Example:*

DA(Dec 12 1905)

### Date (Numeric) (PDN)

The publication date in numeric format (mm/dd/yyyy).

EX: December 12, 1932 appears as 12/12/1932.

You can use the < and > signs to indicate dates before and after a date, or between specific dates. For example, **PDN(> 1/1/2002) AND PDN(&lt;1/5/2002)** will find results from publications with numeric dates between January 1 2002 and January 5 2002.

*Valid Form:*

PDN  
PD

*Example:*

PDN(1/1/1897)

### Document ID (ID)

Search the unique database ID for articles and documents in ProQuest.

*Valid Forms:*

ID

*Examples:*

ID(83453275)

### Document Text (TX)

Searches only the full text of articles for your search terms. Article abstracts are not included in this search. AND, OR, and other search operators are treated as such unless enclosed in quotes.

*Valid Forms:*

TX  
TEXT

*Examples:*

TX(Kofi Annan)  
TEXT("North Sea oil")

### Document Title (TI)

The title of an article, such as "PERILS OF THE SEA.; Dismantling of a British Bark in a Hurricane." This search field locates the occurrence of search words in the title of the article.

*Valid Forms:*

TI  
TITLE

*Examples:*

TI(NAACP)  
TI(Pony Express)  
TI("PERILS OF THE SEA")

### Document Type (DT)

Use this search field to look for search words or phrases in articles of a certain type.

*Valid Forms:*

DT  
AT

*Examples:*

DT(display\_ad)  
AT(editorial\_cartoon)  
DT(photo\_standalone)  
DTYPE(front\_page)

### Publication Title / Journal Name (JN)

Used to search by a specific publication name or source name.

*Valid Forms:*

JN  
SO

*Examples:*

JN(Wall Street Journal)  
SO(Christian Science Monitor)  
SO(New York) — retrieves all newspapers with "New York " in the title – New York Times as well as New York Daily Times

### Section (SE)

Search for articles that appear in a specific section of a publication. Use the SOURCE search field to specify a publication. You must specify the section name exactly as it appears in the publication.

*Valid Forms:*

SE  
SEC

*Examples:*

SE(money)  
SEC(sports)

### Year (YR)

Used to search **Publication Year** index.

*Valid Forms:*

YR

*Examples:*

YR(1876)  
YR(1902-1905)  
YR(>1966)  
YR(<1998)

## Stop Words

ProQuest ignores the following frequently used words. To use them as part of a search phrase, enclose them with quotation marks: e.g. "the sound and the fury".

about	can	just	out	those
after	could	like	said	through
also	do	make	should	to
an	each	many	so	use
and	for	more	some	was
any	from	most	such	we
are	had	much	than	were
as	has	no	that	what
at	have	not	the	when
be	how	now	their	which
because	if	of	them	while
been	into	only	there	who
between	is	or	these	will
both	it	other	they	with
but	its	our	this	would
by				

## Example Searches

The examples below illustrate the kinds of searches you can build in Basic Search or Advanced Search using operators and fields.

Content varies between ProQuest Historical Newspaper files; therefore, the number of articles found using the examples below will vary.

### **Gettysburg\***

Finds articles that contain the word Gettysburg or Gettysburgh

### **Orphan\***

Finds articles containing the words orphan, orphaned, orphanage, 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. (and searches for terms within approx. 1,000 characters)

### **"Nobel Peace Prize"**

Finds articles that contain the phrase Nobel Peace Prize.

Always enclose phrases longer than two words in quotation marks.

### **Blacklist and hollywood**

Finds articles that mention blacklist and Hollywood.

### **At(photo\_standalone) and John F. Kennedy**

Finds articles that have image captions containing the words John F. Kennedy.

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

### Basic Search

- 1) Doctors and Ethics  
AND searches within 200 words of each word/phrase
  
- 2) a) woman suffrage  
b) orphan train  
System searches two words directly adjacent to one another
  
- 3) a) "Salem witch trials"  
b) "great white fleet" and Teddy Roosevelt  
c) "Nobel Peace Prize"  
Use quotes when searching a 3+ phrase to get direct adjacency
  
- 4) bank w/5 failure –  
Will search for one word/phrase within x number of words of another word/phrase. You can use any number from 1 to 100.
  
- 5) a) title(orphan\*)  
b) title(slavery)  
Good way to look for major articles on a topic – search the title field
  
- 6) a) abs(underground railroad)  
b) abs(Nixon and China)  
Another way to look for major articles is to search the abstract field.
  
- 7) You limit the length of an article by using the search field words
  - a) Amelia Earhart and words(>800) (greater than 800 words)
  - b) martin luther king and words(<350) (less than 350 words)

8) Many Article Types (AT) are searchable. Follow the syntax exactly as listed in the chart.

	AT(fire_loss)	AT(photo_standalone)
AT(birth_notice)	AT(front_page)	AT(real_estate_transaction)
AT(classified_ad)	AT(legal_notice)	AT(review)
AT(comic)	AT(letter_to_editor)	AT(stock_quote)
AT(display_ad)	AT(lottery_numbers)	AT(tbl_of_contents)
AT(editorial_article)	AT(marriage)	AT(weather)
AT(editorial_cartoon)	AT(obituary)	

EX1: **AT(editorial\_article) and Vietnam**

EX2: **AT(letter\_to\_editor) and death penalty**

EX3: **AT(front\_page) and James Earl Ray**

EX4: **AT(photo\_standalone) and Amelia Earhart**

(To locate the front page for a specific issue or to browse front pages for a range of issues use Publication search. Sort results by Page Number instead of Article Title to find front page articles. You can view the entire front page for those articles by selecting page map from the article format options.)

Misc. FYI....

- Two HNP Interfaces – ProQuest Interface or Graphical Interface (timeline)
- Article Image – shows article
- Page Map – shows entire page of paper – low resolution – designed for navigation (Can pull up article headlines – Can click and pull up specific article)
- Page Image – shows entire page – high resolution – designed to let you read
- \* is the truncation symbol  
orphan \* will find orphan – orphans – orphaned – orphanages – etc.
- ProQuest will look for both the English as well as British forms of each terms –  
labour will also find labor  
center will also find centre
- ProQuest will look for both singular as well as plural form of search terms –  
woman will also find: women - womans' – women's – etc.
- The Adobe “find” feature will not work with HNP. The images are TIFF images wrapped on the fly with a PDF formatting and there is no actual text to search.