

## Search Tips

There are several ways in which to search *The Times*. The 'Basic Search' provides broad search options either by searching every word in an article or searching article titles and citation data only. Although the results can be narrowed down by date, this gives a very general scope for the specified term.

The 'Advanced Search' allows the user to narrow down their search dramatically by applying more information, such as page numbers, article title, author, day of the week, issue and document number. The fuzzy search option also enables the user to find words similar to their search term, in case the spelling has changed over time.

Lastly, there is the 'Browse by Date' option. This allows specific issues to be located. The only limiter is the date, no search terms can be used in this alternative.

### Basic Search:

The screenshot shows the top navigation bar with links: "Not signed in? LOG IN", "Change databases", "Int'l Web Demo", "Return to library", "LOG OUT", and "Help?". The logo "THE TIMES Digital Archive 1785-2006" is centered, with "GALE CENGAGE Learning" in the top right. Below the logo is a navigation menu: "Home | Advanced Search | Browse by Date". The main search area features a search box with a "SEARCH" button. Below the box are radio buttons for "Entire Document (Every Word)" (selected) and "Keyword (Article title and citation data)". Underneath, there are dropdown menus for "Limit results by publication date(s):" with options for "All", "Date", "Month", and "Year", and a section for "And" with similar options. A link for "Advanced Search" and a note about "Gale NewsVault" are also present. At the bottom, there is a collage of newspaper front pages and a footer with "© Copyright 2011 Cengage Learning" and "Privacy policy Terms of use Copyright Contact us".

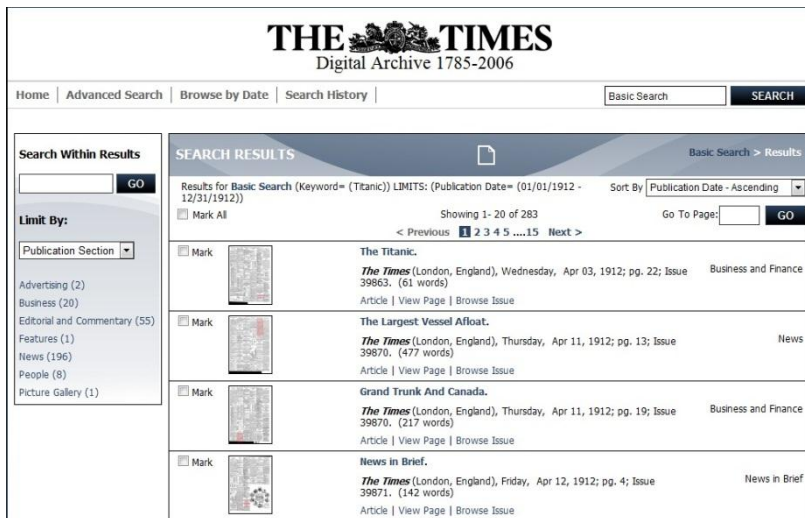
Here is how to perform a basic search of this collection from the home page:

1. Enter one or more words in the search box
2. Select a search option: Keyword or Entire Document (the default is Entire document)  
Optionally, the search can be limited by Year(s) of Publication



In this case our search term is 'Titanic', with the keyword option selected, as well as the publication date specified to search only for articles between January 1, 1912 and December 31, 1912.

3. Click the 'search' button



4. If your search is successful, the system will display the Search Results page with citations matching your search criteria. In the left-hand sidebar, you will be able to further refine your results

By selecting one of the results, for example the second one 'The Largest Vessel Afloat', you are taken to a new page showing the particular article of interest.

**THE TIMES**  
Digital Archive 1785-2006

Home | [Advanced Search](#) | [Browse by Date](#) | [Search History](#) |

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ARTICLE Basic Search > Results > Article

**The Largest Vessel Afloat..**  
*The Times* (London, England), Thursday, Apr 11, 1912; pg. 13; Issue 39870.  
(477 words)  
Category: News

Article | [View Page](#) | [Browse Issue](#) | [Results for this Issue](#)  Mark

<< < Previous Viewing result 2 of 283 Next > >>

Image  of 1

**THE LARGEST VESSEL AFLOAT.**

Maiden Voyage of the Titanic.

Although the new White Star liner **Titanic** which sailed on her maiden voyage from Southampton to New York at noon yesterday, has the same dimensions—length 882ft., breadth 92ft.—as her sister ship the Olympic, her gross tonnage of 46,328 tons is 1,004 tons greater, and thus she is the largest vessel at present afloat.

This difference is accounted for by the fact that the measurement spaces have been considerably increased in the later vessel. Thus on the top or boat deck several extra rooms have been provided forward of the gymnasium, and the same has been done on the upper promenade or A deck, which contains the lounge, the reading room, and the smoking room with its two verandahs commanding a view all over the stern. An innovation on the promenade or B deck consists of two elaborate suites, each with sitting room, two bedrooms, bathroom, and servants' room, which in the height of the season cost £370 each. Reserved to each of them is a private promenade space on the deck, the whole in each case occupying as much room as four suites costing £400 each. These private promenades are enclosed with steel screens pierced with large oblong windows, and the interior walls are half-timbered and rough-cast, the roof being foreord with oak beams. On the same deck the restaurant which with its à la carte service has proved a most successful institution, has been con-

From here you can search the article for terms, zoom in or out or print, download, e-mail, create a citation or bookmark the page. Your search terms are also highlighted within the article in order to show how it came to that result.

Clicking on 'View Page' will allow you to see the article in the full content of the page.

- If the system cannot find results matching your search criterion, a message will be displayed prompting you to revise your search

## Advanced Search:

Not signed in? [LOG IN](#) | [Change databases](#) | [Int'l Web Demo](#) | [Return to library](#) | [LOG OUT](#) | [Help?](#) GALE  
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**THE TIMES**  
Digital Archive 1785-2006

Home | [Advanced Search](#) | [Browse by Date](#) | [Search History](#)

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**ADVANCED SEARCH**

FUZZY SEARCH

<input type="text"/>	IN	<input type="text"/>	IN	<input type="text"/>	IN	<input type="text"/>	IN	<input type="text"/>
And <input type="button" value="v"/>		And <input type="button" value="v"/>		And <input type="button" value="v"/>		And <input type="button" value="v"/>		And <input type="button" value="v"/>
				Entire Document				None

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**LIMIT YOUR SEARCH**

Publication Date:

<input type="checkbox"/> <b>Advertising</b> <input type="checkbox"/> Classified Advertising <input type="checkbox"/> Display Advertising <input type="checkbox"/> Property	<input type="checkbox"/> <b>Business</b> <input type="checkbox"/> Business and Finance <input type="checkbox"/> Shipping News <input type="checkbox"/> Stock Exchange Tables	<input type="checkbox"/> <b>Editorial and Commentary</b> <input type="checkbox"/> Editorials/Leaders <input type="checkbox"/> Feature Articles (aka Opinion) <input type="checkbox"/> Letters to the Editor	<input type="checkbox"/> <b>Features</b> <input type="checkbox"/> Arts and Entertainment <input type="checkbox"/> Reviews <input type="checkbox"/> Sport <input type="checkbox"/> Weather
<input type="checkbox"/> <b>News</b> <input type="checkbox"/> News In Brief <input type="checkbox"/> Index <input type="checkbox"/> Law <input type="checkbox"/> Politics and Parliament <input type="checkbox"/> Court and Social	<input type="checkbox"/> <b>People</b> <input type="checkbox"/> Births <input type="checkbox"/> Business Appointments <input type="checkbox"/> Deaths <input type="checkbox"/> Marriages <input type="checkbox"/> Obituaries <input type="checkbox"/> Official Appointments and Notices	<input type="checkbox"/> <b>Picture Gallery</b> (Pictures Without Associated Articles)	<input type="checkbox"/> <b>Articles with Illustration</b>

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The Advanced Search works similarly to the Basic Search, but it provides a lot more options and limiters in order to narrow down your search.

1. Just as in the Basic Search, you can enter one or more search terms in the search box. The difference here is that there are several search boxes, each with a Boolean to the left and limiting options to the right. The Booleans allow users to choose how their search terms are included in the search with 'And', 'Or', or 'Not'. The options to the right specify the way in which the search terms are used. 'Keyword' and 'Entire Document' are available as before, but there are now several more options to choose from.

Another feature of the Advanced Search is that the search results can be narrowed down by sections and topics. Using the search terms 'Marks and Spencer' and 'Christmas' under Article Title and Keyword respectively, select only *Display Advertising* from the categories on the bottom half of the page and click 'search'.

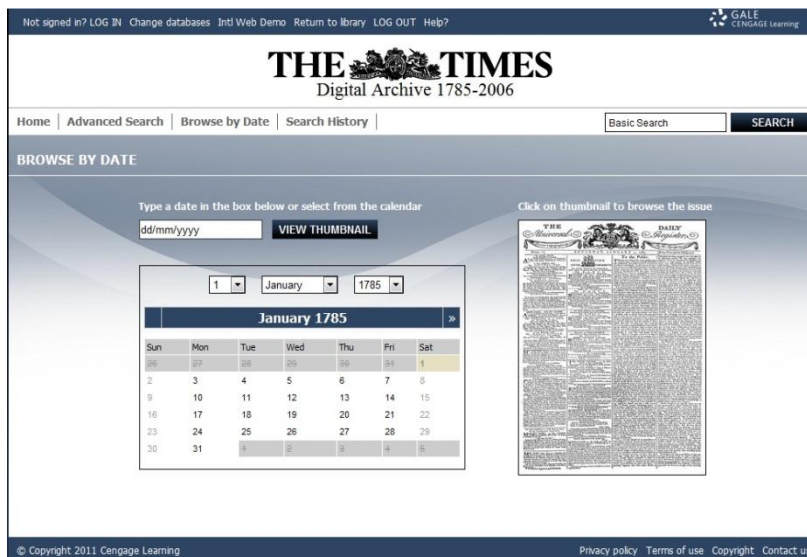
2. As opposed to the 283 results from the Basic Search on the Titanic, with the help of the limiters, the results page comes up with only three advertisements.

The results page itself is essentially identical to the last one in features, the only difference being the option of removing the category limiter, 'Display Advertising', on the left hand side, just under the 'Search Within Results' box.

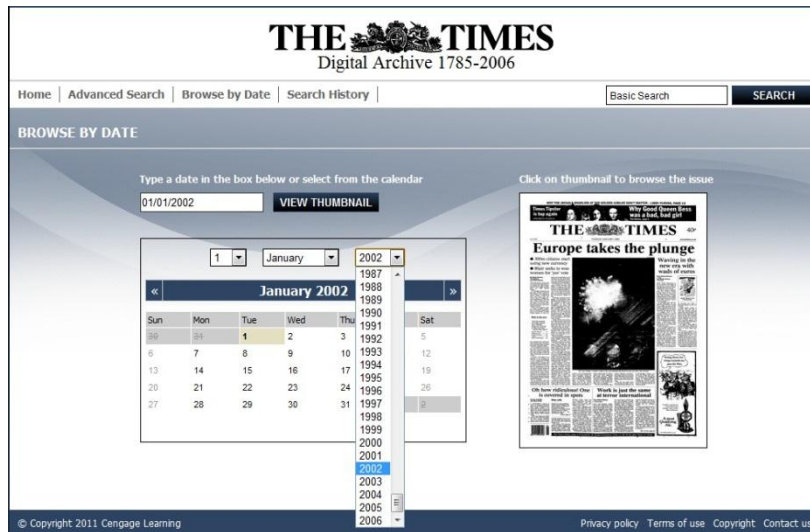
3. Selecting the second results will give you the display advertising of Marks and Spender's chocolates and tartlets as shown below.



## Browse by Date:



1. When opening the Browse by Date page you will be given three options with which to search for specific issues. The first is writing the date in manually and clicking 'View Thumbnail'. The thumbnail of the first page of that particular issue will then come up on the right hand side. The second option is to use the drop down menus to choose a date.



The third option is to use the calendar itself and flip through it until you find your chosen date. Any of these three will come up with a thumbnail on the right hand side, which you can then click to get a closer view of the page.

2. In this case I have selected the 1<sup>st</sup> of January, 2002. Clicking on the thumbnail will open up a new page showing a larger image of the cover page, links to articles on that page just to the right of it and a list of pages, and their contents, on the right of the page itself. The 'View Page' can also be found through the article view.



By selecting an article, either from the displayed page or another in the issue, you will be taken to the article view again, as in the previous two search options.

## Your Registered Account

Not signed in? [LOG IN](#) [Change databases](#) [Intl Web Demo](#) [Return to library](#) [LOG OUT](#) [Help?](#)

Registering for a Gale user account is easy and free. Having an account lets you access certain settings and saved items each time you log into this collection. To create or access your account, click on the Login link from the tool bar.

## Your Dashboard

The Dashboard lets you view and manage your Gale user account activity. In the main part of the screen, you will find saved entries displayed in each of the boxes listed below. Access your Dashboard by clicking on Go to My Account under your username in the Welcome menu on the tool bar.

- **Marked Items:** allows you to create named folders to keep track of documents. To mark items, click the checkbox that appears near the article title. Access your Marked Items via the top drop down menu from the toolbar
- **Search Lists:** users can save their search strategies. To access a saved search, navigate to your Search History via the Tools drop down menu from the toolbar
- **Notepad:** make notes and either print, download or save to access at a later point. In addition, you can access your Account Preferences from the Dashboard

The screenshot shows the user dashboard for 'THE TIMES Digital Archive 1785-2006'. At the top, there is a navigation bar with links: 'WELCOME LENZ', 'Change databases', 'Intl Web Demo', 'Return to library', 'LOG OUT', and 'Help?'. The main header features the 'THE TIMES' logo and 'Digital Archive 1785-2006'. Below the header is a search bar with 'Basic Search' and a 'SEARCH' button. A navigation menu includes 'Home', 'Advanced Search', 'Browse by Date', 'Search History', and 'Marked Items(3)'. The dashboard is divided into three main sections: 'MARKED ITEMS' (with a 'View All >>' link), 'SEARCH LIST' (with a 'View All >>' link), and 'ACCOUNT PREFERENCES'. The 'ACCOUNT PREFERENCES' section displays the user's email ID as 'cornela.lenz@cengage.com' and a masked password '\*\*\*\*\*', with a 'MODIFY >>' link. A sidebar on the left contains a 'DASHBOARD' menu with options for 'MARKED ITEMS', 'SEARCH LIST', 'NOTEPAD', and 'ACCOUNT PREFERENCES'. The footer contains copyright information: '© Copyright 2011 Cengage Learning' and links for 'Privacy policy', 'Terms of use', 'Copyright', and 'Contact us'.

## Bookmarks

By using the Bookmark feature, you and others can revisit practically any page you choose after you've ended your current session. While viewing a page, simply click the Bookmark link in the Tools (found in the banner area at the top of the page) and a separate window will open, allowing you to copy and paste the Bookmark into another document, bookmark the Bookmark and/or e-mail it.

### BOOKMARK

**Copy the Bookmark URL and paste it into another document.**

```
http://find.galegroup.com/ttda/infomark.do?
docType=LTO&docLevel=FASCIMILE&tabID=T003&callistoContentSet=UDVIN&searchType=AdvancedSearchForm&type=
multipage&version=1.0&contentSet=LTO&prodId=TTDA&userGroupName=webdemo&docPage=article&docId=CS436434
811&source=gale&navigation=true&fromBookMark=true
```

**Email the Bookmark URL to yourself or to others**

Email the Bookmark URL

If you require further assistance with *The Times Digital Archive* please contact your librarian.

For more information visit <http://gale.cengage.co.uk/times.aspx/>

