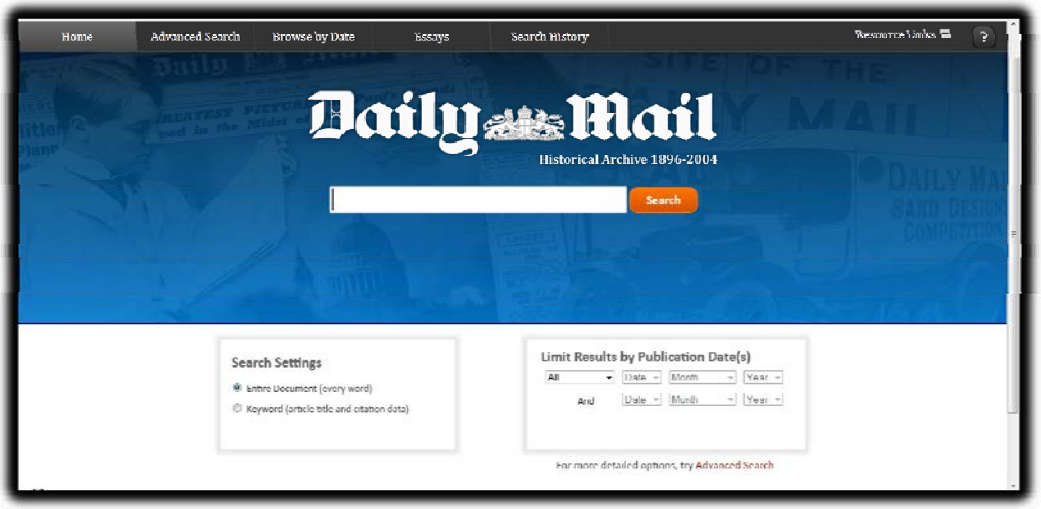
Search Tips

There are several ways in which to search the Daily Mail Historical Archive. 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, Basic Search gives a very general scope for the specified term.

The 'Advanced Search' allows the user to narrow down the search 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 workflow.

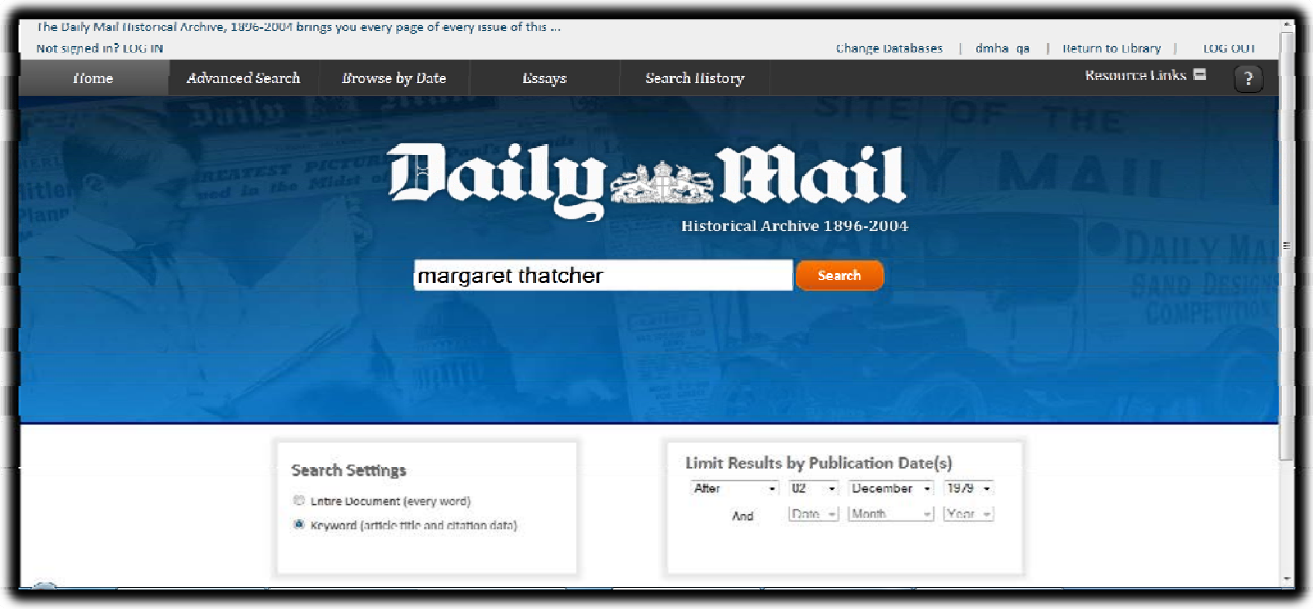
Basic Search:



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

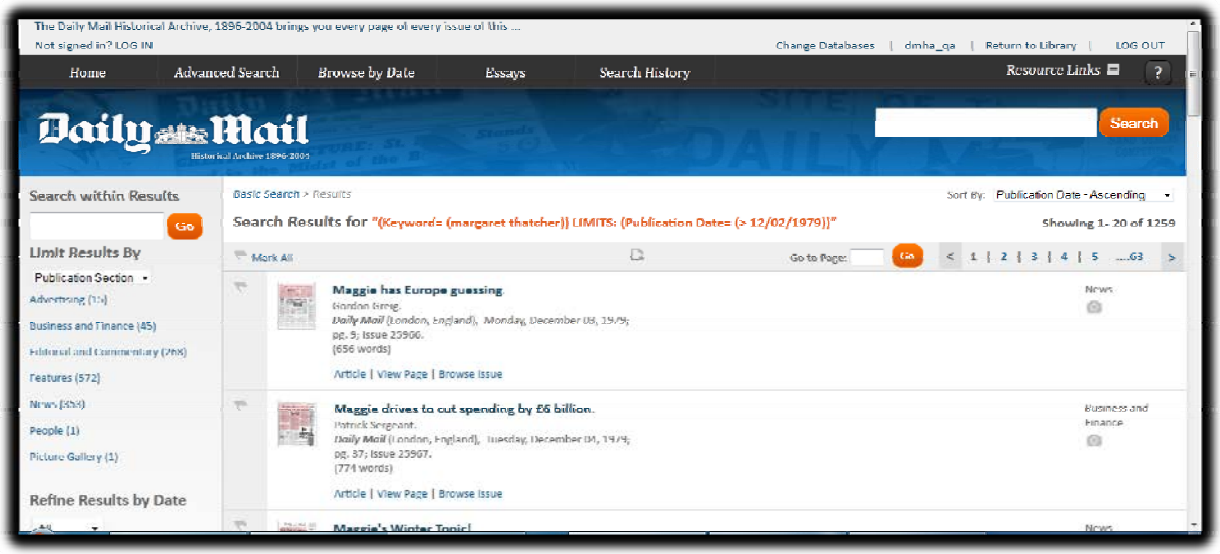
1. Enter one or more words in the search box

2. Select a search option: Keyword or Entire Document (this is the default setting)
   Optionally, the search can also be limited by Year(s) of Publication



In this case our search term is ‘Margaret Thatcher’, with the keyword option selected, as well as the publication date specified to search only for articles after December 2, 1979, towards the end of the year she was elected Prime Minister .

3. Click the ‘search’ button



4. If your search is successful, the system will display the Search Results page with results matching your search criteria. In the left-hand sidebar, you will be able to further refine your results, through use of ‘search within results’, refining by date, or limiting which section of the newspaper the results come from.

Alternatively, by selecting one of the results, for example the first one (‘Maggie has Europe guessing’), you are taken to a new page containing the relevant choice.

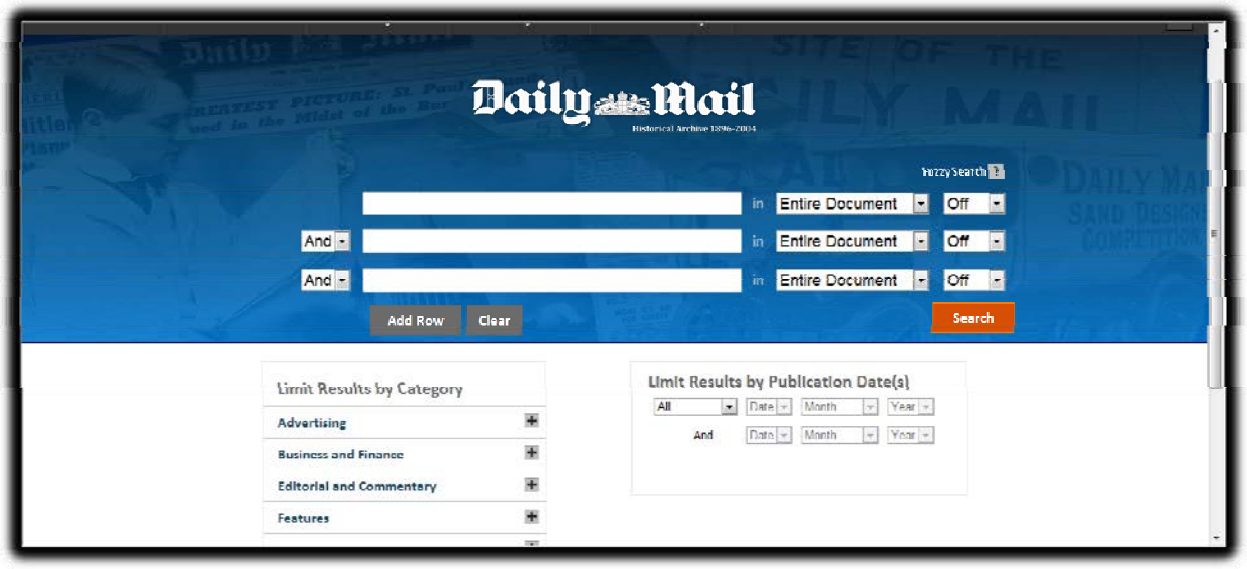
Print/download options

From here you can search the article for terms, zoom in or out, print, download, e-mail, create a citation or bookmark the page using the various features in the top-right of the page. Your search terms are also highlighted within the article in order to show how it came to that result; here the whole title is highlighted.

Clicking on ‘View Page’ will allow you to see the whole page on which it appears, allowing it to be examined in its original context.

5. If the system cannot find results matching your search criteria, a message will be displayed prompting you to revise your search.

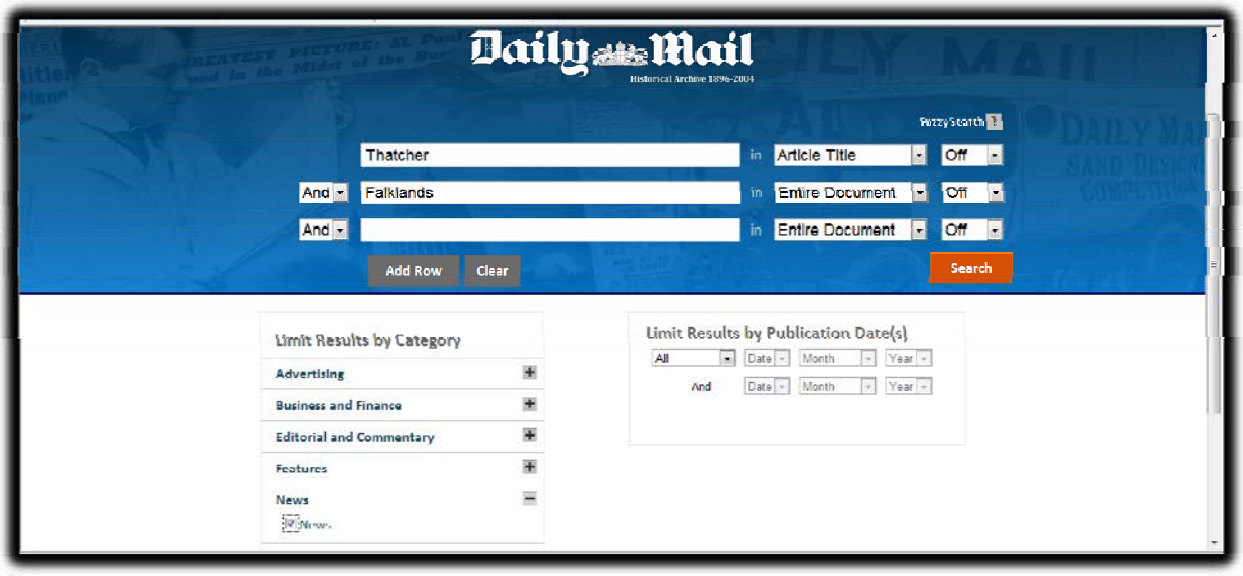
Advanced Search:



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

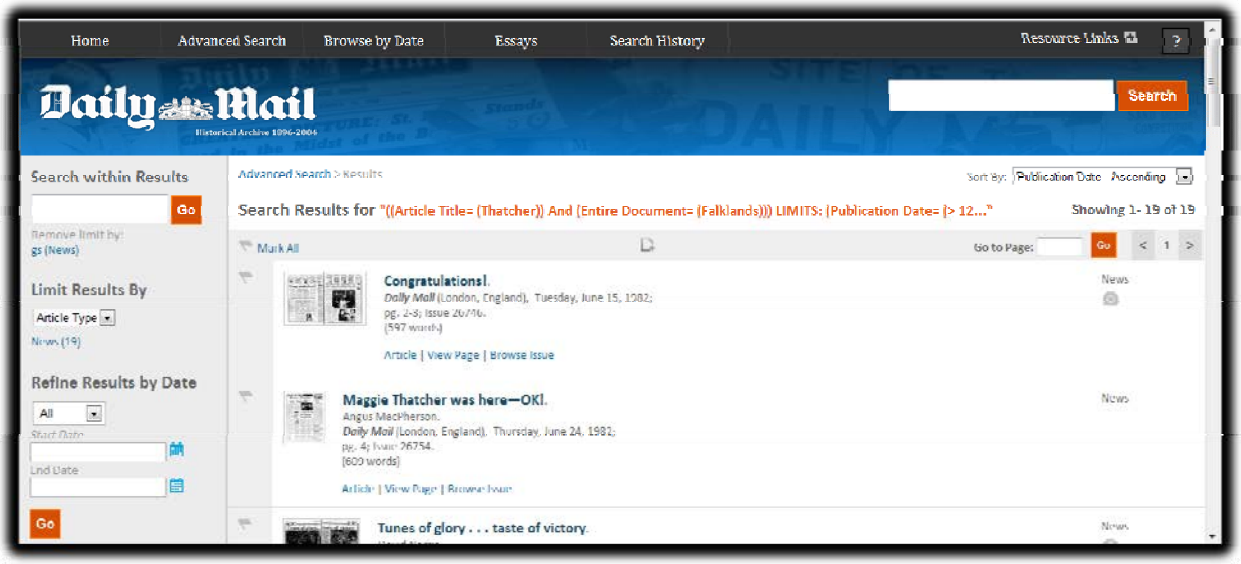
1. Just as in the Basic Search, you can enter a search term in the text box. The difference here is that there are several search boxes, each with a Boolean to the left and limiting options to the right. The Booleans allow users to choose how their search terms are included in the search with ‘And’, ‘Or’, or ‘Not’. For example, selecting ‘Thatcher AND Falklands’ will return results where both terms appear in the article; selecting ‘Thatcher OR Falklands’ will return results where either term appears; and selecting ‘Thatcher NOT Falklands’ will return results where ‘Thatcher’ appears but ‘Falklands does 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, such as ‘Author’ and ‘Article Title’. It is also possible to perform a ‘fuzzy search’, which allows you to include words with slight variations in spelling in the search results, such as for terms whose spelling may have changed over time.

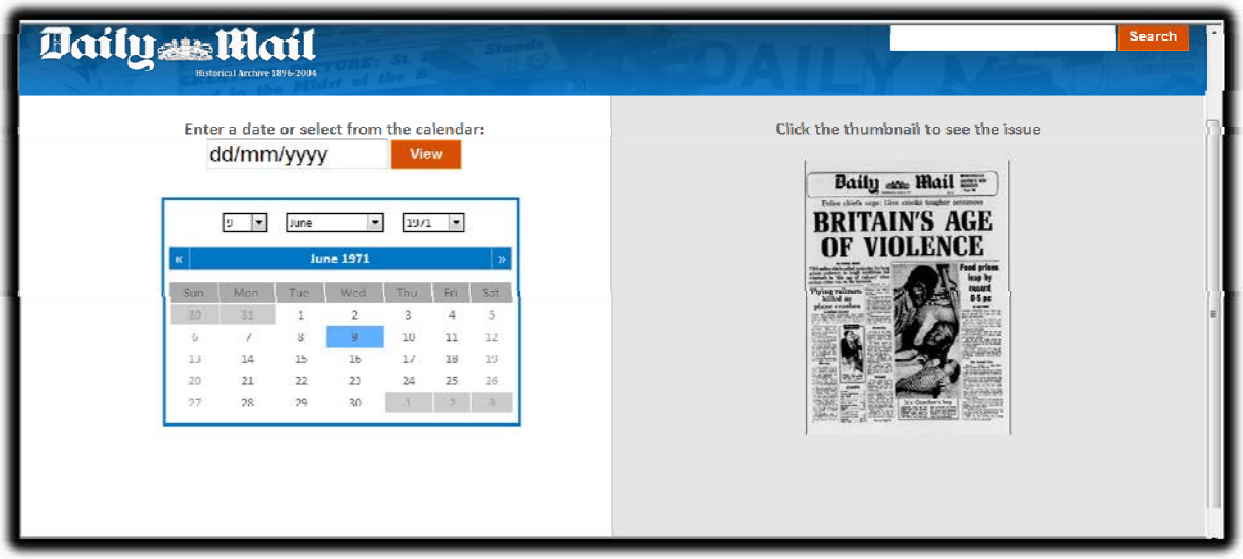


Another feature of the Advanced Search is that the search results can be narrowed down by sections and topics. Here we are using the search terms ‘Thatcher’ and ‘Falklands’, under Keyword and Entire Document respectively, with only ‘News’ selected from the categories on the bottom half of the page.

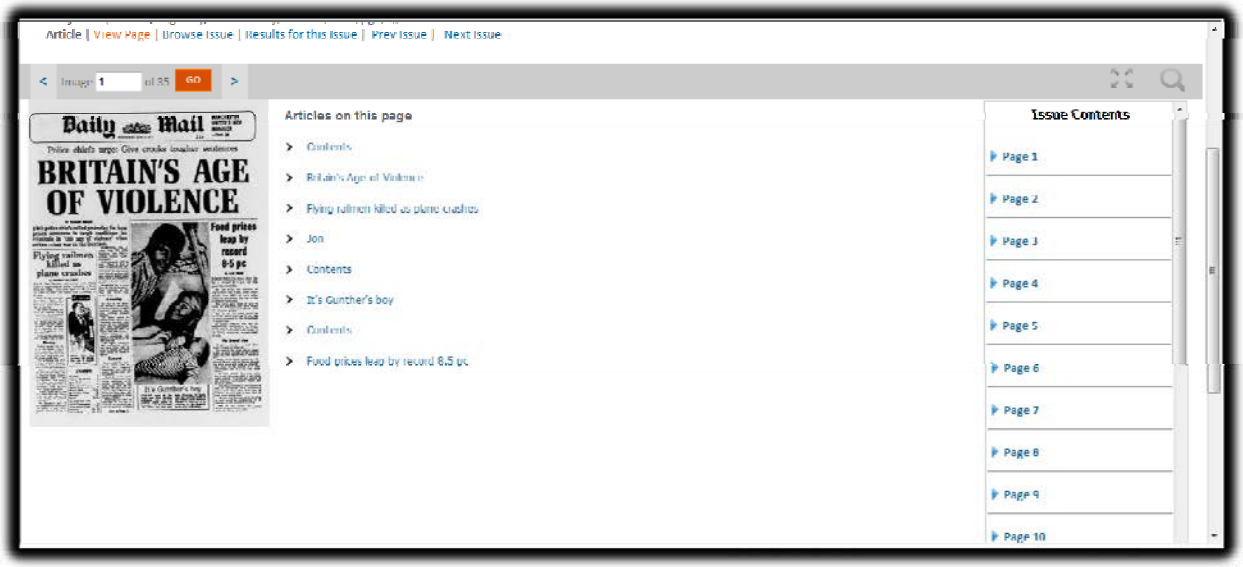
2. As opposed to the 1259 results from the Basic Search on Margaret Thatcher, with the help of the limiters, the results page now comes up with only 19 articles. Advanced search therefore allows users to do more focussed searches that return a more manageable number of results.



Browse by Date:

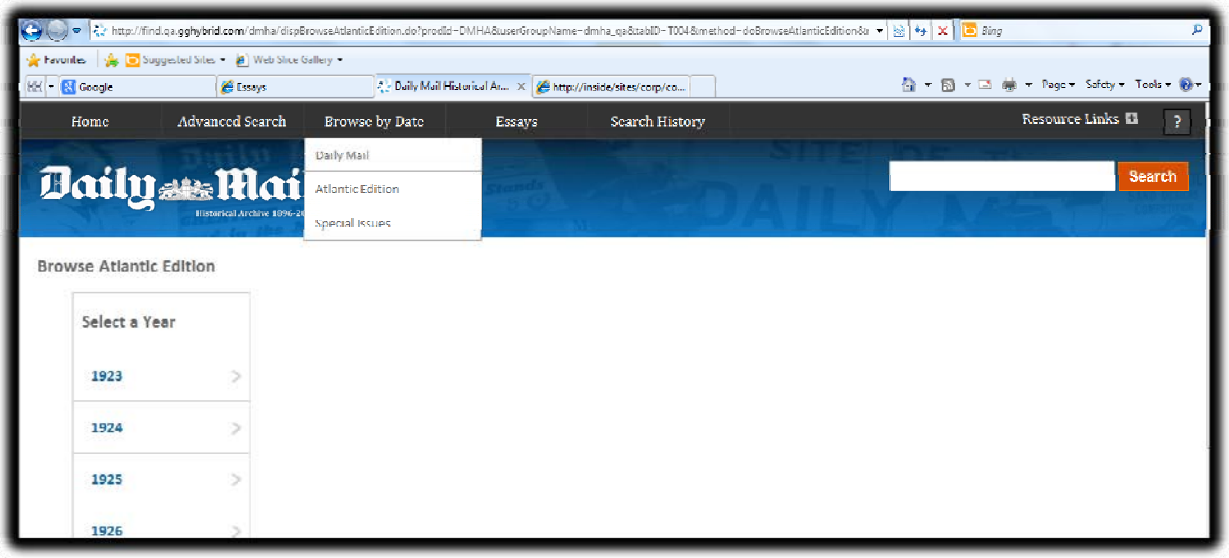


1 – To find an issue of the *Daily Mail* from a specific date, either type the date into the 'dd/mm/yyyy' box and click 'view' or select the date using the calendar.

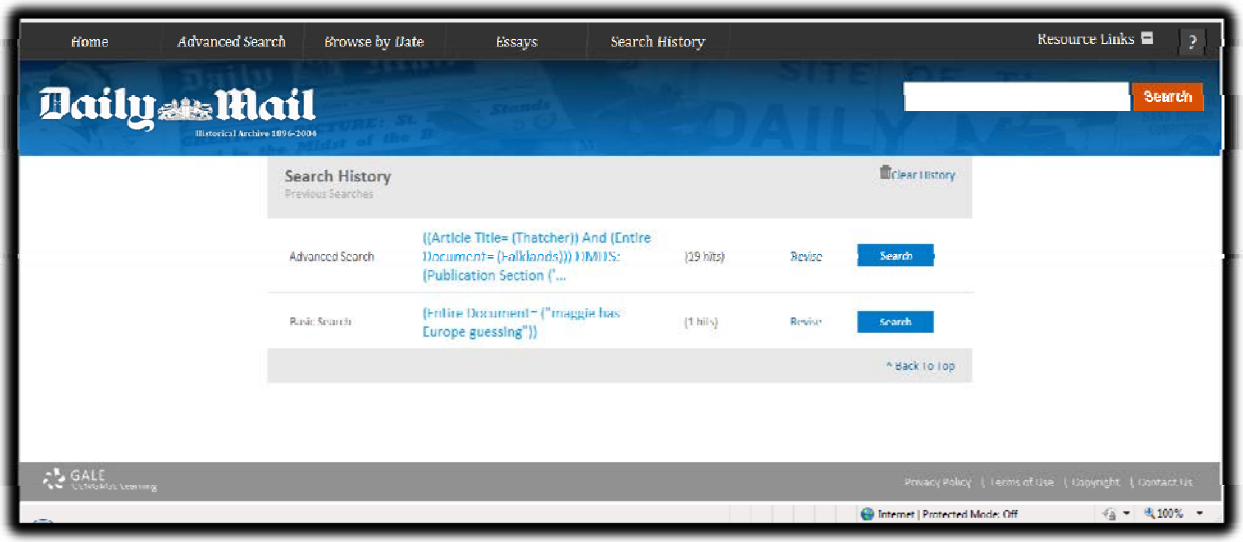


2 - The front page of the selected date's issue will then appear automatically on the right. It is then possible to open the contents of the newspaper by clicking on the image of the front page and browsing through it using the page numbers on the right-hand side, and to open a specific article by clicking on the appropriate one from the list given.

3 – It is also possible to just search the Atlantic Edition issues by date or the various Special Issues by clicking on the relevant box from the dropdown menu:



Search History:



Clicking on the Search History brings up a list of the searches performed during the current session in the Daily Mail Historical Archive, including information about whether it was a basic or advanced search and how many hits each one resulted in. Clicking on one of these will bring up the search results page for that specific search without having to input the information again.

If you require further assistance with the Daily Mail Historical Archive please contact your librarian.
For more information visit : www.gale.cengage.co.uk/dailymail

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