How to Search the Watertown Digital History Archive

You can search two ways:

1. By selecting a publication from *Browse Newspapers* or *Other Documents* (yearbooks and scrapbooks).

2. By searching the content of the newspapers, yearbooks and scrapbooks by keyword.

1. Select a Publication -Browse

To locate a publication in PDF format click on an issue or book and the download of the PDF image will start. If it's from a range of newspapers-click and a list of newspaper dates will appear, click on the desired issue date to download the PDF file.

Once the download begins you may search keywords or phrases within the PDF document by double clicking on the binocular icon to bring up the search box and by typing in a keyword or phrase.   A hit list appears below the search words along with the words before and after it in the publication. Click on the desired result from the hit list and the page appears with the search word(s) highlighted.

Right click to view a set of options for working with the PDF image. **Hand Tool**- to move the PDF image. **Marquee zoom tool** to **zoom in or Control +,** To **Zoom Out- right click and select previous view or Control –, Rotate Clockwise**- to rotate the image 90 degrees. **Print-to print the page or pages. Binocular Tool-** to bring up the search box.

To return to the Home Search Page, use the arrow keys on the top left of the screen.

2. Search the Content by Keywords or Phrases

To search by words or phrases -below the *Search Content* header is a drop down box for the newspapers which allow searches for the entire archive or a range of dates. Select the appropriate date range to limit the number of returned hits for that range. The process is the same for searching the yearbooks or scrapbooks.

Next type in a word or phrase. The search can be:

- a word
- a phrase
- a word with a wild-card suffix (*target*,)* for example elect*, will retrieve elect, election, electric...

Next click search below the search box and the hits will shortly appear sorted in order by the number of hits in the file. The date of the publication and file size will also appear. Click on the desired file and the PDF download begins.

Binocular Tool- to bring up the search box for searching the PDF and find the keywords or phrases within the PDF document. Type in the keyword or phrase and click on search, a hit list will appears below the search words along with the words before and after it in the publication. Click on the desired result from the hit list and the page appears with the search word(s) highlighted.

Right click to view a set of options for working with the PDF image. **Hand Tool**- to move the PDF image. **Marquee zoom tool** to **zoom in or Control +,** To **Zoom Out- right click and select previous view or Control – Rotate Clockwise**-to rotate the image 90 degrees. **Print-to print the page or pages.**

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