

PROQUEST HISTORICAL NEWSPAPERS Frequently Asked Questions

GENERAL

What is ProQuest Historical Newspapers?

ProQuest Historical Newspapers offers schools a unique, affordable collection of historical documents. Every newspaper issue is reproduced, cover-to-cover, in full-page digital images—from news stories and editorials to graphics and advertisements.

Using Historical Newspapers students can find the full text of important speeches and documents, excerpts from U.S. Supreme Court decisions, transcripts of most Presidential press conferences, and other events that have shaped the world. Explore the U.S. Civil War, the first electric light bulb, women's suffrage, the stock market crash of 1929, the discovery of a polio vaccine, and twentieth century literature and the arts.

Schools can choose from the following titles:

- *The New York Times*, long known for providing "All the News That's Fit to Print," has set the standard for quality journalism since 1851
- *The Wall Street Journal* is considered the preeminent publication for business news and information on financial markets worldwide
- *The Washington Post* is well known for not only in-depth news and analysis of American politics but also insightful coverage of national and international trends and events
- *The Christian Science Monitor* delivers international news and social issues coverage from a uniquely independent viewpoint
- The *Los Angeles Times* provides a West Coast perspective on U.S. and world news and offers unprecedented insight into the development of California, the West and the Pacific Rim
- *The Chicago Tribune*
- *The Chicago Defender*
- *The Atlanta Constitution*
- *The Boston Globe*
- *The Hartford Courant*

To obtain current and updated date coverage for these titles, connect here:

http://il.proquest.com/products_pq/hnp/

Long known for providing 'All the News That's Fit to Print,' *The New York Times* has set the standard for quality journalism since 1851. Now, ProQuest Historical Newspapers reproduces the entire backfile of *The New York Times* along with *The Wall Street Journal*, *Washington Post* and *Christian Science Monitor* in full-page digital images—from news stories and editorials to graphics and advertisements. (*The Los Angeles Times* is being added to our newspaper collections for a projected 2004 release.)

The PQNext search interface accommodates users at any level of expertise. Students can search using keyword, Boolean, or natural language queries, and can further target relevant results by date, author, article type, and more. Or, they can browse by publication date and issue. Students can also view, print, or email any article.

Historical Newspapers provides schools with powerful, compelling primary source documents for extending and reinforcing student learning, critical thinking and achievement at all levels.

What are the advantages to online access to historical newspaper archives?

Online access to the entire backfile of these newspapers allows students to search across multiple years—lessening the time spent locating and searching microfilm or separate era-specific collections. The articles are digitally reproduced as PDF images making them clearer to read than microfilm and easier to print, save, and email. Students can also find information not usually found in CD or online primary source materials—such as advertisements, classifieds, editorials and letters to the editor, comics, and political cartoons—that illuminate history as much as news events.

How could ProQuest Historical Newspapers benefit educators and students?

ProQuest Historical Newspapers offers students and educators a unique resource for primary source documents. These respected sources provide news and viewpoints from the United States and around the world. Newspapers offer a glimpse into the opinions, biases and prejudices, and knowledge of a certain time or author. Educators can use the articles and images contained in each title to help teach skills such as critical thinking, historical interpretation and context, writing and composition, and information literacy; can supplement lessons in many different disciplines; and can offer multidisciplinary approaches to subjects. Students gain a better understanding and appreciation of the past through sources that illustrate historical information via a relevant media still used today.

What subject areas could benefit from the use of ProQuest Historical Newspapers?

Each title publishes news articles, editorial and commentary, literature and arts reviews, science and health information, business reports, statistics, important speeches and court decisions, and more. The variety of information—spanning more than 150 years—found in ProQuest Historical Newspapers provides resources applicable to the study of the Arts, Business, Communications and Media, Economics, Geography, Government, Health, History, Language Arts, Science, Technology, and more.

What is the copyright status of articles I find on ProQuest Historical Newspapers?

All articles that you view on screen, in print, or through email from ProQuest are copyright cleared. Publisher permission is required only if you wish to make photocopies of an article (excepting usual allowances for educational use). Permission is also required if you want to use an article on a web site or for any use that would not be permitted for an original print version of the article. Some articles are available only as a citation/abstract or as a page map image (an image of the entire page on which the article appears) due to author copyright. These articles cannot be viewed or printed separately. This mostly concerns articles written since 1977.

COVERAGE

What types of articles are available?

Since issues are cover-to-cover full-page images, many different article types are available in ProQuest Historical Newspapers, including image-based articles such as advertisements and comics. Article types include:

- Articles
- Front page articles
- Editorials/opinions
- Display ads
- Letters to the editor
- Comics
- Editorial cartoons
- Weather reports
- Classifieds
- And more

How is this different from my existing ProQuest coverage of *The New York Times*?

ProQuest general reference collections like ProQuest Platinum include full-text coverage of *The New York Times* from January 1, 1999 forward. Articles are available in citation/abstract and ASCII full text. Current coverage does not include articles such as weather reports, stock indexes, box scores, comics, or advertisements and does not include any photos or illustrations that may accompany an article. ProQuest Historical Newspapers features the full run of *The New York Times* from 1851 until 1998 in citation/abstract, article image, and page map. This reproduces every article—cover-to-cover—as an image making information such as photos, advertisements, and comics as well as text available to researchers.

SEARCHING

What are the best methods for searching the database?

This depends on the query and the type of information the user needs. There are five different ways to search the database—basic, advanced, guided, publication, and natural language.

Basic and natural language searches are best if you are interested in finding general information on a keyword(s) or phrase since the search results return information from across the entire backfile that contain that keyword(s).

EX 1: **“Uncle Tom’s Cabin”** returns articles about the book—from modern analysis to editorial opinions from its original date of publication (1852).

EX 2: **What were the views of the Know Nothings?** returns articles, editorials, and congressional reports about the Know Nothing political party.

Advanced search and guided search are best if you are interested in finding targeted information such as articles only by a specific author or articles only on the front page. Users can enter keywords and assign index fields to those terms using drop down or scroll boxes.

EX 3: **PDN(01/20/1977) and Carter** returns articles about Jimmy Carter from January 20, 1977 only.

EX 4: **Ti(abolitionist)** returns articles with only the word abolitionist in the title.

Search by publication is best when you are researching a specific date (such as what happened on the day you were born), range of dates, or browsing the “stacks.” Search by publication allows users to enter date range parameters, but does not offer any keyword options. To search by date and keyword you must use advanced search.

What are the indexed fields available in ProQuest Historical Newspapers?

ProQuest Historical Newspapers indexes the following fields:

- Article title
- Publication title
- Date
- Author
- Start page
- Page count
- Text word count
- Document type
- Source type
- ISSN
- Abstract
- Text

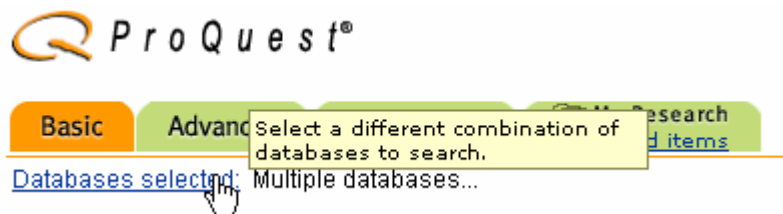
What symbol is used for truncating words?

- Use the question mark ? truncation character to search for words containing a common word root, with any number or combination of characters following the root.
EX: **operat?** will find articles containing operations, operational, and operator.

- To replace a single letter within a word or to the right of a root word, use the asterisk * wildcard character. Use one * for each letter.
EX: **wom*n** will find articles containing: woman, women, and womyn and **educat**** will find articles containing educated and educator.
- You can use the truncation and wildcard characters within a word or to the right of a word root, as shown in the examples above. You cannot use these characters at the left side of a word root. **EX: *tion** will find occurrences of the meaningless partial word, tion, occurrences that almost always result from typographical mistakes or errors in the scanning process. *tion will not find words such as: locomotion, prediction, or sensation.

I have an existing ProQuest account. Can I search ProQuest Historical Newspapers from that same account?

Yes, you can use the same account to search your existing collection as well as the Historical Newspaper collection. Click the Databases selected link to add or remove content sets from your search.



How can I find newspaper headlines?

To search for headlines use the operator DTYPE(banner). This will return all headlines for all sections.

- EX 1: **DTYPE(banner) and Vietnam**
- EX 2: **DTYPE(banner) and Apollo**

How can I find the front page?

There are two ways to find the front page. To locate front page articles for a specific topic use the operator DTYPE (front_page). You can view the entire front page for those articles by selecting page map from the article format options.

- EX 1: **DTYPE(front_page) and Soweto**
- EX 2: **DTYPE(front_page) and Sumter**

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.

ARTICLE FORMATS AND RESULTS

What formats are available for article results? What is the difference between an article image and a page map image?

ProQuest Historical Newspapers allows users to review results in several different formats.

- Abstract displays the citation and other relevant indexing information for the results.
- Article image reproduces the article, including jump pages, as a PDF image, making it easy to magnify the text or images.

- Page map view presents a thumbnail image of the entire page the article on which the article originally appeared—making it easier to find related articles (such as on a front page for example). You can scan the page map just by moving the mouse. As it passes over an article, a yellow text box spells out the headline in large type. A click here takes you to the article itself in full image.

Article images load faster than page map images, and can be resized using the Adobe Acrobat tools.

My Results List indicates that more than 50 articles match my search.

Can I get to more than the first 50?

Yes, when you page through your results using the Next and the Previous buttons, additional articles beyond the first 50 are displayed. You can also click the page number of a result screen to navigate.

How long does it take to download PDF files on a modem connection?

All PDF files on ProQuest are optimized for web delivery. This makes the file sizes smaller than regular bitmapped images, reducing the time to download. Average download times can range from 5-10 seconds. Page map images on ProQuest are loaded as TIFF files, which are larger and higher resolution than PDF images. This increases the download time, sometimes up to 30 seconds or more for some files.

How do I see an article from the page map?

You cannot resize the page map images. They are meant to provide a thumbnail image of the entire page of the paper as it originally appeared. You can scan the page map just by moving the mouse. As it passes over an article, a yellow text box spells out the headline in large type. A click here takes you to the article itself in full image.

Why does only a small portion of the Adobe Acrobat Reader appear on the screen?

Can I make it larger?

There are two things you can do to make the Acrobat Reader larger. First is to adjust your screen resolution. ProQuest now requires a minimum resolution of 800x600. You can change this by selecting "Settings>>Control Panel" from the Start menu. Choose "Display", then "Settings" tab. From here you can adjust your screen area appropriately.

You may also want to detach Acrobat Reader from your browser. This means it will open as a separate window instead of within the browser window. To do this:

1. Go to your Start menu and select Programs.
2. Click Adobe to open the program
3. Go to File, then Preferences, then General (shortcut: press and hold the Ctrl and K)
4. Open General and uncheck box marked "Web browser integration" (lower right-hand corner). The Adobe Acrobat Reader will now open in a separate and larger window when you search ProQuest Historical Newspapers.

The PDF is too small for me to read the type, how can I make it larger?

There are several tools available on the Adobe Acrobat toolbar for resizing an image.

- Zoom In Tool: appears as a magnifying glass icon. Use this tool to zoom in on a specific area. Select this then click the area of the image you want to make larger. Keep clicking until the image is the size you want. If you made the image too large, right click and select a size increase (such as 50% or actual size) from the drop down menu.
- Zoom In and Out buttons: appears as two small buttons, one with a + sign, the other with a – sign. Use this tool to make the entire image larger or smaller.

- Resize drop down menu: appears as a drop box between the Zoom In and Out buttons. Use this tool to jump immediately to a specific increase or decrease in size.
- A complete guide to printing within HNP can be found here:
<http://www.proquestk12.com/pic/pdfs/pqhnpprint.pdf>

How do I cut and paste information from a PDF?

Because each article is digitally scanned directly from microfilm the text within the article is recognized by Adobe Acrobat Reader as an image. You can select portions of an image by choosing the Graphics Select Tool from the Adobe toolbar. This allows you to select an area of the image to copy and paste into a word processing program.

Can I email a full-page image of an article?

Yes, you can email article images as a PDF attachment. The recipient must have Adobe Acrobat Reader to view the PDF attachment.

If I choose to print an article, how can I tell how many pages will print?

To preview the number of pages to print, select the print icon from the Adobe Acrobat Reader toolbar. This will bring up a print window that displays several print options and includes a print preview thumbnail, the number of pages, and options to expand or reduce images to fit a page.

TROUBLESHOOTING

Why can't I view the full-page or article image?

First, check to see that you have Adobe Acrobat Reader loaded as a plug-in for your browser. All full-page and article images are rendered as PDF files which need Acrobat for viewing. Second, if Acrobat is loaded and you can view other PDF files in ProQuest the article text may be blocked due to author copyright. This mostly concerns articles written since 1977. You can still view that article's citation/abstract, as well as the article in context of the page map image.

Why can't I find results with full-text or text+graphics?

ProQuest Historical Newspapers is a unique online initiative to digitize the vast newspaper archives in the UMI microfilm vault. ProQuest creates these images by scanning the original microfilm images, then enhancing those through filters that help remove speckles, blemishes, and skewed alignment. Since information is presented as a scanned image from microfilm, the article formats (page map, page image, and article image) are designed to take advantage of this unique format, preserving original article placement, associated images and artwork, mastheads, and typography.

Why can't I copy and paste the text from the PDF?

Because each article is digitally scanned directly from microfilm the text within the article is recognized by Adobe Acrobat Reader as an image. You can select portions of an image by choosing the Graphics Select Tool from the Adobe toolbar. This allows you to select an area of the image to copy and paste into a word processing program.