Wellington County Museum and Archives
Instructional Video Series

Wellington County Newspapers

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

What is the Wellington County Newspapers database?

The Wellington County Newspaper database contains nine different newspapers from around the County. A minimum run of five years of each local newspaper is now online and fully text searchable, except for Mount Forest, which is not text searchable. This is an ongoing project and more issues will be added. Please visit or contact the Archives to consult issues not yet digitized.

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*.
- 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 sixth one is "Wellington County Newspapers". Click the plus sign to expand this option. Select the newspaper you want to search from the titles that appear.

How to search the database

If you pull down the tabs for each newspaper, you will see that each one has its own search button. There is also a brief history of each newspaper.

The search function for each individual newspaper is the same, except for Mount Forest, which I'll talk about last.

I am going to scroll down and look at the *Palmerston Observer*.

- Click the plus sign to expand this option, and then click the red 'Search' button at the bottom of the tab.

You have the following options for your search:

- **Year**, in this case you can search from 1933-1945, 1960, 1965, and 1966
- **Month**, which you also choose from a pull-down menu
- **Day**, which you need to manually type in.
- **Keyword**, which is where you input the terms you want to search for. When you start typing in the Keyword box, it will give you suggestions underneath the text box.

You can use the keyword search to search for people's names, a building, a business … really anything! The entire paper is keyword searchable so the possibilities are endless.

In this example, I'm going to set my **Year** as 1933, and then start typing "John Smith" into the **Keyword** box with quotation marks around it. Alternately, I could leave out the quotation marks and check the "Exact match" box – so it just looks for the phrase "John Smith" and not any "John" or any "Smith" in the text. John Smith for 1933 comes up with two hits in the results table.

The table headings are:

- "Newspaper Name," which will always be the name of the paper we are searching,
- "Year," the year of publication,
- "Month," of publication,
- "Day," the paper was published, and
- "More Details," where you can click "View" to open a searchable PDF of the newspaper.

So let's go ahead and click "View" for the issue published on June 15th, 1933.

- Depending on how fast your internet is, it may take a couple of minutes for the newspaper to download and open in a new tab.

- Once the paper has loaded, you can use the keyboard shortcut Ctrl + F to search within the paper for "John Smith." There is it on page 4 in a wedding announcement.

- When you are done, you can save the paper or close the page entirely.

- Then you can click the next newspaper and continue your search.

Note: the Mount Forest Newspapers from 1870 to 1930 are available in this database, but they are not keyword searchable like the rest of our newspapers. You will need to read through to find what you're looking for. You can only search Mount Forest newspapers by year and month of publication.

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