

# How to Use Your Community History Archive

## **Finding your Community History Archive**

To use your Community History Archive, you will first need to go the Robinson Public Library District website at <u>https://robinsonpubliclibrary.com/</u>. Once open, click on Genealogy at the top of the home page.

After reaching the Genealogy page, scroll to bottom until you see the Crawford County Newspaper Archives photo (as illustrated below). Left click on the picture.



If you were successful, you should be at your CHA homepage, which will look like the example below:



### **Using your Community History Archive**

The main feature of the CHA is the SEARCH BAR. In the search bar, you can type any word or combination of words, and click search. The Advantage Archives production team has conveniently scanned every single image and run it through our OCR (Optical Character Recognition software), so if the words you are searching are anywhere in the archive, our system will find it. It will even highlight the words you've searched to make them easy to see.



Because of how effective OCR (Optical Character Recognition) can be, sometimes search results need to be narrowed down (because nobody wants to search through 153,000 results for 'smith'). Go to the next page to see some of the best ways to do that.

#### **Too Many Results? Narrow Your Search**

If your search has too many results (this often happens with common names like SMITH), there are a few easy ways to narrow it down.

- Before you start your search, you can use the new Multi-select feature to select specific titles to search within (i.e. you know what newspaper you want to search), or specific years (i.e. you know what year your grandfather graduated high school). The image to the right highlights those two sections as they show up on your CHA's homepage.
- 2) After you've made your initial search (let's say you know your uncle's cousin's husband's name is John Smith, but that's a very common name, so your initial search turns in a whopping 153,000 results), you can narrow down your search using our filters, located on the left side of the screen. You may know the decade you'd like to search in, or even the exact year.
- 3) Our updated Community History Archive platform allows you to use a multi-select feature, meaning you can search, in this case, for images from 1900-1929 within only three of the 15 titles. That would narrow your search down from 153,000 results to 3,476, many of which will be contained within the same article. This makes your research significantly easier.
- In a case like this, you may want to narrow down your search even more, try using our Advanced Search feature, instructions on the next page.





#### Still too Many? Try Advanced Search

The Advanced Search feature allows you to target more specific searches. Let's say you're searching for your Great Grandfather (again, we'll use John Smith as an example), who worked on trains. You can't remember exactly what years he would have been doing this, but you know for sure based on his age and other factors, that 1910-1929 is roughly when your Grandfather was born, so it's likely your Great Grandfather would be working during that time.

In this scenario, you can search "John Smith" using the 'Exact' tag on the left, which will guarantee only the results showing John Smith written out exactly how you spell it will return. Then select the plus sign to the right, and add "train" using the left tags 'and' + 'exact'. Then, add the date range 'between' 01/01/1910 and 12/31/1929. You may then click refine search to view your results. Before or after refining your search, you can reapply your filter to only search from your selected titles.

Your original search of Smith, has just been filtered from 153,000+ results all the way down to 17 results. Instead of searching through a couple hundred or thousand pages of newspapers (that first have to be located, then carefully flipped through, and searched for the correct terms), you now only have 17 instances pages with the terms "John Smith" and "train" conveniently highlighted for you to look through quickly and without damaging source material.

Nobinson Public Sprary District		f in У
	HOME RESOURCES CONTACT US DIRECTORY	
Home > Search		
Filters	✓ Exact Q john smith	+ -
Robinson Daily News 💿	✓ And ✓ All Q train	(+) -)
The Robinson Argus 🔘	✓ Between  ☐ 1/1/1910  ◎	~~~
Title		
Q Search By Title	You Are Searching For Pages Containing: "john smith" AND "train" BETWEEN January 1, 1 December 31, 1919	910 AND
Clear All Select All	Showing 1 - 10 Of 17 Results For Your Search	
<ul> <li>Robinson Daily News (1919-2019) 4 Pages</li> </ul>	The Robinson Argus Wednesday, January 29th, 1919	Page : 1
The Robinson Argus     (1872-1969) 13 Pages	W ANDERSONA <b>TRAIN</b> HE st AN ARM AND A FOOTThe Accidenttral freight <b>train</b> at the cros Franklin street Mondayhis name"Dr <b>John Smith</b> , M D," and thepreacher who wrotétebriti heard the <b>train</b> com ing and stopped The <b>train</b> was do ing some switching, cutting acar.—an	sing onSouth nge—evidently— d—hit—him The
Total titles : 2	train crew did not see the ac cident,of' the train y aw the body on the main trackran _back catch_the_train_He stopped the engine and Andersonwas picked upever a train is approac track but there is no connect ion with the system on the'	to hing on themain
Apply Filter	The Robinson Argus Robinson Illinois Wednesday January 29th 19	19
City ^		
Q Search By City	The Debinger Artur	
Clear All	Wednesday, November 22nd, 1911 of two freshtrading about two mites south of linion vesterday morning. Jow The trainwas stor	Page : 1
<ul> <li>Robinson         (1863-2019) 17 Pages     </li> </ul>	Ansbrook was toldto go backto flag the <b>irain</b> went to sleep in the caboose Nothe still <b>frain</b> withwater, and while going about thirtymilesearly morning <b>train</b> detoured by way of Terre H Sulliwere Mesdaines <b>John Smith</b> , P J & Swartz, Arthur Meeks, J Wthe10 30 <b>train</b> to Ridgevil Sheleaves a husband andthe early <b>train</b> He had been holding an inquest on the body of Wm (	eturned aute and lle, Ind Owen, who
Total cities : 1	hadbeen found dead in a field Wed nesday morning —Prof H M Tilroe, of Syracuse,N Y	
Apply Filter	The Robinson Argus Robinson Illinois Wednesday , November 22nd,	1911