How to search newspapers on the Minnesota Historical Society website

1. <u>Click this link</u> (because it takes you off our site it may warn you, please know it is a safe website) <u>https://newspapers.mnhs.org/jsp/browse.jsp</u>



2. Go to the top and click on Search and enter your search term.



5. There are multiple ways to search

b.

- 1. To Search all newspapers, enter your keyword into search for
- 2. To select a specific newspaper, click the TITLLES drop down arrow
 - a. Note: ALL is select by default

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itles:	All				-	Click the drop down arrow to select newspaper
earch for				in All	✓ Sear	ch Add Search Term
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	Line	r search topic in t				

3. To search a specific newspaper, click out of ALL and scroll down to the newspaper of choice

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rch for	All	<u>^</u>	Search Ad	d Search Term
	Advance sun (Red Wing, Minn.) 1885-1895			
	Advance-Republican (Red Wing, Minn.) 1884-1885			

4. For Paynesville Newspaper scroll down and select Paynesville (Note: there are multiple choices based on date.



a. 5. Narrowing search results

a.

a. One the left side you can narrow down your search.



i. b. Click the arrow on the left to see the articles under each category

Title (3)	Not expanded
Year published (8) 🔫	Expanded
D 1906 1	
1916 1	
1918 1	
1920 1	
1934 2	
1939 1	
1940 1	
1941 1	

6. On an individual page, check how many hits (found on the top menu bar) there are so you know you have not missed any.



- a.
- 7. To clip something and save it, Look for the scissors at the bottom of the page
 - **a.** Click the scissors, your cursor should look like +, click and hold to clip
 - b. Note: Always put the name of the newspaper and the date on the clipping.



C.

i.

d. Fix the words and spaces, etc. and copy to clipboard. Go to where you want it saved and right click. Scroll down and click on Paste.

