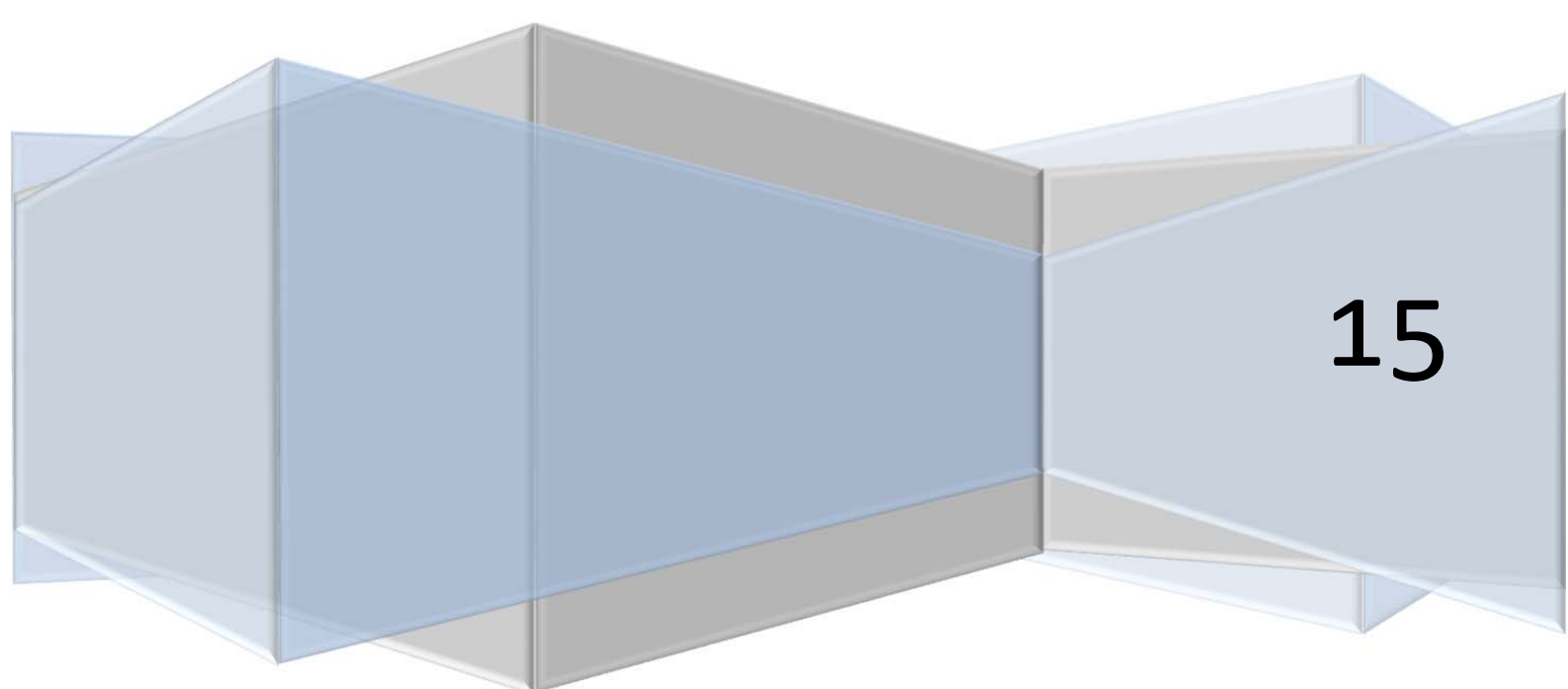


Irish Newspaper Archives

APA5.1 User Guide

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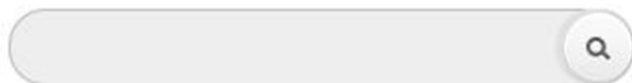
The Navigation Ruler

The buttons can be used to navigate between the various possibilities within the newspaper interface.



General Search

Allows a general search of all the newspapers on the site



Advanced Search

The search page allows the user to control the search functions and the order in which the results are displayed.

Boolean Search: In order to refine the search and to prevent "an information flood" you can use conditional keywords: and, or, not, near. The keywords can be added by hand, or, alternatively, click on the arrow that appears at the end of the search box, and the keyword will be added to the search box.

Refine Search: after entering the search word/s in the search box, you can refine your search by doing another search of words within the article.

All of these words - all the words in the box will appear in the results.

The exact word or phrase - the exact word or phrase will appear in the results.

Any of these words - The results will include some of the words in the search box.

Exclude - the words written in the box will not be included in the result

ALL of these words:

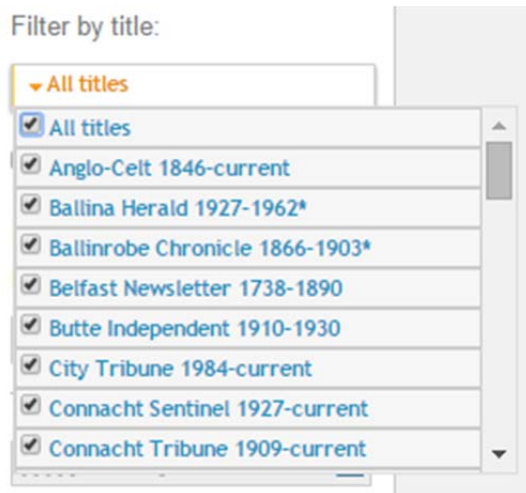
EXACT word or phrase:

ANY of these words:

EXCLUDE these words:

Limit the Search: Limit to one or to all the newspapers: This box allows you to choose in which newspaper you want the search to take place. It is possible to choose one newspaper, several newspapers or to search in all the newspapers.

In addition, it is possible to only search the front pages of newspapers (check the small box)



Date Range: It is possible to delimit the search to a certain time period, however, it is recommended to ensure that the newspaper you are searching was indeed published during that time period (searching in a time period during which the newspaper/s weren't published won't yield results.) You can delimit the search by choosing the year you want to start the search and the year until which you want to receive the search results.

Limit date range

From date:

01-01-1920



To date:

31-12-1922



Search

(Hint: You can click on the calendar icons to bring up calendars to select the date ranges from)

Advanced Search Toolbar

Magnifying Glass: start searching



Folder: contains the previous search queries that were saved. Previous searches can only be accessed on the same computer and browser



Disk: save your current search query



Printer: print search results



Search Results

This page assembles the search results.

For instance: in the following row you can see the number of results, 920, that we received when we searched for the word "michael collins" in "Irish Examiner" between the years 1920-1922

Found 920 result(s) for "'michael collins'" and in 'Irish Examiner 1841-1949' publication and from date '01-01-1920' and to date '31-12-1922'. Showing results 1-10

An example of a search result display: On the left you can see the page where the article originated, and above it, the details: day, month year, the name of the newspaper and page number would. It is also possible to see the article where the search word appears. Click on the word or article snippet to read the whole thing in the Article Window.

Alternatively if you click the page you will be brought directly to the full page in the Viewer.



#3. Irish Examiner 1841-1949 | Saturday, October 15, 1921 | Page: 5

MR. MICHAEL COLLINS AND THE RIFLE.

Michael Collins, says the Press Association, noticed a rifle standing in the corridor. Turning to his colleagues, he humourously asked, "What is the meaning of this provocative display?" Mr. Lloyd George (then in the Conference room) and one of his secretaries addressing him, said: "Mr.

[★ Add to my collection](#)

Add to my collection - Clicking on "Add to my collection" allows you to temporarily save an article chosen from the list of articles. You can go back to my collection so long as you are connected to the same computer and browser, by choosing "my collection" on the navigation ruler

[★ Add to my collection](#)

Method for Sorting Search Results: Users can sort their search results in one of the following three ways:

Sort by [Relevance](#) [Newest First](#) [Oldest First](#)

Relevance: Organizes the results according to an advanced algorithm that takes into account both the number of times the phrase appears as well as its placement in the article. So, for instance, if the word appears in the headline it will appear higher than if the word appears in the body of the article.

Newest First: Organizes the search results from latest to earliest.

Oldest First: Organizes the search results from earliest to latest.

Browsing

The browsing page allows you to choose an edition of the newspaper by choosing the name of the edition, the day of the week (you can also choose the whole week) and the month. All of the editions that came out during the first month of the latest year that appears on the website will then appear on the page (default). In order to go through the years, mark the requested year on the year's ruler that appears above. The requested month should be marked on the month ruler that appears on the left side of the screen.

Clicking on the page will lead to that edition in the Viewer.

The screenshot shows a web interface for browsing newspaper editions. On the left, there are three dropdown menus: 'Select title:' with 'Irish Examiner 1841-1...' selected, 'Day of week:' with 'All' selected, and a month selector with 'January' highlighted. Above the newspaper thumbnails is a year ruler from 1936 to 1944, with 1943 highlighted in blue. Below the thumbnails, the date 'Friday, 01 January 1943' is shown under the first thumbnail, 'Saturday, 02 January 1943' is shown under the second (highlighted) thumbnail, and '04 J...' is partially visible under the third. The newspaper thumbnails themselves show the masthead 'The Cork Examiner' and various advertisements and news snippets.

The Viewer

On this page you can browse through the pages of the newspaper and choose a specific article to read. You can open an article by double clicking it or zoom in by single clicking an area on the page.



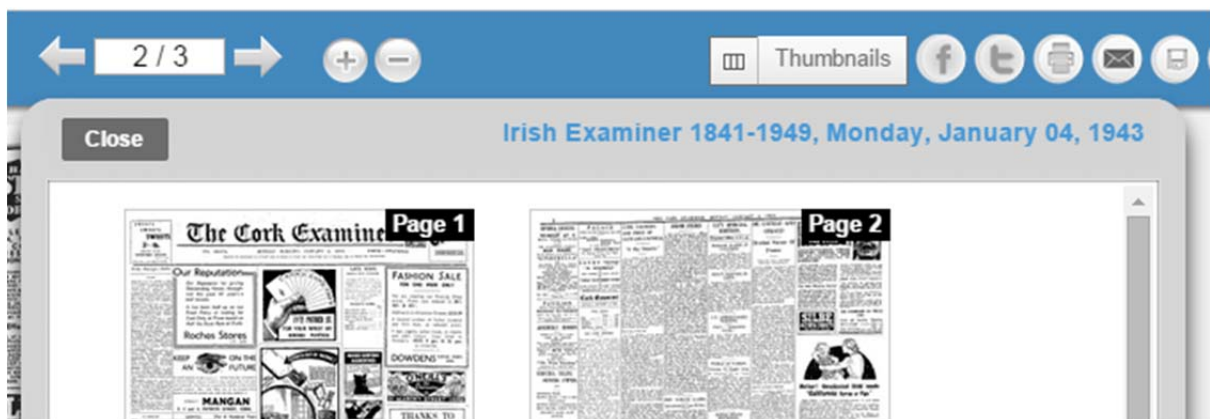
Changing Page: You can slide the pages across using the arrows on either side



Zooming: You can zoom in and out of the page using the + and – icons above the page



Thumbnails: Clicking the Thumbnails button will display all pages in that edition.



The Viewer Toolbar

Social Media Buttons: These buttons will allow users to Post links to full editions to either Facebook or Twitter, these links will only allow access to subscribed users.



Printer Button: This will allow users to printer either the left or right page been displayed in the Viewer

(Hint: to get better quality page prints use the Disk icon to first download the page as a Pdf)



Email Button: This will allow users to email links to full editions, these links will only allow access to subscribed users.



Download Page Button: The Disk icon will allow users to download as a Pdf either the left or right page been displayed in the Viewer



Clip Article Button: The Scissors icon will allow users to clip any part of the page and download it as a Pdf



Pin/Unpin Toolbar Button: The Pin icon will allow users to pin/unpin the View Toolbar. The toolbar is pinned in place by default, if you click the Pin icon the toolbar will roll away. To bring the toolbar back simply move the mouse cursor toward the top of the page and the toolbar will reappear.



Opening an Article

Double click on the body of the article and the requested article will appear in the [Article View](#) interface.



The Article Viewer Toolbar

Star Button: Allows the user to add the article to My Collection

(Hint: My Collection can only be accessed from the same computer & browser. If the browser history is cleared all the articles in My Collection will also be cleared)



Printer Button: This will allow users to printer either the article

(Hint: to get better quality prints use the Disk icon to first download the article as a Pdf)



Email Button: This will allow users to email the link to an article which can be accessed at any time by anyone.



Download Article Button: The Disk icon will allow users to download the article as a Pdf



Social Media Buttons: These buttons will allow users to post links to articles to either Facebook or Twitter, these links can be accessed at any time by anyone.



Zoom Buttons: You can zoom in and out of the article using the letter icons



Text View Button: allows you to see the text of the article. The text is a result of OCR (Optical Character Recognition). The text may contain marks and mistakes. These characters are not recognized by OCR as a result of a number of parameters, including the quality of the original print, the quality of the photograph, resolution, the quality of the source, the quality of the source of the photograph, the OCR program, the font of the print, and other parameters.



My Collection

While you are searching and browsing the articles you can save articles in "my collection." The "my collection" page displays the articles you



Opening an article: Left click on the article page to open it in an article view interface. In this interface you can take all of the actions described previously

Removing an article from my collections: To remove articles, click on the x button that is found on the top-left of the article page. To remove all the saved articles in my collection, click on the trash button



To send "my collection" via email i.e. email all article links, click on the envelope button.



To Print Oversized / Older Articles

Some articles, generally older articles per-1940s are very long with a smaller text as this was the preferred format of the newspapers at that time. Therefore to make the text more legible and larger you may have to print a single article across multiple pages.

To do so please follow the below instructions

(Requirement : ensure to download Adobe Reader <http://get.adobe.com/reader/>)

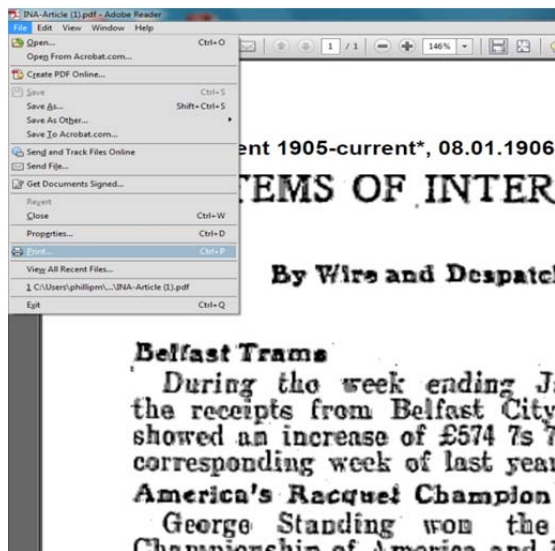
Step 1

Save the article as a Pdf using the Disk Icon



Step 2

Open the article in Adobe Reader and select Print



Step 3

From the Print Options window under *Page Sizing & Handling* select the *Poster* option. This will now print the article in its original size across several pages

