

Times Digital Archive: quick user guide

What is Times Digital Archive?

Times Digital Archive is a full-image archive of every page published by The Times (London) from 1785-1985. The text within the images is fully searchable at the article level.

Accessing the Times Digital Archive

Times Digital Archive is accessed via the **E-resources Guide**.

1. To open the E-resources Guide, go to: <http://subjectguides.york.ac.uk/e-resources>
2. When the E-resources Guide has opened select the **T** tab from the A-Z list at the top of the screen. An alphabetical list of resources is then displayed.
3. Click on **Times Digital Archive, 1785 - 1985**. You may be asked to log in with your IT Services username and password. The resource will now open in a new window.

Searching the Times Digital Archive

To get the best out of your searches, we recommend using the **Advanced search** option:

The screenshot shows the 'ADVANCED SEARCH' page of the Times Digital Archive. At the top is the logo 'THE TIMES Digital Archive 1785-1985'. Below it are navigation links: 'Home', 'Advanced Search' (circled), and 'Browse by Date'. The main search area is titled 'ADVANCED SEARCH' and contains three search boxes. The first box contains the text 'child n10 sick*'. Between the boxes are 'And' dropdown menus. To the right of the search boxes are 'FUZZY SEARCH' options with dropdown menus for 'Entire Document' and 'None'. Below the search boxes are 'ADD A ROW' and 'CLEAR' buttons. To the right of the search area is a 'SEARCH' button. Below the search area is a 'LIMIT YOUR SEARCH' section with a 'Between' dropdown, 'Date' dropdowns, and year inputs '1830' and '1870'. Below this are several categories of search filters, each with a checkbox: Business (Business and Finance, Shipping News, Stock Exchange Tables), People (Births, Business Appointments, Deaths, Marriages, Obituaries, Official Appointments and Notices), Editorial and Commentary (Editorials/Leaders, Feature Articles (aka Opinion), Letters to the Editor), Picture Gallery (Pictures Without Associated Articles), Features (Arts and Entertainment, Reviews, Sport, Weather), and Articles with Illustration. Annotations with arrows point to various elements: 'Multiple boxes allow you to build up your search.' points to the search boxes; 'Choose where you want to search, eg Entire Document, Title, Author etc.' points to the 'FUZZY SEARCH' dropdowns; 'Link concepts together using AND/OR/NOT.' points to the 'And' dropdowns; 'Use the Publication Date dropdowns to specify a date range of interest.' points to the 'Between' and 'Date' dropdowns; 'Checkboxes let you limit your search to a particular section of the paper.' points to the filter checkboxes.

In the above example, the search **child n10 sick*** finds the word **child** and variations of **sick*** within 10 words of each other – either to the left or the right. The search is being limited to the dates 1830-1870.



Viewing your results

Articles are highlighted in the thumbnail image. Click to see the result in context.

Change the way results are sorted using the Sort By dropdown.

You can choose to limit your results to specific sections of the paper.

You can mark items that you wish to save.

Use the links at the bottom of each result to view the article, page or issue.

The screenshot shows a search results page with a 'Search Within Results' sidebar on the left. The sidebar has a 'Limit By:' section with a dropdown menu set to 'Publication Section'. Below this are several categories with counts: Advertising (66), Business (1), Editorial and Commentary (67), Features (22), News (238), and People (6). The main search results area shows two results. The first result is 'House Of Commons, Wednesday, March 31.' from 'The Times' (London, England), Thursday, Apr 01, 1830; pg. 1; Issue 14189. (8298 words). The second result is 'We cordially agree with a correspondent who expresses a wish that Mrs. Davenport's first and only.' from 'The Times' (London, England), Tuesday, May 11, 1830; pg. 3; Issue 14223. (1608 words). Both results have a 'Mark' checkbox and a 'Thumbnail' image. At the top right, there is a 'Sort By' dropdown menu set to 'Publication Date - Ascending' and a 'Go To Page:' field with a 'GO' button. At the bottom of each result, there are links for 'Article | View Page | Browse Issue'.

E-mailing, saving and printing your results

For a single item, click on the article view. The icons at the top of the page give you the options to print, save, email, cite or bookmark the article:

Create a PDF version of the article which you can save and print.

Email yourself citation details and a link to the article.

Copy a stable web link to the article.

Export a citation to a reference management program such as EndNote.

The diagram shows a row of five icons: a printer, a download arrow, an envelope, a document with 'CITE' text, and a document with a link icon. Each icon has a callout box pointing to it with a description of its function.

You can also print, save or email details about multiple items. Mark items using the checkboxes on the results page, then click on **Marked Items** in the menu at the top of the page. Again, use the icons at the top to print, save or email the details of your selections.

Search tips

AND combines search terms so that each search result contains all of the terms. For example, **sick and children** finds results that contain **both terms** (use double quotes “like this” to search for a phrase).

OR combines search terms so that each search result contains at least one of the terms. For example, **sickness or illness** finds results that contain **either term**.

Wildcard (!) use an exclamation mark to replace a single letter (or absence of a letter) in a word. Wildcards are particularly useful for finding variations in spelling, for example **behavio!r** finds results that contain either **behaviour** or **behavior**.

Truncation (*) use an asterisk to truncate (shorten) a word and find all the words made by adding letters to the end of it. For example, **sick*** finds results that contain the terms **sick** or **sickly** or **sickness** etc.

Proximity (Nn) use this when there is a connection between your search terms and you need to find the terms near each other. For example, **child n10 sick*** finds results that contain the terms within ten words of one another.

