Learn How to Make the Most of Digital Newspapers to "Harvest" More Information about Your Family HANDOUT by Mark Nye

My Favorite – www.newspapers.com
- Publisher Extra Subscription - $109.90 per year
- Access to everything on the site; millions of pages added monthly
  - _____ Total Newspapers
  - _____ Total Newspaper Pages

Other good online digital newspaper sites:
- https://www.familysearch.org/en/wiki/Newspapers
- Chronicling America – Historic American Newspapers, Library of Congress
- Google Books
- Google News Archive
- MyHeritage.com
- Utah Digital Newspapers
- Cyndislist.com/newspapers
- https://dp.la/ (Digital Public Library of America)

STANDARDS
- _____
- _____
- _____
- _____
- _____

FOCUSING ON www.newspapers.com

METHODS OF SEARCHING
- By _____
- By _____
- By _____
- By _____

MY FAVORITE WAY TO SEARCH – Step 1

- Start with the Basic Search Bar (Home Page – after you've signed in)
- In quotes " ", type in the individual's FULL name
    - IF they lived in different places, leave Date Range and Place BLANK
- Depending on Results returned, gradually shorten the name and search again, and again
- If Results returned or greater than 75, refine your search by specific Date OR Place
- Further refine your search as you feel more confident about the specific location(s) of the papers published

NOTE: search for/view locations on the internet to know your geography!

MY FAVORITE WAY TO SEARCH – Step 2

When you have a reasonable set of Results, Click on SORT (middle top of page above Results)
- From the dropdown list, Click on "Paper date (Oldest)" which places results in chronological order

Learn to "speed read" thumbnail images to quickly identify relevant items of interest (birth, marriage, death, funeral notices; obituaries; human interest stories, etc.)

Scroll down from the top, clicking "Show More Results" as need, until you reach the bottom.

When you identify an article of interest, click on the thumbnail to reveal the newspaper page.

NOTE that the search term/name you've used will be highlighted in yellow.
- Options to retain or remove the yellow highlight
- Utilize the Navigation bar on the right to enlarge/shrink the text size, plus other buttons as needed
- Option – "Clip & more" function in upper-right hand corner of window
- Option – Clip (SnipIt function on a PC; CTL+ALT+4 on a Mac) only the article you are interested in
    - Depending on the size of the article, you may need to clip it in sections (by paragraph or column, etc.)
    - Save this "Clipping" to your computer desktop or other digital folder of your choice
    - Open this "Clipping" and use your Screenshot Editor to enhance this image, e.g., exposure, sharpness, etc.

HOW I CAPTURE/SAVE ARTICLES I FIND – Step 3

Open a blank MS Word document where you will imbed the article you will clip.

- In **BOLD** font, type a TITLE for what you are capturing, e.g., **Obituary – Frank Osborne Front**
- On the next line, type in **BOLD** the full citation for the Source, e.g., **Quad-City Times (Davenport, IA) – 23 January 1927, Sun – pg 15**
- "Drag and Drop" the Clipping that you saved in Step 2 into the MS Word document that you created below the two BOLD lines that you just typed (Title and Source)

HOW I CAPTURE / SAVE THE ARTICLES THAT I FIND – Step 4

NOTE: Documents MUST be saved as .pdf files. 15 MB limit per document.

Save/Convert the MS Word document
- Use the TITLE that you gave to it, followed by a COMMA and the year of the clipping
- Specify the digital folder where you want to save this documents
- Change the file format to PDF (this format is required to be uploaded to FamilySearch)

UPLOAD YOUR NEWSPAPER MEMORY to FamilySearch

TITLING (at the top) – Remember to do this first. Recommend using the File Name. Be thoughtful about this.
- Click SAVE

TAGGING – Identify _____ in the Document memory
- Step 1 – In the _____ corner of the page, answer "Who is in this memory" by typing in the person's name as it shows in FamilySearch
  - If the "system" finds this person, their name and ID will pop up; Click on the name; then Click _____. Their name will now appear in the upper-right corner of the page under PEOPLE.
  - If the "system" does <u>not</u> find this person, it will ask you to Click _____.
  - Now, in the upper-right corner of the page Click _____. You must then type in the 7-digit FamilySearch ID number for this person and Click SELECT. When the correct person's name appears, Click _____.

- REPEAT Step 1 for each known person in the Document memory

This Document memory will now appear on every tagged person's page under their _____ tab.

Whenever communicating with someone else about a photograph, document, story, or audio Memory in FamilySearch, ALWAYS provide the following information:

- Your first and last name (birth name, if it is helpful)
- The full name of the person you are corresponding about – as it appears in FamilySearch
- The FamilySearch ID# of the person you are corresponding about

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Utilize the _____ section to the right of the document Memory to capture the _____, _____, and _____. This allows for _____ in the person's MEMORIES tab.

RULES
- Only the individual posting the Document memory can _____ (and EDIT) it.
- Others can _____ individuals in the Document memory and COMMENT below the Memory.