



# Searching the Utah Digital Newspaper Collection

## What Is the Utah Digital Newspaper Collection

The University of Utah has undertaken a project to index and digitize the newspapers that have been published in Utah. This makes it possible to find articles about your ancestors and obtain digital (electronic) images of the articles. This is a site to keep checking since newspapers are being added all the time.

## Searching the Utah Digital Newspaper Collection

- Go to <http://www.lib.utah.edu/digital/unews/>
- Decide whether you want to: **Search All Newspapers**, **Select a Newspaper**, or **Browse by County**. NOTE: It may be helpful to use Browse by County first to see if newspapers from that county have been completed for the time period you wish to search.

### Search All Newspapers

- Enter the keyword(s) and press **<enter>** or click on **Search**. If you want the key words entered to be searched as an exact phrase, click on the small box to the left of **Exact Phrase** before pressing **<enter>** or clicking on **Search**. For instance, if you are searching for Theodora Siemsen and want both words to be next to each other so you don't get Theodora Jones and Marie Siemsen, use the **Exact Phrase** option.
- Your results will appear on a separate page. See **Search Results** below for using the **Search Results** page.

### Search a Newspaper

- Under **Select a Newspaper**, use the drop-down menu to select the desired newspaper.
- After a newspaper title has been selected, a new window will open on which the search word(s) may be entered.
- Enter the keyword(s) or name(s) to be searched either in **Headline** or **Keyword** fields. To search for birth, marriage or death information, use the appropriate field (**Birth by Name**, **Marriage by Name**, or **Death by Name**). Check the box after the field for an exact phrase search. Then, press **<enter>** or click on **Go** to begin the search.
- Your results will appear on a separate page. See **Search Results** below for using the **Search Results** page. (See **Using Browsing on the Secondary Search Window** to learn about using the **Browse** feature.)

### Browse by County

- To view a map of the state that shows which counties have newspapers included in the collection, click on the **County Map** link under **Browse by County**.
- Hold your mouse over any county and the list of newspapers from that county that are included in the collection will appear. You may then click on the name of the desired newspaper and a new window will appear that gives a very brief history of the newspaper as well as the search fields like those found when selecting **Search a Newspaper**.
- Enter the keyword(s) or name(s) to be searched either in **Headline** or **Keyword** fields. To search for birth, marriage or death information, use the appropriate field (**Birth by Name**, **Marriage by Name**, or **Death by Name**). Check the box after the field for an exact phrase search. Then, press **<enter>** or click on **Go** to begin the search.
- Your results will appear on a separate page. See **Search Results** below for using the **Search Results** page. (See **Using Browsing on the Secondary Search Window** to learn about using the **Browse** feature.)

## Search Results Page

- On this page, the results (or "hits") from your search are displayed. They are listed in alphabetical order by newspaper title then by date. Only 10 items are displayed per page and, at the bottom of the page, you will find the standard scrolling options:
  - To select the next page, click on **Next Item**".
  - To select the previous page, click on **Previous Item**.
  - To go to one of the next 10 pages, click on the **Page Number**.
  - To jump forward by 10 pages, click on the right bracket **>**.

- To jump backward 10 pages, click on the left bracket <.
- When you find an article that you want to view, click on the thumbnail image, the date or the title of the article. A separate window will open showing the PDF image of the article on the right side and a table of contents for the issue on the left. See **Viewing Articles** for more information.

## **Viewing Articles**

The following instructions are based upon using Internet Explorer (IE) as your web browser. If you are not using IE, then the PDF images may be displayed in a separate window and you will not have the ability/feature of having the image and the index available in the same window. You can still scroll through the index and select articles and pages to view, but you will have to go to the separate window to see the images

- The index showing the pages and article headlines of each page for the contents of the issue are shown on the left side.
- The PDF image of the article (or what you select from the left side appears on the right side.

***NOTE:** The images shown on the right side are PDFs and are displayed with Adobe Acrobat Reader. Note that at the top of the right side there are Acrobat Reader toolbar icons, which allow you to search, zoom, or pan within the image, or save or print the PDF file just as you normally would with Acrobat Reader.*

- Depending on how you came to this page, you will first see one of two things:
  - The front page of the issue on the right side with the index of articles for page one on the left side; or
  - An individual article on the right side with the article index for that page of the issue on the left side, and with the headline of the article being shown highlighted.
- To view a full page, click on the entry in the index for that page.
- To view an article, click on the entry in the index for that article.
- The list of articles for a page can be expanded or shrunk by clicking on the + or - next to the Articles (page xx) entry in the index.

## **Using Browsing on the Secondary Search Window**

The **Secondary Search** window is opened when you have selected a specific newspaper to search either through the **Select a Newspaper** or **Browse by County** options.

- If you know which issue you want to see, use the **Browse** box. First, drop-down menu at the right of the **Select a Year** box to see a list of the years that are available for the selected newspaper. Select the year you're interested in.
- Once the year is highlighted, the list of issues will appear.
- Click to on the desired issue's title. The first page of that issue will appear.
- In the box on the left of the window, click on the page number to go to that page or click on **Articles (page xx)** to view a list of the article headlines for a certain page.
- To view a particular article, click on that article's title.

Another browsing feature is the ability to browse all the births, marriages, or deaths in the newspaper. This can be done by clicking on the appropriate link in the **Browse** box The list of birth, marriage, or death notices will be displayed on a **Search Results** page. To view a particular article, click on that article's title.