



## NewsUK User Guide (August 2005)

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### 1. **What is NewsUK and what can it help me do?**

NewsUK is an online service which combines a whole range of national and regional newspapers and magazines in one database.

This is an ideal resource for UK public libraries as it will answer most people's queries on past and recent events and provide useful background information on specific contemporary issues.

NewsUK can help answer many questions:

- Which cities took part in the 2012 Olympic Games bid?
- What are the latest art exhibitions in my area?
- Who won the International Man Booker Prize held for the first time this year?
- What does ASBO stand for?
- How?
- Images?

### 2. **Using Search news**

This is the easiest way to search NewsUK and we recommend you use this search if you want quick results. The results are sorted in reverse

chronological order but can be re-sorted by relevance. This search finds current news and images (around the last 6 months) as well as news topics.

### **Example search one: How many copies of the latest Harry Potter book have been sold so far?**

- Type **Harry Potter sold copies** in the **search box** on the home page (or in the top left of the red bar on other pages) and click on the red **Search** button.
- The List of results page shows how many records that contained **Harry, Potter, sold** and **copies** NewsUK has retrieved. The results are listed in reverse chronological order which means that the most recent articles are listed first. You may wish to change the order by selecting the relevancy option. If you want to expand to search the entire archive of articles, click on **Search complete news archive?** You can also change the number of records that you can see on the page from **25** to **50**. Icons on the side of each article will indicate whether the article is from a regional newspaper, a national newspaper or a magazine.
- Click on the **national newspapers** link appearing on the red left hand bar to view results from national newspapers only.
- Click on the article title '**Saturday Review: Endpapers: The Guardian Top 40: Britain's bestselling books**' to read more of the article.
- The words you searched upon are highlighted in **red**.
- You can use the **Email this record** option to email this information to yourself or others – there's no need to have any email software such as Outlook running on your machine, as the emails are sent from within NewsUK.
- You can use the **Print this record** option to print out this information. This option removes all the NewsUK navigation from this page.
- You can use the **Link to this page** option in order to create a permanent link to this information from your library's website.
- If your library also subscribes to **KnowUK**, you can use the **Try the same search in KnowUK?** link in the red bar to get background information from the reference books in KnowUK on any subject.

### **Example search two: Who created the Garden for Africa at the British Museum?**

- Type **Garden for Africa British Museum** in the **search box** on the home page (or in the top left of the red bar on other pages) and click on the red **Search** button.
- The List of results page shows how many records that contained **Garden, Africa, British** and **Museum** NewsUK has retrieved.
- Click on the **national newspapers** link appearing on the red left hand bar to view results from national newspapers only.
- Click on the article title '**LAST NIGHT'S TV: Like watching grass grow; Ground Force "a Garden for Africa '05..."**' to read more of the article.

- The words you searched upon are highlighted in **red**.

### Search tips

- Just enter the most important words for your search in the box – e.g. for the question ‘**Who won the football Premiership last season?**’ You only need to enter **Premiership champions 2005**.
- This search does not recognize common words such as **a, it, and, to, how, if is, are** etc so there is no need to include them when you’re searching.
- Search news will automatically find plurals of all words so, for example, searching on **tax** will also find information on **taxes**.
- Search news will also find different forms of the same word so, for example, searching for **browse** will also find **browser, browsers, browsing, browsed**, etc.
- Search news is not case-sensitive so searching for **FESTIVAL, festival** or **Festival** will all return exactly the same results.
- Boolean terms/symbols such as **AND (+) OR** and **NOT (-)** do not work in this search. This search is automatically set to be a Boolean **AND** search so articles found will always contain all of the words that you have searched for.

### 3. Using Advanced Search

Use Advanced Search if you have a specific query and you want to take advantage of our Advanced Search options. It enables you to search for a keyword in an article or article heading, but also for a writer. You can specify a date range and also restrict your search to one or several newspapers, or only search for images or news topics. Under the keyword search box, you can search:

**All of these terms:** e.g. on a search for **Glastonbury Festival**, choosing this option will only find records that have both **Glastonbury** and **Festival** in them. This is the default search for the Advanced Search, so if you do not select a different option, NewsUK will automatically use this search.

**Any of these terms:** e.g. on a search for **income tax**, choosing this option will find records that have both **income** and **tax** in them and records that only have either **income** or **tax** in them. Choosing this search option will usually mean a larger number of results.

**Exact phrase:** e.g. on a search for **Giant’s Causeway**, choosing this option will only find records that have the words **Giant’s Causeway** directly next to each other. Choosing this search option will usually mean a smaller number of results.

### Example search one: Which company recently bought Rover?

- Click on the Advanced Search link on the NewsUK home page or in the top right of every page.
- Type **Rover** in the **Word(s) in article title** search box
- Scroll down to the **Publication Date** section and select **From 1<sup>st</sup> July 2005 To 31<sup>st</sup> July 2005**.
- Scroll down to the **Select Resources** section and select **National Newspapers** and click **Search**.
- Click on the article headed '**Real People Motoring: MG ROVER: BACK FROM THE BRINK**' to view answer.

### Example search two: Can I find images to illustrate my research on the G8?

- Type **G8** in the **Word(s) in article** search box and then choose the Exact Phrase option underneath by clicking on the radio button.
- Scroll down to the **Select Resources** section and select **All News Images**.
- Scroll down to the publication section and select **National Newspapers**.
- Click on any of the results to view images.

## 4. Using View Newspaper Issue

This is the ideal way to retrieve all articles from a particular issue of a newspaper.

### Example search: You want to retrieve a complete issue of the Daily Post (Liverpool) from the 1<sup>st</sup> May 2004.

- Click on the **View Newspaper Issue** link on the NewsUK home page or on the top right of every page.
- Click on the **Daily Post (Liverpool)** link under **Regional Newspapers**.
- Select **1<sup>st</sup> May 2004** from the issue date drop down lists and click **Search**.
- NewsUK has retrieved all **114** articles from the Daily Post for that date.

## 5. Using Regional News

Regional News is the quickest way to retrieve all the newspapers websites for one particular region.


### Example search: You are about to visit Northern Ireland and want to look at local newspapers to find out about local events.

- Click on the **Regional News** link on the NewsUK home page or on the top right of every page.
- Either use the **map** on the left hand side and click on **Northern Ireland**, or use the **text links** on the right hand side and click on **Northern Ireland**.
- Click on **Ballymena Times**. This will open a separate window and open the website of that particular newspaper.
- Close the separate window. Click on **Latest articles from this newspaper in NewsUK** next to **Belfast Telegraph**. This will retrieve this newspaper's articles from the past week.

### 6. Using News Topics

News Topics are useful information guides that will link to selected news articles, images and other resources on specific subjects.

**Example search: A school child comes in to the library to find more information for a school debate on whether Euthanasia is wrong.**

- Click on the **News Topics** link on the NewsUK home page or on the top right of every page.
- Scroll down to the **Current Debate** section and click on **Euthanasia**.
- Use the navigation links under the introductory text and click on **Background reading**.
- The news articles preceded by  are recommended by NewsUK as being the key items to read on the subject.

### 7. Using My Archive

The My Archive feature in NewsUK lets you select and store interesting articles or pictures for later use. If this is the first time you have tried to use My Archive, you will need to create a user name and password for yourself.

**Example: You have done a search on climate change and want to save the first article you've accessed to My Archive.**

- Click on the **Save this article** link which appears at the top of the full article page.
- On the **My Archive** login page, enter your **username** and **password** (which you should have previously set up).
- On top of your archive page, you'll see the name of the article or picture you want to save.
- **My Archive** is organised into archive folders which you can set up yourself. Enter **Climate change** in the box **Create a new folder** and click on the **Save** button.

- You'll then see the folder page where the article has been saved.

## Tips

- You can set up as many folders as you like within My Archive.
- You can save as many articles/pictures as you like in a folder.
- You can create folders as well as save articles/pictures into already existing folders.
- You can add notes/edit notes to an article/picture at any time.
- You can delete saved articles/pictures from a folder.

## 8. Where To Find Help

### Where To Find Help

#### In North America:

- **Technical Support**  
Phone: 800-889-3358  
Email: [tsupport@proquest.com](mailto:tsupport@proquest.com)  
Web: <http://www.proquest.com/en-US/support>
- **Search Assistance**  
Phone: 800-889-3358  
Email: [technicalsupport@proquest.com](mailto:technicalsupport@proquest.com)  
Web: <http://proquest.com/techsupport>
- **Product Help**  
Product help and downloadable guides:  
<http://www.proquest.com/en-US/support/training/materials.shtml>

#### Outside of North America:

- **Technical Support**  
Email: [support@proquest.co.uk](mailto:support@proquest.co.uk)  
Freephone: 0880 220 710 (UK only)  
Telephone: +44 1223 271 496 (Outside of UK)  
Web: <http://www.proquest.co.uk/en-UK/support>
- **Product Help**  
Product help and downloadable guides:  
<http://www.proquest.co.uk/en-UK/support/training/materials.shtml>