# 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.

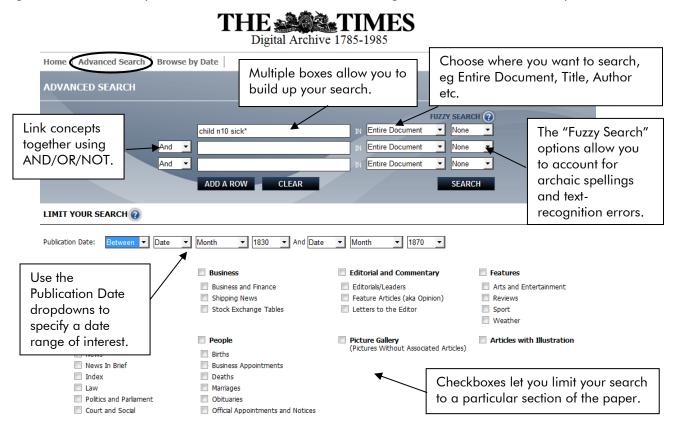
### Accessing the Times Digital Archive

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.

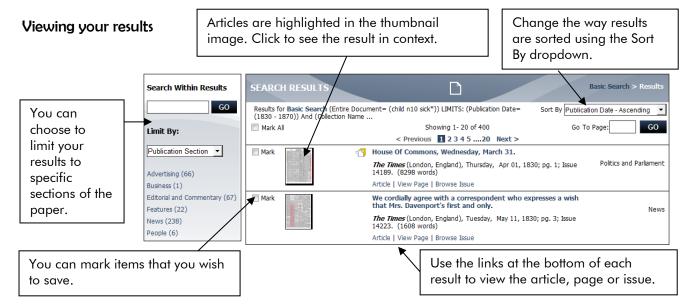
#### Searching the Times Digital Archive

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



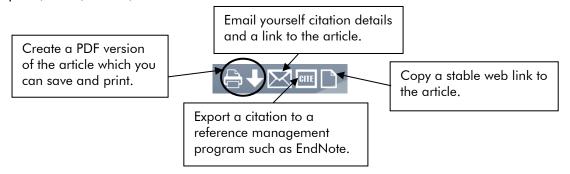
In the above example, the search **child n10 sick\*** finds the word **child** and variations of **sick\*** within 10 words of each other – either to the left or the right. The search is being limited to the dates 1830-1870.





#### 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:



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.

