Colorado's Historic Newspaper Collection

◆ ABOUT THE COLLECTION ◆

Colorado's Historic Newspaper Collection (CHNC) is a joint project of the **Collaborative Digitization Program**, the **Colorado State Library**, and the **Colorado Historical Society**. With September 2006, the Newspaper Collection had:

☞ 104 newspapers from 56 cities and 38 counties of state of Colorado, published in English, German, Spanish, and Swedish, between the years 1859 and 1923.

New pages are added to the collection with the rate of approximately 10,000 per month. All new additions are listed in **What's New in Colorado's Historic Newspaper Collection,** which could be accessed through the link on left side of screen. The ultimate goal of the project is to digitalize ALL microfilm copies of newspapers owned by the Colorado Historical Society up to the year 1923. That means approximately 200 newspapers of over 2 million pages.

Due the copyright restrictions, the newspapers published **after 1924 are not included** in the collection.

The CHNC Online was developed with the intent to ease the access and research of newspaper archives deposited in the Colorado Historical Society. CHNC uses the latest Optical Character Recognition (OCR) imaging technology which makes possible:

☞ easy full-text keyword search of the text, and in the same time preserve the visual authenticity of the page and the newspaper where information appears.

However sophisticated this technology it may be, it is often defied by small type, narrow margins, and bad condition of original newspapers or microfilm from which images are digitalized. The software separates articles in the issue by the use of computerized algorithms. However advanced the software, it has its limitations, mostly because lack of the printing standards in old newspapers.

Individual files in the collection are very large and could load very slowly, especially on older computers or slow internet connections (dial-up).

☞ Please, give the program a time to execute the commands and open files. Repeated clicks on tabs or images could overload and freeze your computer.

However, if you repeatedly experienced problems using the site please send us an e-mail to:

CoNewColl@history.org

◆ SEARCHING OPTIONS ◆

When the initial page (also **MAP** tab) with the map of Colorado opens, click on the desired region and the **SEARCH REGION** page will open. However, keyword search could also be conducted through:

☞ **Whole collection:** click on **SEARCH ALL** tab, type the search term, check off **SEARCH ALL PUBLICATION IN THE COLLECTION** and submit a search.

☞ **Selected region:** move the mouse over map of Colorado and click on the desired region. When the search page open, type your search term and check off **SEARCH ALL PUBLICATION IN THIS REGION** before submitting your search.

☞ **Selected newspaper:** in **SEARCH ALL** or **SEARCH REGION** search options, type your search term, select paper from the drop-down menu and check off **ENTIRE COLLECTION (**make sure that box Search All Publication in the Collection,/Region is clear). Using the **DATE RANGE** option, you can also set from and to dates for the search.

☞ **Selected issue:** click on **BROWSE ALL** or **BROWSE REGION** tab, select the paper from drop-down list, and than select year, month and date of publication. The program will list only years and dates available for a particular newspaper. The selected issue will open automatically at its first page.

This collection is only a part of the newspaper material preserved in the Colorado libraries or county archives. To locate newspapers which are not listed in the collection:

☞ Contact Colorado Historical Society's **Stephen H. Hart Library**,

☞ Search newspapers in **Colorado Virtual Library,**

☞ **AskLibrarian** — send an e-mail to librarians in the Colorado State Library,

☞ Contact your local library, museum, or historical society.

The web site addresses and telephone numbers could be find at the end of this guide.

◆ SEARCHING TIPS ◆

The articles in the collection are not indexed in the way historical journals would be. The text of newspapers was digitally converted so that it could be searched by full-text keyword techniques.

☞ Keyword search works best when you enter **a single word** or **two words**.

☞ The search engine is **not case sensitive** except if an initial capital letter is used.

☞ Use **quotation marks** to search an exact phrase ("gold mining").

☞ Use an asterisk at the end of a word to find all forms of the word (truncation)

☞ Use connectors to limit your search:

  AND to search both words (gold and mines);

  OR to search either word (railroad or railway);

  NOT to exclude words (gold not mines).

☞ Do not search using the following common words: a, an, at, the, all…

☞ Do not use apostrophes or other punctuation in searches.

Searching 19th and early 20th century papers is very challenging. When choosing your search term think about all the changes in society, local varieties of language and general changes in meanings and use of words. For example:

☞ World War I was addressed in articles as European war, European struggle or World War.

☛ Abbreviations were commonly used in names for business and government agencies—Bros. for Brothers, Dept. for Department, Mer. or Merc. for Merchants

☛ Words like consumption, hornswaggle, Yanks, mammy, colored, Huns, or savages were used regulary in the texts.

For detailed information about various problems and solutions while searching old newspapers you may find it useful to read articles which can be accessed through the link on the left side of the screen:

☛ **Tips on Searching Historic Newspapers** provides also suggestions for additional resources and reading on the subject.

☛ **Genealogy Help** is prepared to assist that particular searches. You can also ask for help through the link provided in the document.

You may find it useful to check the **FEATURED TOPICS**. Clicking the topic in the offered list will bring a list of related articles. Beside Colorado specific and General Interest topics, there is also ever-changing **THIS MONTH'S FEATURED TOPIC**.

◆ VIEWING RESULTS ◆

The program will display your results in a table with the information about publication name, issue date, and small image (thumbnail) of the article. You can view your article by:

☛ Clicking on the thumbnail—the article will open in a separate window that will appear from the edge of a screen.

☛ Clicking on any one of following icons:

CLICK FOR PREVIEW will open a box displaying initial lines of text from the article

SHOW FULL PAGE will open the **ISSUE** tab and the newspaper where article is featured with the

article highlighted. Clicking on any of the articles inside the newspaper page will open the Article view window.

CLICK TO OPEN THE ARTICLE will open the article in Article view, with the search term highlighted and an arrow pointing to it.

Under **VIEW** in Article window, you have an option to **VIEW ITEM IN PDF** (Adobe Acrobat) format. To use that function you need to have an Acrobat Reader installed on your computer. For more information about PDF format check "Why is some text difficult to read?" in **Frequently Asked Question** document which could be accessed through the link on the left side of the screen. Viewing an article in PDF have advantage that:

☛ You can zoom in on the text

☛ You can save article to your computer or some other storage device.

◆ SAVING RESULTS ◆

Individual articles could be saved to **MY COLLECTION** by clicking on **ADD TO MY COLLECTION** icon in search results table or article view window. MyCollection enables you to view, save or review your articles at some more convenient time.

☛ This function do not save the actual file into your computer, just bookmark the electronic path (url) to the article inside the digital depository.

☛ In order for MyCollection to function, you need to enable "**cookies**" in your internet options setup.

☛ To actually save the articles, you need to choose **View item in PDF** and then save it to your computer or storage device. However, notice that you are saving the file containing the image of the whole in issue, not just the individual article. The files could be very large.

If you have an e-mail account you can send individual article via e-mail from the Article window.

☞ What will be sent via e-mail is the **electronic link to the article,** not the actual article.

☞ Clicking on the link will open the browser's window with the article. From there you can save the article to your computer or print it using your browser's print function.

For information about **requesting copies, photographs or additional newspapers issues** on microfilm, please contact the Colorado Historical Society.

◆ PRINTING ARTICLES ◆

You can print articles only from **Article view** window. The software automatically prints bibliographic information at the top of the page, but you will not be able resize the image to fit the page. You can not print individual article from **VIEW ITEM AS PDF**, only the whole page.

◆ HELP ◆

Detailed guide how to navigate through the Collection could be acquired by clicking on the **Quick Guide to Using CHNC** on the left side of the screen. This file can be also accessed by clicking on the **HELP** link on the right from function tabs. The **SUPPORT** link will open an e-mail to the technical services in the Colorado Virtual Libraries.

☞ The guide, as well as any of other support documents provided in the Collection, could be printed by clicking on the **PRINT THIS PAGE** link in the upper right corner of the document.

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The text of Instructional Guide is based on information and texts provided in *Quick Guide to Using CHNC*, *Frequently Asked Questions*, *Information for Genealogists*, *Tips on Searching Historic Newspapers* and *What's New in* CHNC posted on the web site and created by the CHNC team.

◆ Contact information ◆

If you need additional help searching Colorado's Historic Newspaper Collection Send your inquiries to AskLibrarian

AskLibrarian@ColoradoLib.org

Or call Colorado State Library Reference Desk

1-303-866-6900

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For informations about copies, photographs or additional issues visit or contact:
Colorado Historical Society
Stephen H. Hart Library
1300 Broadway, Denver, CO 80203

Tel: **1-303-866-2305**

research@chs.state.co.us

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For more information about archival materials, original newspapers or microfilms held by Colorado libraries visit

http://www.coloradovirtuallibrary.org/

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For more information about other heritage digitalization projects of the State of Colorado under the umbrella of Collaborative Digitalization Program

www.cdpheritage.org/index.cfm

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The full list of institutions with historical collections

www.cdpheritage.org/collection/ participants.cfm