Newspapers.com

1. What can I find?
   a. Basic facts about ancestors – birth, death, marriage, engagement announcements
   b. Stories – stories about your ancestors (car crashes, awards, sports, disasters, interviews, etc.)
   c. Personality insights – through society pages, obituaries, filler comments
2. Where in the paper should I look?
   a. News Stories – includes crimes, scandals, special interest, interviews, these are especially interesting in small town, local papers
   b. Announcements – birth, engagement, wedding, death, anniversaries, etc.
   c. Society pages, sports pages, crime pages, hospital pages, visitor reports, unclaimed letters, political pages
   d. Advertisements
3. How do I access it?
   a. Go to Ancestry.com home page, scroll down and on the right there is a link under Products and Services
   b. The link takes you to the Newspapers.com Home page
4. What features are on the Newpapers.com Home Page?
   a. Search – both at the top (in the ribbon) or in the middle of the page where you can type in key words
   b. Browse
   c. Papers
   d. Clippings
   e. Profile
   f. See papers by location – helpful if you are searching a specific region
   g. Tutorials
5. How do I find out what papers are in Newspapers.com?
   a. Browse feature – country, state, city, newspaper, year, month, date, page – helpful if you are looking for a specific event (birth or death for example)
   b. See papers by location – click on a region on the map, drill down until you have the area you want. Red pins show how many papers are covered in that area. Click on pin to see titles of newspapers. Another good way to find a specific paper. Best way to search all papers in a given region as from there, search will search all papers on that map page.
   c. Papers feature – lists them alphabetically, but since there are over 6,000 papers you probably want to narrow the search by the filters (keywords – like name of city, date range – scroll or type, or location – click on states, or type state name, or click on state name)
   d. Caveat – Newspapers.com does not have every paper, although they are adding more pages every day. They are limited by what is available in archives, libraries, etc. and who will give them access to digitize.
6. How do I do a basic Search?
   a. Indexed by OCD so not always accurate – smudges or flaws interfere with how the computer interprets a character. Also does not know the difference between a proper

name and a word that is spelled the same (Bank vs. bank for example). So there may be challenges if searching for an ancestor with a name that has other meanings.

b. Searches by taking your input and looking for pages that contain those words. Sorts by relevance (more relevant the closer the words are together). So if you search for William Bank, all pages that have William and Bank somewhere (not necessarily together) on a page will be returned.

c. Most people start by entering a keyword in the search bar in the middle, and then using the filters to narrow down (or broaden) the search. Example. William Dyson returns over 280,000 searches. So I can filter by dates (after 1942), and location. Notice how the filters for the search are shown at the top. If you want to save this search for later, you can click the Save/Notify. Then you can repeat the search, but only look at most recently added pages with matches for example.

7. Once I find a match what do I do?

a. Viewer is where you would spend most of your time. Click on the arrow or the article of interest.

b. Note that the blue arrows can scroll you around on the matches on the page.

c. Once you are on the page, the matches are highlighted in yellow so you can find them more easily.

d. You can adjust size, contrast, and brightness, reverse (black on white to white on black). Rotate the image, and make it fit the entire page.

e. You can navigate by using the bread crumbs, or arrows. There is also a filmstrip at the bottom of the page.

f. You can find, clip, print/save, share or save to ancestry (note on the last one, you can only do at home if you subscribe as your family tree will not be on the club's site).

8. How do I clip or save the article?

a. To clip, you have to reduce the paper size, until you can see the entire article in one area. Then click on clip, adjust the blue boxes to include the entire article and clip. There are different ways you can share your clippings with others. If you share, they can see the clipping for free.

b. Click on View Clipping to see the clipping, the page it came from and other information.

c. You can also print/save. The process is the same. You have to decrease the size until the area you want to save or print is on one screen. Then adjust the blue boxes. Saving as a PDF keeps the source information. Saving as a JPEG only saves the image, so you have to put the source information in your research log.

d. The information is saved at the bottom as a download which you can then save to your USB drive or print.

9. To view clippings

a. Choose clipping link or go into profile. Since it is the club account, after you are done with a clipping, you should delete it.

b. Best way is to save or print from the club account. Note that searches can be saved, so you can do that on the club account to save time next time you come in to search.

c. From a private account, clippings and save to ancestry are the best ways.

10. Helpful Advanced searching tips

a. For men, search for their initials (William Samuel Dyson as W. S. Dyson or WS Dyson or W. Dyson) or for abbreviations (Wm Dyson).
b. For women, search under their husband's name or initials (Mrs. William Dyson).
c. Search for nicknames or names they went by (so William Dyson was also known as Billy or Bill)
d. Search for common misspellings
e. Use Boolean Operators
    i. OR – if you put OR between two words, it will search for pages that have either word or both words. Makes the search larger.
    ii. AND – will only search for pages that have both words
    iii. Put "" around the words – searches for only that exact sequence of words next to each other
    iv. NOT – useful to eliminate people you don't want. For example, I have Darwin ancestors, but I don't want to search through lots of articles on Charles Darwin, so I would say Darwin NOT Charles. Limits or narrows the search
f. Wildcards
    i. Wildcards help when you are unsure of a spelling, or there are multiple spellings
    ii. ? – replaces just one letter. So if you don't know if it is Peterson, Petersan or Petersen, you would type Peters?n and it would search for all 3.
    iii. * - replaces multiple letters – for example, Anders*n will look for Andersson and other variations.
11. Have fun finding out things about your ancestors!!!