



Finding Newspaper Articles using Historical Newspapers

What is Historical Newspapers?

Historical Newspapers is a database containing images of original newspaper articles from the *New York Times* (1851-2001) and the *Washington Post* (1887-1988).

If you are looking for more recent newspaper articles, or are looking for just the text of newspaper articles published in the last 20 years, try *LexisNexis Academic* instead.

Getting Started

Go to the Babson Library home page and click on “**Databases A-Z**” in the “**Finding What You Need**” menu. Scroll down the page to “**Historical Newspapers.**” If you are off-campus, you will be prompted for your SC ID# and your last name. Type in the first nine digits of your ID, including zeroes (ex. 000012345). Leave off any number after the dash.

Searching for Articles

You will see a search box with three search bars, like this:

Advanced Search

1. [Text Input Field]

2. [Citation and document text]

3. [AND]

Tools: [Search Tips](#)

[Add a row](#) | [Remove a row](#) [Search] [Clear]

- 1. What to Search For:** Enter keywords here. A keyword is a significant term describing the kind of article you want. If you want to search for an exact phrase, put quotes around it. If you have more than one keyword, separate them by line or use connecting words.
- 2. Where to Search:** This is a pull-down menu that lets you choose where you want the database to search. Leaving “Citation and Document Text” selected means that the database will search for your keywords within the complete text of the article, the citation fields, and the abstract of articles. You may also select one of the other options to narrow your search, such as “Document Title” or “Abstract.”
- 3. Connecting Words:** Use this pull-down to add connecting words to your search. Linking keywords with connecting words tells the database to search in a specific way. The most commonly used connecting words are AND and NOT:
 - **AND:** The database searches for *both* words. Ex.: *sleep AND children* finds articles that have both words in the specified fields.
 - **OR:** The database searches for *any* of the words. Ex. *Children OR teenagers OR kids* will return articles that have any of those three words in the specified fields.

Use either the drop-down menu or type connecting words in yourself.

Limiting Your Search

You may find that you are retrieving more results than you wanted. Here are a few ways to use the database's search options to narrow your results:

- **Limit by Date:** There is an option to limit the article retrieved by publication date. Be sure to follow the mm/dd/yyyy format specified.
- **Limit to a specific newspaper:** The "choose databases" menu will allow you to limit your search to just one of the three newspapers. The default setting searches all three.
- **Limit by Document Type:** You can choose anything from regular articles to editorials to reviews to weather.
- **Limit by Author:** If you know the author of the piece you want, enter it here.

Other ways to limit your search include:

- **Adding Keywords:** Connect more keywords to your search using AND.
- **Narrowing the Focus:** Selecting a narrower field (i.e., "Title" instead of "Citation and Document Text") will make your search more precise.
- **Changing Connecting Words:** Use AND instead of OR as a connecting word.

Expanding Your Search

You may also find that the database returned too few articles, or none at all. Here are a few ways to expand your search:

- **Check Spelling!!!** The database can't tell if something is spelled incorrectly.
- **Removing Keywords:** Take a keyword or two out of your search. This will make your search more general.
- **Changing Connecting Words:** Changing AND to OR will get you more results, although they may not all be as useful.
- **Expand the Focus:** Select a broader field (i.e., "Citation and Document Text" instead of "Citation") to expand the scope of the search.
- **Use Wildcards:** Place an asterisk (*) at the end of a word to search for words with different endings (ex. *employ** will find *employed, employment, employee*, etc.). A question mark (?) fills in for a single letter (ex. *s?ng* finds *sing, sang, song* and *sung*).

Your Results

Your list of records will appear with the earliest articles first. The titles of the articles are listed first, and are also links to the page image (.pdf file) of the article. You will be given three options beneath the citation:

- Click on **Article Image – PDF** to display the image of the article. These can be large files, and may take a minute to download.
- **Page Map** displays a smaller image of the entire page the article was printed on.
- **Abstract** will give you important information about the document, including its type, publication info and either the article's lead or a short abstract.

To print or save a .pdf file (the article image) use the buttons on the secondary menu which appears directly above the image itself. Don't use your browser's regular menu!

For more assistance:

Contact us! (413) 748-3315 or toll-free at 1-800-730-LBRY
IM/Yahoo username: *BabsonLibrarian* MSN: babsonlibrarian@hotmail.com
Ask the Library form: <http://www.spfldcol.edu/library/library2.nsf/askthelibrary>