The Times Digital Archive, 1785-2014

There are links to the Times Archive and other historic newspapers online from the library catalogue iFind at [http://ifind.swan.ac.uk/](http://ifind.swan.ac.uk/) and from Libguides pages. Login with your Swansea University username and password required for off campus access.

The Times Archive provides the entire Times newspaper, from its beginning in 1785 up to 2014, including articles, photographs, letters and advertisements. The Help feature (bottom of Home Page) provides detailed information about how the database can be searched.

**Simple Search**
Use the search box on the Home Page to do a quick keyword search of the archive. You can then use the filters on the right hand side to analyse and fine-tune your results.

**Advanced Search**
Advanced Search lets you customise your search by allowing you to specify the fields you want your search terms to appear, apply limits and include spelling variations. Click on the down arrow next to Basic Search to see these fields.
Under More Options you can also search within different sections of the newspaper by clicking on Publication Section and different parts (letters to the editor, obituaries etc.) by clicking on Document Type. Use the options under Illustrated Works to search for articles with photos, graphs, maps etc. Simply display the drop-down menu and tick the options you want.

**Combining Terms**
You can combine search terms with AND, OR or NOT.

For instance, the search above would look for articles mentioning both Dickens and Thackeray.

Searching for **dickens OR thackeray** would find articles containing either word (a much larger number).

**Searching for Multiple Terms or a Phrase**
To search for a phrase, enclose it within double quotation marks (e.g. “First Anglo-Boer War”). Do the same if a phrase contains and, or or not (e.g. “black and white photographs”).

**Wildcards and truncation**
The asterisk * can be used to stand for any number of letters.
Typing pacifis* will find pacifism, pacifist, pacifists etc.

? can be used to stand for any one letter.

wom?n will find both woman and women

! stands for one or no letters.

colo!r will find colour or color

**Browse by Date**
Browse by Date (top right corner) allows us to view the Times on a particular date.

**Displaying the text of articles**
In your list of results click on the Title to access the article.
The next screen displays the **full text of the article** with your search terms highlighted. Use the panel on the left to **browse** through **or search** for specific terms **within the article, page or issue**. Use the buttons (top right) to **download, print, email or cite** this source.

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**Keeping a record**
To keep a record of your results, you will need to **Sign In** with your Google or Microsoft account. Then, when you have carried out a search, you can click on the **Add to Folder** icon to save a result. When you have opened up the full text of an article, you can also add tags (see Public and Private Tags under the article). To retrieve articles, simply click on **Tools** at the top right of the screen and click on documents or tags.

**TIMES ON MICROFILM**
The full text of The Times is archived on microfilm from 1785 to almost the present. Please ask at the Information Desk for access or assistance using this resource.

**TIMES INDEX**
Printed indexes to the Times from 1941 to 2013 are at AN1.T35 on Level 2.

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For alternative formats please contact:
Tel: 01792 295500 Email: customerservice@swansea.ac.uk
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