

Trove Newspapers Webinar – July 22, 2020 – presenter notes

Session welcome, acknowledgment of Country

Today's demonstrations have been pre-recorded, but will finish with a live Q&A based on the questions asked by the webinar attendees on July 22. This may include some live demonstrations.

Thank you to everyone who has reported any issues they have encountered with the new system to our Trove Support team. Current known issues include: certain phrase searches not showing up as highlighted in the newspapers viewer and the advanced search date range filter not working as expected. These will be resolved in Trove updates scheduled in the near future.

Basic newspapers searching and anatomy of search pages

Hi – I'm Paul & I'll be demonstrating basic search and navigating search results

Let's start with a basic search from the Trove homepage.

In the search box I'll search for "sydney harbour bridge" and hit the green search button.

You get presented with the "All results" page. This provides a great overview of all the content in Trove for your search term. You are presented with the top 3 results from each category within Trove.

You can't refine a search from here. To continue to the full list of newspaper results you can either:

- Click on the category headings across the top for "Newspapers & Gazettes" or
- Click on the green button for "See all newspapers & gazettes results"

Alternatively, from the Trove homepage you can go directly to full newspapers

- After you have entered your search term, select the Categories drop down
- Select "Newspapers & Gazettes"

You are then taken to just the newspapers & gazettes results.

The results page is made up of 4 areas:

- Search
- Results list
- Sorting
- Refining

I'll focus mainly on the results list.

Let's look in detail at the individual components of a result:

Title – This is the title of the article. If it's blue – this means you haven't read the article, if it's purple, it means you've read the article.

Thumbnail image – within Trove this generally indicates that an item has been digitised and is available online. It's not supposed to be something you can read – with so many new newspapers in Trove this thumbnail image provides a reference for illustrations, front pages

Category – Articles within newspapers include regular news items, advertising, illustrated articles. This category indication describes what type of content the search result comes from.

Newspaper title: Which newspaper it comes from

Date and page: The date of the newspaper and which page the article is on

Summary: The summary is generated from the scanned (and corrected) text from a newspaper article. It provides a brief overview of the article text with your search term highlighted in context. As this is one of the primary things a search is based on, any text corrections that are made help to improve the accuracy of this search.

Article length: A guide to how long the article is - can indicate a short summary or a full length article

Correction details: If there has been any text corrections made, this will be indicated beneath the summary. I'll go into a bit more detail on identifying corrections:

Corrections: There's 4 different conditions for displaying corrections on the search results page:

- When an article hasn't been corrected there's no indication of corrections
- When an article has been corrected it will show the number of people that have corrected the article (it won't show who has corrected an article)
- When you know you have corrected an article, but you aren't logged in to Trove, it will only show the number of people that have corrected the article
- Finally, if you are logged in and have you have previously corrected an article, it will indicate that you have corrected the article. If you regularly correct articles, making sure you are logged in will help in seeing which articles you've already corrected.

The next webinar on 29 July will cover how to log in and the options available to you for how you appear within Trove.

The final thing I want to discuss is the ability to sort your results. By default the most relevant searches appear at the start of the list. But you might want to find the earliest occurrence of a search term or be correcting a topic in chronological order. You can change the result list to sort by date – either by earliest or latest.

I'm now going to pass on to Nikki who will talk in more detail about how to get the most out of your search.

Advanced newspapers searching

What can you do in advanced search?

Thank you Paul. I am now going to show you Advanced Search.

Advanced Search is the best place to search for newspapers across multiple states and/ or titles, or if you have a more complex search with several parameters.

Accessing advanced search

There are a couple of ways to access the **Advanced Search** screen. You can go straight to the **Advanced Search** screen to start your search or navigate there from a **Simple Search**.

To access the **Advanced Search** screen to start your search:

- You will start at the Trove homepage by clicking on the Trove logo at the top of the page.
- Then you select a category from the **Advanced Search** drop-down menu underneath the green search button. In this example we are going to **select Newspapers & Gazettes**
- From here you will be taken to a blank **Advanced Search** screen to start your search.

Alternatively, to navigate to the **Advanced Search** screen from a **Simple Search**:

- You will again start your simple search at the Trove homepage **clicking on the Trove logo** at the top of the page.
- In the Search box at the top of the Trove homepage, enter a keyword for what you want to search. **[Enter Stuart Highway]**
- At this point we can select a category. As we are looking at newspapers we will **select Newspapers & Gazettes** from the **Categories** drop-down.
- Then click the green search button to execute your search.
- From the results screen you can navigate to the **Advanced Search** screen by **selecting a category (Newspapers & Gazettes)** from the **Advanced Search** drop-down menu underneath the green search button in the top right of the screen.

Now we are on the **Advanced Search** screen to start our search we will need to enter keyword search term in filters.

1. If you have gone directly to the **Advanced Search** screen and you are starting your search from here, you will need to add keyword/s in the keyword filter options. You need to enter a keyword into at least one of these filters, and you can also use multiple filters.
2. If you have navigated from a simple search as we have, your search term will be populated into the **All of these words** field. You can add further keywords or change keyword/s in the filter options to modify your search.
3. The keyword filters are:
 - **All of these words** – which will get results containing every word
 - **Any of these words** – which will get results containing one or more word
 - **The phrase** – which will get results containing the words together as a phrase
 - **Without these words** – which do not get results containing one or more word

Multiple states using Titles and Places

I will now show you how to search newspapers across multiple states using the **Titles and Places** field.

The search term we have used from our Simple Search is [Stuart Highway](#), which has populated our **All of these words** keyword fields.

States

1. In Advanced search, you can use **Titles and places** – to select multiple states to include in your search.
2. To search for multiple states, start typing the state name in the **Titles and places** field. [The first one we will enter is South Australia](#). The state name will appear in the drop-down list. When a full state name appears, its publication titles also appear alphabetically underneath it and can be scrolled through.
3. When you hover your cursor over the state name in the drop-down lists, the state is highlighted green. When highlighted you can press enter or click on the selection and the state will appear in the **Titles and places** filter field as a green tag.
4. You can repeat this to add multiple states. The next state we will enter is [Northern Territory](#).
5. When you have made your filter selections, select the green search button on the right-hand side. Trove will generate a filtered search results list.

Hide filters/ show filters

1. When you are in the results screen, you can select the **Show Filters** option to take you to your **Advanced Search** screen and revise your selections.
2. From here we can clear our filters on the **Advanced Search** screen by clicking on **Clear** next to the green search button.

Multiple titles using Titles and Places

I will now show you how to search multiple newspaper titles. Again, we will use the **Titles and Places** field.

[In this example, we will search Great Ocean Road](#).

Titles

Then to search for a newspaper title, start typing the newspaper title name in the **Titles and Places** field. [In this example we will type The Age](#). You will notice that the newspaper title will appear in the drop-down list by state.

When you hover your cursor over the newspaper title name in the drop-down lists, the newspaper title is highlighted green. When highlighted you can press enter or click on the selection and the newspaper title will appear in the search field as a green tag.

You can repeat this to add multiple newspaper titles. [So, I will add another title, in this case The Argus](#).

In selecting titles, you can also type in the state and then choose from the list of titles under that state. For example, we have selected some other Victorian newspapers and we may want to see what else may be of interest. So, we can [type Victoria](#) and then select a title, [in this case The Advocate](#).

You can select from the drop-down menus in the other filter options to further limit your search results. In this example we will **select Newspaper** under **Type** and **Article** under **Article category**.

When you have made your filter selections, select the green search button to display your results.

Refine your results in the results screen

1. From your results screen, you can further **Refine your Results** by selecting filters from the menu on the right-hand side of the results list.
2. To view all available options of a filter type, **select Show more, for example [Date range]**. To apply a filter, select the checkbox adjacent to it. In this example we will **select 1910 to 1919**. You will notice as I select this that individual years are now available to select within the selected decade. **In this example, we will select 1918**.
3. To remove the filter, select the checkbox again.
4. To remove all filters, select **Clear all** underneath the search field and in this example the filters are removed and we are left with our search term.

I will now hand over to Mel who will cover combining advanced and simple search filters in a bit more detail.

Combining advanced and simple search filters

Thanks Nikki, my name is Mel and today I'm going to show you how to tell which search filters you may have applied to your search to limit or narrow down your search results.

Simple search filters:

Here is an example of a simple search using the simple Refine your results filters in the search results:

1. Enter a keyword e.g. 'Kelly' in the simple search bar and select the category to search within from the drop-down e.g. 'Newspapers & Gazettes'
2. Click the green search button to run my search
3. My search results will display
4. Then I'm going to use the simple **Refine your results** filters which appear on the right-hand side of the search results to limit my search to 'Newspapers' published in 'New South Wales'
5. As the filters are selected, you will see that the checkbox next to the filter name is ticked, and a **blue** button appears under the search bar at the top to indicate which simple filters are currently applied
6. We've just done a search for newspaper articles, published in New South Wales which contain the word 'Kelly'

And remember, as Nikki showed you earlier, in the same way as in Trove Classic, you can only choose one filter within a single heading when using simple search filters. And you can deselect a filter by unticking the checkbox next to the filter name

<https://trove.nla.gov.au/search/category/newspapers?keyword=kelly&l-artType=newspapers&l-state=New%20South%20Wales>

Combining advanced and simple search filters:

Now I'm going to show you another way of doing the exact same search, but this time using advanced search filters and simple search filters:

1. Click the 'Advanced Search' link which appears below the simple search bar
2. Enter a keyword e.g. 'Kelly' in the 'All of these words' field and select the category to search within from the 'Type' field e.g. 'Newspapers'
3. Click the green search button to run my search
4. My search results will display
5. Then, as I did previously, I'm going to use the simple **Refine your results** filters which appear on the right-hand side of the search results to limit my search to only those newspapers published in 'New South Wales'.
6. You can now see that there are both **blue** and **green** buttons which appear under the search bar to indicate which filters are currently applied. The **blue** buttons indicate which simple 'Refine your results' filters are currently applied to your search results and the **green** buttons indicate which 'Advanced Search' filters are currently applied to your search results.

And remember, as Nikki showed you earlier, you can deselect a filter by clicking the X for that Filter button at the top of the search results screen. You can also select **Clear all** at the top of the search results screen to clear all your filters.

To sum up, you can tell which filters are currently applied to your search in a few different ways:

You can look at the **blue** and **green** filter buttons which appear under the search bar at the top of the search results

OR

You can look at which simple filters are ticked under the 'Refine your results' filter list

OR

You can click the 'Show filters' option to open the Advanced Search screen to see which Advanced search filters are selected

Now over to Cheney, to hear about browsing newspapers.

Browsing newspapers and where to find the browser

I'm going to be talking about the difference between browsing and searching newspapers. Some of you may already be familiar with the newspapers and gazettes browser – it was previously part of the Newspapers zone. Before I show you how it works, I'll show you how to get there:

Finding the browser:

1. Start at the Trove homepage. If you're not sure if you're on the homepage, click on the Trove logo at the top of the page.
2. On the homepage, under the Trove logo, you'll see words which link to the five landing pages – click "Explore".

3. On the Explore landing page, at the top, look under the heading “Start Exploring” to see “Browse Newspapers and Gazettes”.
4. Click “open browser”.

You might be familiar with this page, but I’ll spend a little time talking about what you can do here first.

What you can do in the browser:

1. Choose between Newspapers & Gazettes – the browser automatically selects newspapers first, but you can change this if you want to browse gazettes.
2. Select how you want to browse – You’ll see that you can browse by title, date, or other filters. Selecting one of these opens the browsing window.
3. Using the browser – If I know the title I want and want to see what years are available on Trove, the browser is a good option. Show this using the example of the Daily Herald (Adelaide). Show the info, title page, and then how to browse by year.
4. Navigate using the breadcrumbs – show how to do this and go all the way back.
5. See all newspaper and gazette titles – this opens a separate page showing all titles currently in Trove. Show that you can click on titles to go to the title page and into the browser.
6. On this day feature – show how to click “Read this article” to get straight into the viewer.

After learning about these features in the browser, you might have noticed I haven’t mentioned something. What if you don’t know the name of the newspaper you want? What if you want to search across all newspapers and gazettes before narrowing down a year or place? Excellent question!

There is a search bar at the top of the browser – here’s how to use it:

Search from the browser:

1. Look at the top left-hand side of the screen for the bar with “Search Newspapers & Gazettes” in it. If you’re using Trove on a small screen, it may be hard to see at first.
2. Enter your search words. (example search: Emu War)
3. Click on the green button. This will take you straight to the search results for Newspapers & Gazettes.

We know searching is very popular, so we’ve made it possible to start searches from most pages in Trove, including here. But if searching across all newspapers first is your preference, we’d recommend starting at the Trove homepage because search is much more visible. This might mean you have to adjust an older bookmark if you’ve always started searches from this page in the previous version of Trove.

Search from the homepage:

1. Set your bookmark to just trove.nla.gov.au
2. Enter your search words in the search bar
3. Use the All Categories drop-down menu and select “Newspapers & Gazettes”.
4. Click on the green icon to see results for this category

Nikki has already covered basic and advanced search from here. But to sum up:

Browsing: Go to the browser if you want to have a general look around the newspapers – if you want to see what titles we have, which years we've digitised so far, or if you'd like to browse newspaper pages generally instead of looking for specific articles.

Searching: If you want to look across all the newspapers for certain words or phrases, then narrow down to title, year or place, you don't have to find the browser. Just start on the homepage, or any of the landing pages.

Finally, before we go to questions, I want to show you where you can find information on newspapers coming soon. It's in the News section, under announcements. This item was first created last year (hence the date on it being from last year), but it is regularly updated. We're also going to be looking at giving these news items a more prominent home so they can be more easily found in future.

End demonstrations