

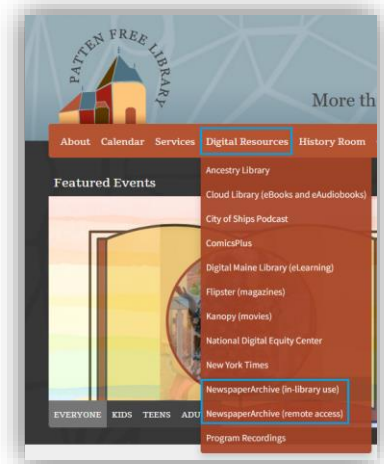


# How to Search NewspaperArchive

Patten Free Library now offers both in-library and remote access to NewspaperArchive's Maine collection. Browse or search Maine newspapers by date, name, or location to kick off your research!

## How to Access NewspaperArchive

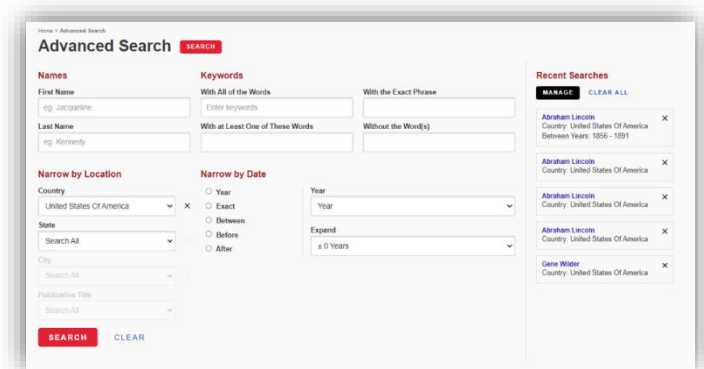
1. Visit [www.patten.lib.me.us](http://www.patten.lib.me.us).
2. From the top navigation menu, click **Digital Resources**.
3. From the drop down menu, choose. **NewspaperArchive (in-library use)** if you are physically in the library or **NewspaperArchive (remote access)** if you are accessing the database from another location.



## How to Start Your Search

From the NewspaperArchive home page, look for the “Advanced Search” option. The Advanced Search includes a number of options to start your search:

- **NAMES** allow you to search by a person's first and/or last name
- **KEYWORDS** allow you to search by word, for example a topic, business name, or event name
  - **WITH ALL OF THE WORDS** – This is a search to find **all** of the words in your results. For example, if you search “Bath Iron Works” with this type of search, the results will be newspapers with the words Bath AND Iron AND Works. They will not necessarily be next to each other in the results.
  - **WITH THE EXACT PHRASE** – This is a search to find an **exact** phrase in your results. For example, if you search “Bath Iron Works” with this type of search, the results will be newspapers with the phrase “Bath Iron Works” in that specific order.
  - **WITH AT LEAST ONE OF THESE WORDS** – This is a search to find **at least one of** the words in your results. For example, if you search “Bath Iron Works” with this





type of search, the results will be newspapers with the word Bath OR Iron OR Works.

- WITHOUT THE WORD(S) – This is a search to **exclude** a word from your results. For example, if you search one of the ways above but you want to make sure the word “Foundry” is not in your results, you would include “Foundry” in this filter.
- **NARROW BY LOCATION** allows you to search by Country, State, City, and Publication Title. Notice city and publication title are “ghosted” fields. You cannot enter information in city until the country and state are entered. Likewise, you cannot enter a publication title until a country, state, and city are entered.
- **NARROW BY DATE** allows you to search by Year, Exact, Between, Before, and After. The options to the right of each choice change depending on the type of date search you perform.
- After applying your filters of choice, click the red **Search** button.

### How to View Your Search Results

- Use the slider on the right hand side of the page to shorten the time span shown in the results.
- Click on the image of the front page, or the name of the publication, to open the issue in a new window. Notice how the database highlights the words you searched in yellow!
- You can save, email, or print the page. You can also zoom in and out to view the text larger or see a whole page view. In addition, you can move on to the next page or any other page of the issue that the article may continue on.

