HOW TO ACCESS ARCHIVED DUNLAP REPORTER ARTICLES

- 1. Visit https://www.dunlap.lib.ia.us/
- 2. Click on the "Dunlap Reporter" link (green button)



3. You will be taken to the Dunlap Reporter archives landing page which looks like this:



4.265 Pages

4.511 Pages

Centennial

- 4. Type keywords in the "All of the Words" box. You can also toggle to search for an "Exact Phrase" or "Any of the Words."
 - a. Remember that different terms have been used throughout history. For example, "Dunlap Livestock Auction" is the business name used today, but older articles might more frequently reference "Sale Barn."
 - *b.* Very early articles often use just initials e.g. A. W. Moores and Mrs. A. W. Moores as opposed to full names.
 - c. Use quotation marks to help narrow results. For example, if you search for "Methodist Church" within quotation marks, you will get results for "Methodist Church" as opposed to articles that reference "Methodist" and/or "Church."
- 5. The "Between" drop down box is helpful because it allows you to shorten the timeframe that you are searching within.
- 6. Once you have your keywords entered and search terms selected, click the "Discover" button.
- 7. In the example below, I searched for "Z. T. Dunham" between the years of 1867 and 1929. Results are shown 10 to a page, and a total of 363 results were returned. If you see a result that you want to review, click on the "Dunlap Reporter" link at the top of the corresponding article.

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8. Once you click on the article, a newspaper page will populate like the one below:



As you will notice, the keywords that you initially searched for will be highlighted in blue. This allows you to easily pinpoint the article that references your keywords.

This button allows you to download the page as a pdf to your computer.

17

This button allows you to crop a specific article before downloading, so you don't have to download the entire page.







These buttons allow you to zoom in and out.



These buttons allow you to toggle to other pages within the same dated newspaper.

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This button will return you to your search results page.