Times Digital Archive, 1785-1985
Search Tips

Gale's *Times Digital Archive, 1785 – 1985* allows you to search and view online the best-known and most cited newspaper in the world, *The Times (London), in its original published context. Hailed as the world's "newspaper of record" since 1785, The Times (London) is regarded as the most authoritative medium for political, legal, business and social news. Read by world leaders and the general public, readers have consistently turned to The Times (London) for its in-depth award-winning news coverage, parliamentary reports and comment, editorial opinion and a unique view of history from the major reporters and editors of the period. Now you have access to this highly regarded resource for the study of world history for a period of 200 years. Its high-resolution digital format allows you to see the complete page of every issue of The Times (London) from 1785 to 1985, providing you a comprehensive and accurate view of the world from the detailed perspective of journalists who lived and reported the events of the last 200 years.

*Product Note: The Times (London) is not published on Sundays (The Sunday Times is a distinct newspaper with no editorial connection to The Times London, and is not included in this database).

SCOPE/CONTENTS

Times Digital Archive truly is a cross-disciplinary research tool. With 1 million pages and more than 8 million articles, the *Times Digital Archive* captures every page in its entirety, including every front page, illustration/photo, article, editorial, advertisement, and, birth and death notice.

The entire newspaper is divided into a number of categories to facilitate searching. Each article is assigned to one of 26 sub-categories, which roll up into seven main categories. This facilitates searching by allowing you to search for just those types of stories that are applicable to your research. Through the categories and sub-categories you will discover:

- Advertisements that provide revealing insight into contemporary life during the past 200 years
- Thousands of book reviews from the critical eye of The Times London book reviewers
- Financial and business activities as revealed through the reporters' eyes and ears
- A wealth of items on royalty, engagements, marriages and university news from the Court Page
- World-famous crossword puzzles beginning with the first puzzle, published on February 1, 1930
- Detailed and authoritative daily reports of the actual words spoken during Parliamentary debates
- Authoritative law reports written and edited by lawyers and often used as precedents in court
- Letters to the Editor covering every conceivable topic
- Obituaries, birth/death/marriage notices and official appointment notices that are invaluable research tools for historians and genealogists alike
- Current sports news and events
- Theatre critics' influential opinions of events and people

SEARCH OPTIONS

There are four different ways to search the *Times Digital Archive:*

- **Keyword Search (default search)** – permits searching by title, author and full-text of the article, not just in controlled index terms.
- **Relevance Search** – each term is analyzed for its frequency of use in each article and the frequency of use within all articles and results are listed ranked by relevancy.
- **Browse by Date** – lets you find an individual issue of the newspaper and browse through the articles, page by page.
- **Advanced Search** – provides searching by all article sub-categories as well as a number of indices within a framework where you can build as simple or as complex a search expression as you want using index terms, Boolean linking operators and wildcards.

All pages, not just front pages or selected clipped articles, are available for searching and viewing. You can search through the *Times Digital Archive* using keyword searching and hit term highlighting and retrieve full facsimile images of a specific article or the complete page, with the image presented on a single screen.

SEARCH ENHANCEMENTS

- Search terms are highlighted in your chosen article.
- Digitally enhanced images deliver the best possible results while still providing high-resolution photos and illustrations.

- Thumbnail images within your search results show the size and location of the article on the page, allowing you to weigh the importance of specific articles before viewing them.
- Titles and Byline information are manually corrected to ensure maximum possible accuracy of these key fields.

LIMIT SEARCH OPTIONS

You may limit **Keyword**, **Relevance**, and **Advanced** searches to a particular date or date range, to one or more newspaper sections, or to only articles with illustrations. To limit by date, use the pull-down date boxes to select either "all dates, before, on, after, or between" dates. To limit your search to only articles with illustrations or to one or more newspaper sections, simply select the appropriate box(es) to limit your search.

The newspaper sections available are:

- Advertising
- Business
- Editorial and Commentary
- Features
- News
- People
- Picture Gallery

KEYWORD SEARCH

A **Keyword Search** looks for the word or words entered. Results are listed from the oldest to the most recent publication date, with a breakout of articles by category to allow quick access to the most relevant articles. There are several ways to refine a **Keyword Search** using wildcards, Boolean operators, nesting operators, proximity operators, or restoration marks.

The **Keyword Search** is usually the default search. If you are not on this screen, click on the **Keyword Search** link in the blue area on the left-hand side of the screen. A keyword search may be conducted across just the title, subtitles and author fields by using the 'in title, citation, abstract' radio button under the entry box, or across those fields plus the full-text of the article by choosing the 'in entire article content' radio button.

Search Scenario: Sumner Welles was the American Under-Secretary of State and a close advisor to President Franklin Roosevelt. A **Keyword Search** on 'Sumner Welles' will show news articles related to World War II and U.S. involvement during this period.

1. Click in the rectangle slot and type the name *sumner welles*.
2. Select the radio button to search in "entire article content." Click on the Search button to start the search.

KEYWORD RESULTS SEARCH SCREEN

1. Note that there are 614 results listed in the citations list and that the results are sub-divided at the top of the display by category. As these are too many articles to review, we'll further narrow the search. So, click 'Search' under the 'Back to…' list on the menu in the blue margin on the left side of the screen.

2. Narrow the search by including Italy in the keyword search by now typing 'sumner welles and italy' and mark the checkboxes next to 'Editorial and Commentary' and 'News' sections.

Note how this has narrowed the results to 94 articles in the four sections. You can view a specific article or the page on which that article appears, either through your Browser or a PDF file. Notice the database shows a thumbnail image of the newspaper page so you can see the placement of the article (outlined in red).

Let's look at an article. Click the Article link.

ARTICLE DISPLAY

A full record is displayed either as clipped article images or full page images. At the top of the page there is a drop down list where you may change the zoom magnification and view. You may switch the view between the clipped article and the full page containing the article. The zoom percentage changes the degree of enlargement from the original newspaper.

Select Print in the left-hand column to reformat the article and send it to the local or network printer in one step. The article image will be automatically scaled, rotated, and/or made to span pages for optimal printing. (Note that only the article is printed, even if the whole page is being displayed. To print the whole page use select Retrieval in the left-hand column for Acrobat™ PDF retrieval options.)

Select Retrieval in the left-hand column to jump to the retrieval options and related sources at the bottom of the article. Retrieval offers Browser Print (same as print button in the left hand navigation bar), Acrobat Reader (useful to view full pages), and e-mail delivery (will e-mail only the citation to the article).

Select Links in the left-hand column to jump directly to the bottom of the article. There you'll see links to other articles starting on the same page and other articles in the same category as this article in this issue. Select a link to see the associated citations.
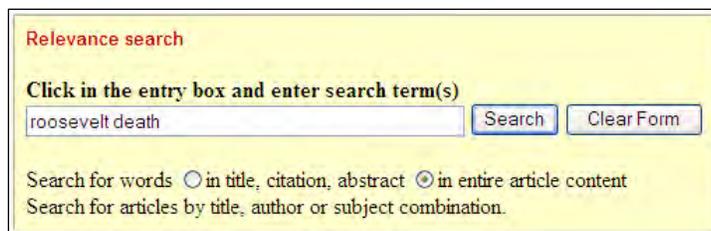
RELEVANCE SEARCH

A **Relevance Search** is most effective when two or more search terms are entered. Each term is analyzed for its frequency of use in each article and the frequency of use within all articles. Articles are assigned a higher relevancy score when they contain terms more often, or when they contain terms that are found in relatively few other articles. The results will be listed according to their relevance to the search terms. The results list will NOT be listed in chronological order.

Click on the **Relevance Search** link in the blue menu area on the left side of the screen. (Click the Return to Search button to return to the home page.)

Search Scenario: How did The Times (London) report the death of President Franklin D. Roosevelt? There are many 'Roosevelts', and many 'deaths'. How do we retrieve articles relating to this particular event? Use **Relevance Search** to rank articles by the number of references they contain to both 'Roosevelt' and 'death.' Chances are that multiple references to these words are likely to appear in a relevant article.

1. Type *roosevelt death* in the search box
2. Click the radio button to search in the entire article.
3. Click 'Search', with the radio button 'in entire article content' marked.

For a **Relevance Search**, there is a maximum of 200 results, listed in order of relevance. The first six or so all relate closely to the circumstances immediately related to the President's death on April 12, 1945.

There are several ways to refine a **Relevance Search**. Click on Help Search in the upper portion of the blue margin at the left of the screen for more detailed information on **Relevance Search**.

BROWSE BY DATE SEARCH

The **Browse by Date Search** lets you find an individual issue of The Times (London) and browse through the articles in it, page by page.

To browse, simply select a Year, Month and Day from the drop-down boxes and press the Browse button. Note that after you select the Year and Month from the drop-down boxes, you may fill in the Day box by clicking on an underlined date in the calendar. By selecting an underlined day in the calendar, you avoid selecting a day for which there was not an issue published. Using the calendar also makes it easy to browse a particular day of the week. Note: The Times (London) is not published on Sundays.

Click on the **Browse by Date Search** link in the blue menu area on the left side of the screen.

Search Scenario: Someone is interested in what was happening in London during the time of John F. Kennedy's assassination and what The Times (London) said about the assassination the day after it happened on November 22, 1963. Browse The Times (London) for November 23, 1963.

1   Using the drop-down menu boxes, select the Year 1963; Month November; and Day 23.
2   Click Browse.

BROWSE PAGES SCREEN

From this screen you can browse the newspaper electronically. This screen shows small images of the first eight pages of the newspaper.

Above each page image are a number of links:

- View Page – displays that full page in the browser
- PDF Links – allow you to retrieve the page in PDF format for viewing or printing
- Navigation controls – allow you to navigate around the pages of this issue or go to adjacent issues
- Page Numbers – allow you to jump to a particular page
- Drop-down box of page in the issue – takes you immediately to that

page even if it's not in the current window You can start by viewing Page 1 or click to view PDF images or scroll through the newspaper pages. Notice on page 1 below the bolded mention of President Kennedy's assassination in the upper right portion of the screen.

On the **Browse Pages Screen**, to the right of each small page is a list of the articles on that page. When you point the cursor to a title, the article is outlined on the page image so that you can see the size and placement of the article in the newspaper. If you click on the article title, the article is displayed allowing you to read it. If you point to the portions of the page image, a popup appears telling you the title of the article at that spot of the page. You can move the cursor around the page image to find an article. If you click on a spot

of the page image, the article there is displayed.

ADVANCED SEARCH

The **Advanced Search** provides searchers with the most control. You can refine your search in several different ways while you are building your search string. Use wildcards, Boolean operators, proximity operators, range, operators, or dates. (Refer to the Advanced Help Search for more information on refining your searches.)

Let's try an **Advanced Search**

Click on the **Advanced Search** link in the blue area on the left-hand side of the screen. The advanced search can be as simple or as complex as you would like.

Search Scenario: You are interested in information on the film version of "Gone with the Wind," released in 1939.

1. Go to **Advanced Search** and choose 'Arts and Entertainment' and 'Reviews' under the 'Feature' section for the sub-sections to be searched.

2. In the 'Select Index' drop down, choose 'Text'. After the 'tx' in the data entry box, type 'gone with the wind'.
3. From the date boxes choose 'after 1 January 1938.'
4. Results include citations from both Arts and Entertainment and Reviews. For this search there are 94 results. Note that the first article indicates that actress Norma Shearer was chosen to play Scarlett, but in the next article she withdrew.

LIMITING ADVANCED SEARCHES

In **Advanced Search**, if you wish to limit your search further, go back to the search screen and either use the limit search option boxes on the screen or type the results set number, e.g. R1, in the search box along with the additional abbreviations from the pull down menu with terms to build the search.

COMBINING SEARCHES

Say you are doing some historical research on oil in Iraq. You have already performed a **Keyword Search** on 'Iraq and oil'. You now want to explore this subject in more depth by adding 'production and profit' but you do not wish to start from scratch.

Go to the **Advanced Search** screen and look in the History section to see what the result set number is for the Iraq and oil search. In this case the result set is R1.

You would build your search to look like the following.

Now your results include fewer articles with the new criteria, giving you a narrower result focused on oil production and profits from an historical perspective.
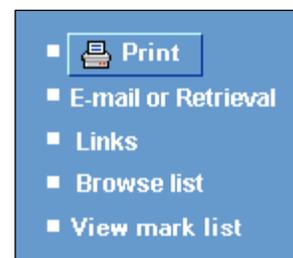
MARK LIST

You may save documents in a **Mark List** for further action later. Simply check the box next to the title in the Results List. The documents you check will be put in a **Mark List** and a new button, "**View Mark List**," will appear on the left side of the screen. From the article view, you may check the box next to the article to add it to the **Mark List**. You may print or email the article citations found in your **Mark List**, but not the article image itself.

RETRIEVAL OPTIONS

You may print the articles or full pages in the following ways.

- When viewing an article, the 'Print' option on the left menu will reformat the article for standard browser printing. In addition, options at the bottom of the screen will also allow you to reformat the article for printing within your browser, or print the corresponding page via Adobe Acrobat across either 1, 2 or 4 pages.
- When viewing a full-page, the 'Print' option on the left menu will reformat for browser printing just the article that led you to this page (note that this option is not available when you reached a full-page through the Browse by Date search option). Options at the bottom of the screen will also allow you to reformat the article for printing within your browser, or print the corresponding page via Adobe Acrobat across either 1, 2 or 4 pages.
- Click on the button to print or e-mail in the left margin and follow the directions.

LINK TO OTHER RELATED ARTICLES RELATED TO THE SUBJECT

 At the bottom of each article is a list of other articles starting on the same page or other articles from the same issue that are of the same category (such as 'News'). Scroll to the bottom of the article or click on the Links button in the left-hand margin.

INFOMARKS

An *InfoMark* at the top of any page indicates that the URL of the page persists even when the session is over. Persistent URLs can be book marked for future reference or copied into an electronic mail message or onto a Web page. *InfoMarks* lets you save and re-launch searches and embed them on Web pages, e-mail, word processing documents, and more. With a click of the mouse, you can access a comprehensive knowledge base that you have designed. *InfoMarks* is the premier tool for creating reading lists, course packs, study guides, content services, guidelines for special projects, bibliographies, training sites, electronic journal directories, and so much more.

You could track an author *InfoMark* the search, then revisit the new and updated data as often as you like.

For more information on how to use *InfoMarks*, click the *InfoMark* icon from within the *Times Digital Archive* or refer to the website www.galegroup.com/infomarks.

*For more information about searching the *Times Digital Archive* check out the Help feature located in the margin on the left-hand side.