

# Wellington County Museum and Archives

## Instructional Video Series

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### Wellington County Local History Articles

Welcome to the Wellington County Museum and Archives instructional video series. In this video, I'll show you how to search the Wellington County Local History Articles database.

#### What is the Wellington County Local History Articles database?

This database gives you access to Wellington County history articles written by local authors, including Stephen Thorning, Pat Mestern, and members of the Mapleton Historical Society. All of the documents in the database are transcriptions of the original articles, which were published in local newspapers.

#### Finding the database

Let's start with how to find the database on our website.

- In your web browser, navigate to the Wellington County website, at [www.wellington.ca](http://www.wellington.ca).
- Next, hover over "Discover" at the top of the page, then click "Museum & Archives" in the menu that appears, to get to the Museum and Archives home page.
- From here, click the "Collections & Research" link.
- Scroll down to see a list of our online databases.
- The fourth one is "Wellington County Local History Articles". Click the plus sign to expand this option, and then click the red "Search" button at the bottom of the tab.
- This will take you to the Wellington County Local History Articles database search page.

#### How to search the database

When the page loads you will notice that the search results table is already at the bottom. At the top there are four fields to help narrow down your search.

- **Author** lets you choose from a pull down menu of 10 authors. You can choose one author or include all in your search.
- **Publication year** lets you choose year between 1990 and 2017. Or you can leave this set at "All" years.

- **Newspapers** allows you to choose from a menu of four local Wellington County Newspapers in which the local history articles originally appeared.
- **Enter Search Phrase** is a text box where you can type your search query.

Under the search fields, the results table has the following headings

- “Author”
- “Publication Date”
- “Publication Year”
- “Newspaper” in which the article originally appeared
- “Transcribed Document,” which contains a link to view the article. All articles are text-only transcriptions. No photographs are included.

Let’s try an example. I will choose Stephen Thorning under “Author,” I will leave the next two menus set to “All,” and for a “Search Phrase” I will enter “Bissell Park”. You can search for a phrase with or without quotation marks around the words, and you will get the same results either way.

- When I click “Search,” the table fills with 16 results.
- If a plus sign appears at the left of the results, it means some of the columns are not visible in your current view. Click the plus sign to expand your view and see all of the fields in the table.
- To access the article, click “Details” for article you want to view. I will click “Details” on the second article by Stephen Thorning from the 1999 Wellington Advertiser.
- The article opens in a new window. It is titled, “Village symbol caused collapse of Elora Mill in spring of 1903.” I will use Ctrl + F and enter my search term, “Bissell Park,” so I can find where it is in the article. It will be highlighted in the article and the web page should jump directly to it.
- Close the window with the article to return to the main search page.

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**We’d love to hear from you if you have questions or need further assistance. Good luck with your research! We hope to see you soon at the Wellington County Museum and Archives.**

**Phone: 1.800.663.0750 x5225 or email [\\_archivesstaff@wellington.ca](mailto:_archivesstaff@wellington.ca)**