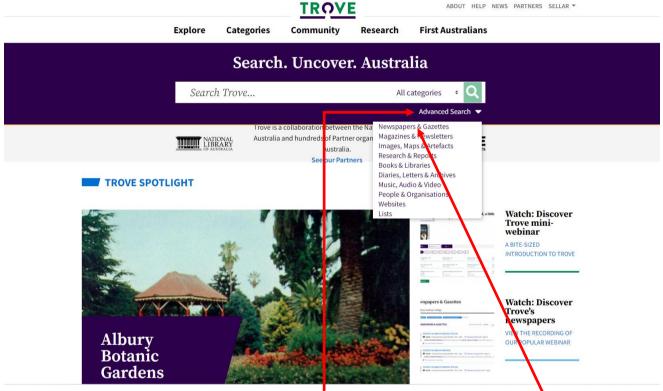
Tags, Lists & Notes Page 1 of 16

Digitised newspapers in Trove is a goldmine of information, but do you want to download and save everything you find to your computer? If the answer is "yes", this "how to" sheet shows ways to easily find it again in Trove and at the same time share it with someone else. Using the "Tag" and "List" functions in Trove makes retrieval and sharing of your articles easy.

This "how to" sheet only covers use the "Tag", "List" for digitised newspapers, but the process is the same for all Trove categories. It also assumes that you have already used Trove and only covers how to utilise the "Tag", "List", few other functions and a little more to orientate you.

Let's get started. Go to the Trove website, here is the link to it https://trove.nla.gov.au/. The National Library of Australia (NLA), Trove home page will open as shown below. If you do not have a login (signed up as a Trove user) you need to now, if you have a login, log in now.]



When logged in click on the arrow on the right of "Advanced Search" and then on "Newspapers & Gazettes" the Advanced Search page shown on the next image will be displayed.

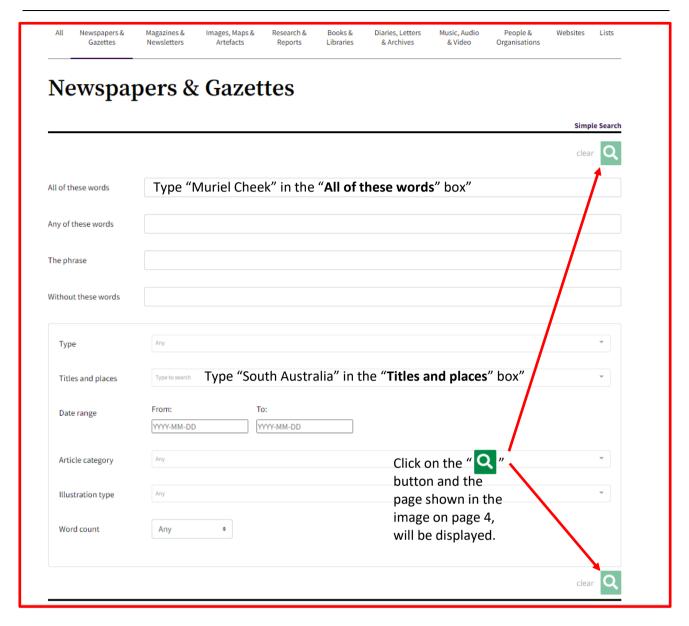
The "Advanced Search" window; I have included an explanation of searching and the search fields on the next page.

The advanced search facility in Trove has many functions that provide a focus on what you want to find. Using the search function effectively is the subject of another "how to" session.

In this "How to" we will work through an exercise using an article from Trove. The article relates to Muriel Millhouse, nee CHEEK. Muriel was an Opera singer and was known by here birth Name, Muriel CHEEK.

In the exercise we will: -

- Search for a specific article related to Muriel Cheek
- Correct the text in Trove
- Create a List and add the article to it
- Add Tags to the article
- Add a Note to the article
- Export the article in text, image and .PDF formats



Advanced Searching in Newspapers and Gazettes

- 1. In the Search box at the top of the Trove homepage, enter a keyword for what you want to search. Ensure that the keyword is spelled correctly Trove will search exactly what is entered.
- 2. Select Newspapers & Gazettes from the Advanced Search drop-down menu underneath the green magnifying glass button. Trove will generate filter options, followed by a list of search results containing your keyword.
- 3. Add or change keyword/s in the filter options to modify your search. You need to enter a keyword into at least one of these filters, and you can also use multiple filters: -
 - All of these words Get results containing every word
 - Any of these words Get results containing one or more word
 - The phrase Get results containing the words together as a phrase
 - Without these words Do not get results containing one or more word
- 4. Select from the drop-down menus in the boxed filter options to further limit your search results and improve the accuracy of your search: -
 - Type Newspaper or Gazette
 - Titles and places Publication titles (listed with their location and date range)

NOTE: To search for a state or publication title, enter its name eg: New South Wales or Age. The state name/publication title will appear in the drop-down list. When a full state name appears, its publication titles also appear alphabetically underneath it and can be scrolled through. When you select the state name/publication title, it will appear in the search field as a green tag.

Repeat for each state/publication title that you want to view.

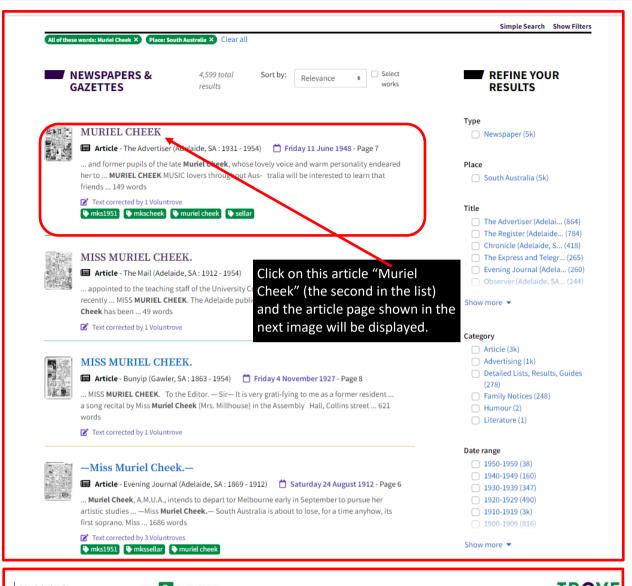
- **Date range** Article publication dates. You can enter a date in the format YYYY-MM-DD or enter a year, and the date range calendar will jump to that year, then you can select a month and date from there.
- Category Type of content e.g. article, family notice, sports
- Illustration type Type of illustration (if article contains illustrations)
- Word count Quantity of words in the article
- 5. When you have made your filter selections, select the green magnifying glass button underneath the boxed filter options on the right-hand side. Trove will generate a filtered search results list.
- 6. You can further Refine your Results by selecting from the menu on the right-hand side of the results list.

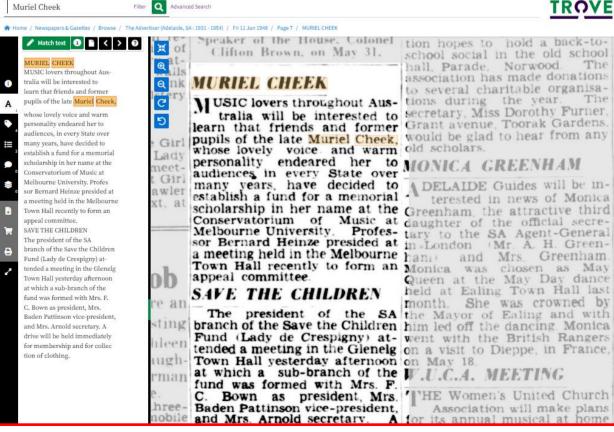
If you want to learn more about searching and search commands, help on it is readily available on the Trove Website, here is the link, it https://trove.nla.gov.au/help/searching#anchor-1.

Refining a Search

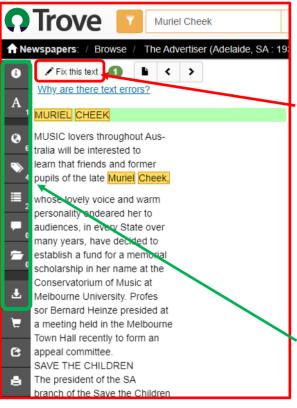
The image on the following page is displayed when the "out" search button is click on. On the right-hand side of the page are several filters that allow the search results to be refined.

- Type Filter results by sub-categories (e.g. Newspapers or Gazettes, Images, Maps or Artefacts)
- Format Filter results by format (e.g. Book, Video, Article)
- Place Filter results by place of publication
- Title Filter results by title of publication
- Access Filters results by online availability, and whether it is freely accessible, or whether access conditions apply
- **Rights** Filter results by rights statement, such as whether it is in or out of copyright, or if there is a creative commons licence
- **Category** (for newspapers, gazettes, magazines & newsletters) Filter results by the kind of content (e.g. article, advertising, family notices)
- Date Range Filter results based on the decade or year they were published
- Language Filters results by language of the work
- Aboriginal and Torres Strait Island Language Filters results by language using Austlang codes
- **Illustration Type** (for newspapers, gazettes, magazines & newsletters) Filters results by the type of illustration (e.g. photo, map, cartoon)
- Word Count Filters results by the number of words in the work
- Occupation (for correspondence, collections, people & organisations) Filters results by the occupation of the person
- Scale (for maps) Filters results from street level through to country level





The article text is displayed in the left-hand column with the actual article displayed in the right. There are tools for the page on the right, to move it around and to zoom in and out. There is a tool for correcting the text and a toolbar on the left that allows things like exporting the article as text, pdf or a .jpg image and a tool. The tools are explained on the image below.

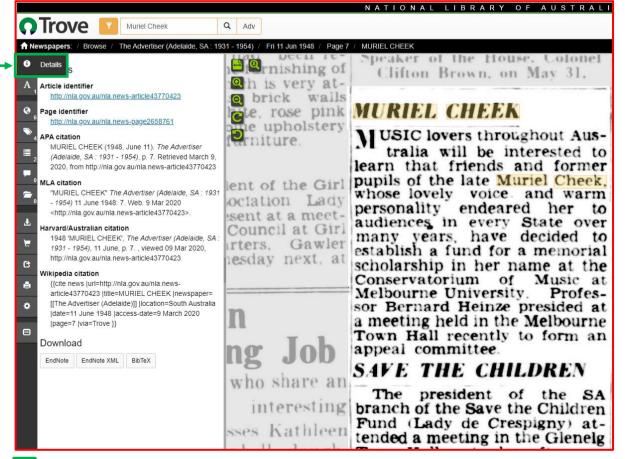


Click on "**Fix this text**" if there are errors you can match the article text.

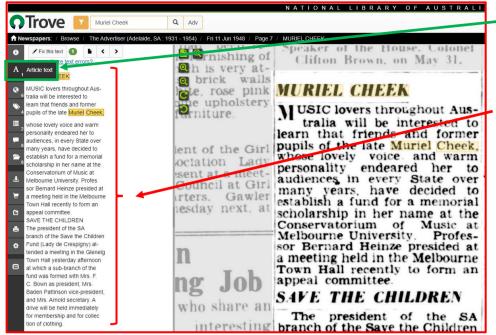
REMEMBER:

You are making the text match the article, don't add your personal corrections, i.e. if there is a spelling or grammar error, make it as per the article. You may fix it when you use it in your research notes, if you wish.

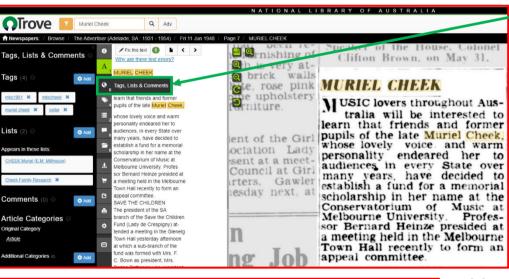
There are several very useful tools in the toolbar in the left-hand margin. The ones in the **green** box are expanded upon below.



Click on the "Details" button and a link to the article and page is displayed. Right click on these to copy the link. The link can then be pasted into the link field in your family tree program source citation. Citations are also provided, these can be copied and pasted into your family history note/book.



A Click on the "Article text" button and the text generated when the article was scanned is displayed in the left-hand column. If errors occurred during the scanning the text can be edited by clicking on the "Fix text" button. When you are logged in you are credited for fixing the text. Don't forget to save after editing. See if you can catch John Warren!! See his stats on page 1.



Click on the
"Tags, Lists &
Comments" button
and Tags, Lists &
Comments added by
you or other people
are displayed. A Tag,
List or Comment can
be added here. How
to do this is explained
later in this
document.

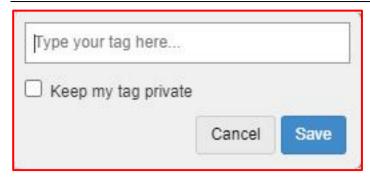


Adding Tags

Click on the "Tags" button and the tags added by you and other people are displayed. Tags are keywords you can add to items in Trove. A tag can be anything you want it to be, describing a topic, a place, an event, a person, a feeling, or your personal research progress. The number of tags for the article are displayed.

The "tags" themselves are displayed as well. You can use tags to filter a search that will find all articles you have tagged down to a single article you have tagged. You should use your Trove username as a tag, if you add it to everything you tag the search will return all your tagged articles. If you use your initials the family name (e.g. whsjones) in the article as another a search will return all articles tagged for that family. If you use the name of the person, place, etc a search will return those names. In the image above are tags I have added to find the article in the future.

To add a tag click on the O Add button and the box below will be displayed.



How to Make Tags Simple, Consistent and Effective.

It is essential that when utilising tags that you are consistent with what you add as tags. Always include your username as a tag for every article tagged. This way you can search for it and get a list of all the articles you have tagged.

Include things relevant to the article as tags but keep them short. Whatever you use as the "key" for your tag, keep it simple and be consistent, across all the articles you tag. If you use too many and varied tags it will be difficult for you to recall them and search for them.

Stick to a few, e.g. your username, the given name and family name of the person(s) in the article, the family name and the subject of the article.

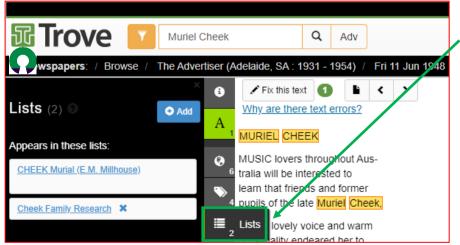
The example in the exercise uses only three tags, the username "sellar", the person's name "muriel cheek" and the family name and the article subject "cheek scholarship". Depending on what the article was about the family name and the article subject tag could be "cheek birth", "cheek death", "cheek marriage", "cheek murder" etc. As mentioned earlier you could use your initials (e.g. whs) and the family name of the person(s) in the article (e.g. whsjones, whsgreen, etc). Using consistent tags will help when searching later for a specific person, place act etc in one of the articles you tagged.

Ensure you are always logged in when adding tags to articles and when searching for articles using the tag search tool.

To add new tags type them into the "Type your tag here" box, separated by commas. To allow you to follow this exercise and search for tags, enter three tags muriel cheek,sellar,cheek scholarship exactly as typed here.

IMPORTANT: There should be no spaces before or after a tag word or either side of the commas, BUT where a name is typed a space is placed between the first, second and family name. Do not use capital letters, it is easier to remember to just type lower case when searching. Once you have typed your tags click on save and your tags will be displayed as in the green box in the image above.

Make sure you are "Logged in" when you add a tag, it will then be attributed to you.



Creating a List

Click on the "Lists" button. Lists allow you to collect things you think belong together. You may want to do this to help organise your own work, your own favourite resources, or because you think the list will be useful to others. List that already exist for an article are displayed in the left hand panel. As you can see there are two lists associated with "Muriel"

Millhouse, nee Cheek (an opera singer), one for her personally and one relating to Cheek family research. The Cheek Family Research would contain articles on all Cheek family members including Muriel. The other would contain articles on Muriel alone and possibly focus on her operatic career. An article could be included in both lists.

To add a article to a list click on " • Add " and the dialog box shown in the next image will open.

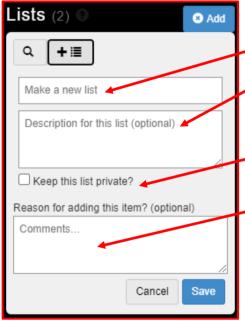


From the image on the left it can be seen there are several lists that an article can be assigned to. The scroll bar on the right of them appears to indicate there are more items in the list.

Adding a New List

If you have not used "Lists" before there will not be any displayed and you will have to create a list or lists to assign articles to. Click on the " button and dialog box shown in the image below will open.

HINT: Use the same name format for all your list names, e.g. [Family Name] Family Research



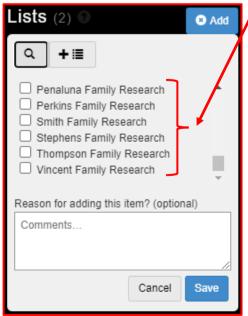
Type the name of your new list in the box "Make a new list".

If you wish type in a description, e.g. Articles for Family History Research.

Please leave the list as "**Public**", do not tick the box as it could help others with their research.

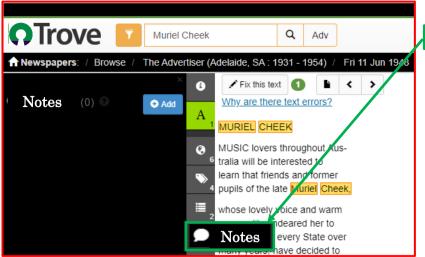
Add a comment if you wish

Click on "Save" and your new list will be displayed in the list in the "Lists" box.



Adding an Article to a List

To add an article to a list, click in the box or boxes (you can add an article to more than one list) to the left of the list of your Lists. Add a comment that will help you (or another researcher) identify the article content, e.g. A review of Muriel Cheek's performance at the Royal Opera House, London. Click on "Save" and the article added to the list is saved.



Adding a Note

Click on the "**Notes**" button to add a personal comment to an article.

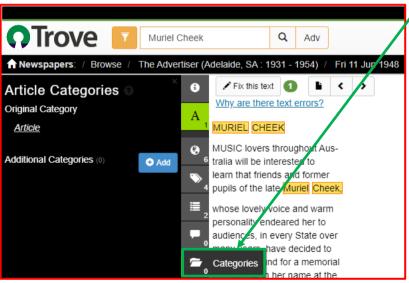
Next click the " Add " button and the "Notes" box below is displayed.



Type your comment on the box "Type your note here...". Your comment could be something about the article, it's accuracy, a comment on the content, a person mentioned in it etc.

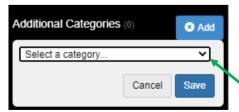
Please leave the comment as "**Public**", do not tick the box as it could help others with their research

Click on " Save " and your comment will be saved to the article.



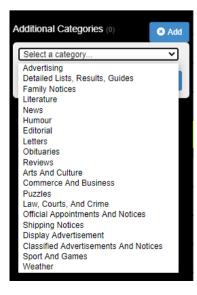
Click on the "Categories" button. You will only add a category if you think the "Original Category" assigned by the NLA did not fully represent the article content.

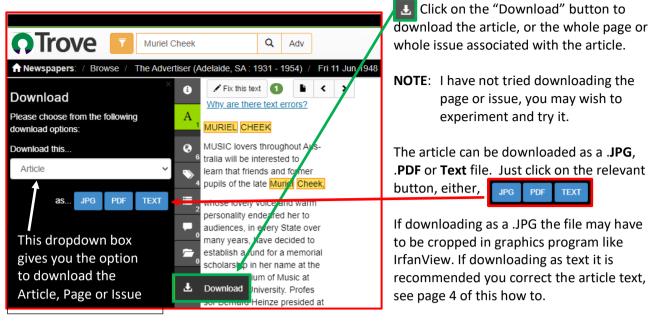
To add a new category, click the " • Add " button and the "Additional Categories" box below is displayed.



Next click on the arrow to the right of the "Select a category" field box and the dropdown list in the image on the right will be displayed.

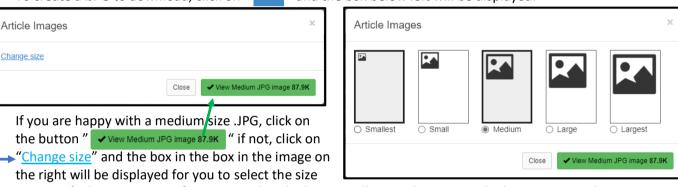
Select the category from the list that is most appropriate and then click on "Save" and the additional category will be linked to the article.





Downloading a .JPG

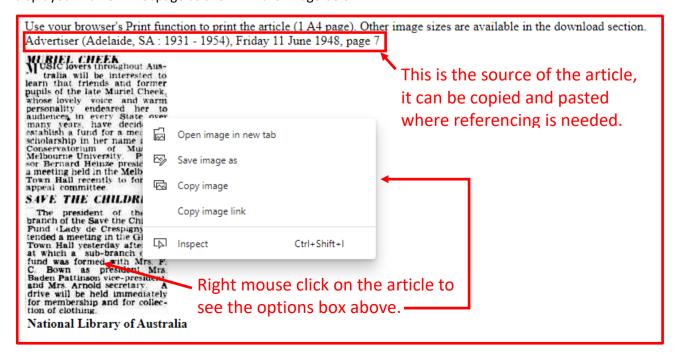
To create a .JPG to download, click on " JPG " and the box below left will be displayed.



.JPG you feel is appropriate for your needs. The largest will certainly give you the best image quality to go into a document or your family history database. The physical size of the article will determine the file size, the article in this example, when saved as a large .JPG was about 60 KB.

NOTE: You may have to experiment with size, try before you decide.

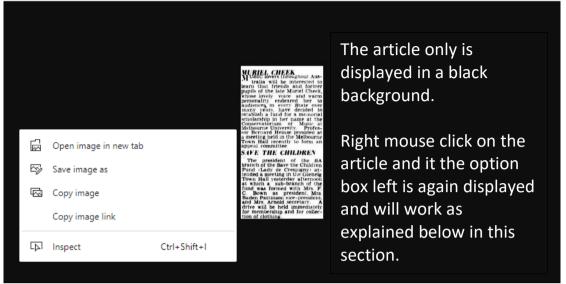
To see whatever size you click on the button that says View "size" JPG image and the image will be displayed in a new Webpage as shown in the image below.



The .JPG Options

Open image in a new tab

Opening the image in a new tab provides an image as shown below.



Save image as

Saves the image on your PC to the directory location you select.

Copy image

Copies the image to the clipboard and it can be pasted into a document or graphics program

Copy image link

Copies the link to it in Trove. This can be pasted into the appropriate place in a webpage (e.g. Ancestry, My Heritage etc.) and when clicked will go to the article in Trove. It could be pasted into a Family tree database for the same purpose.

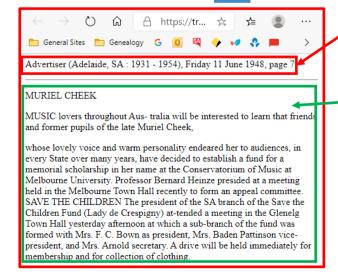
Downloading a .PDF

The .PDF file download is a similar process to the .JPG download. Depending on the physical size of the article it will be on a single or multiple A4 pages.

Unless you want to send the file to someone via email, I recommend you make your preferred format a .JPG file. If a .PDF is needed, paste the .JPG into a Word document and save it as a .PDF.

Downloading a .Text File

To download a Text file click on " TEXT " and a text version of the article will be opened in a new webpage.



This is the source of the article, it can be copied and pasted where referencing is needed.

This text can be copied and pasted into a document, the formatting and spelling corrected to go into a document or a family history database.

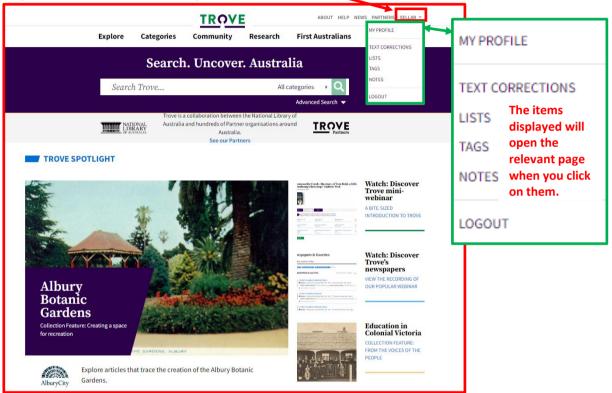
This text contains two articles, if desired the one that is not relevant may be deleted.

Locating Articles tagged by you in Trove

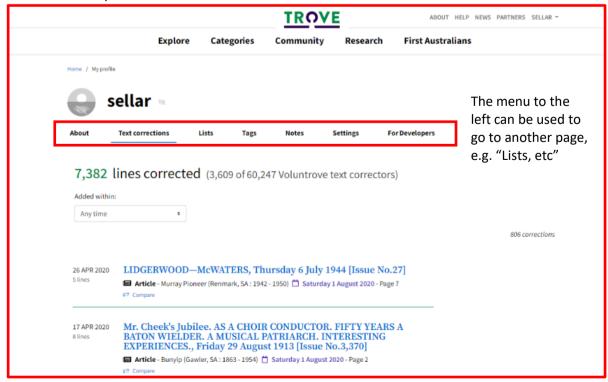
NOTE: You will not be able to do exactly this exercise on your PC if you have just started tagging from the example earlier in this handout. You will only have the one article tagged but following the process will give you an understanding of the search tool in Trove.

REMEMBER: In the example the article about Muriel Cheek was tagged with "sellar", "muriel cheek" and "cheek scholarship". When searching, for your tags to be assigned to you, you must be logged in when you add them and to see them when you are searching for them.

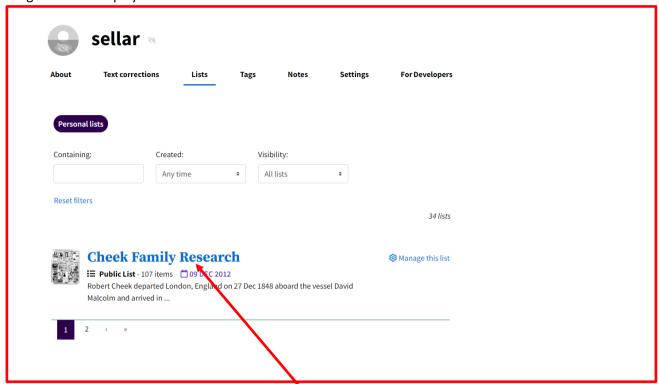
Open the Trove home page (as on page 1.) and log on to Trove if you are not already. Then at the top of the page click on the arrow to the right of your username.



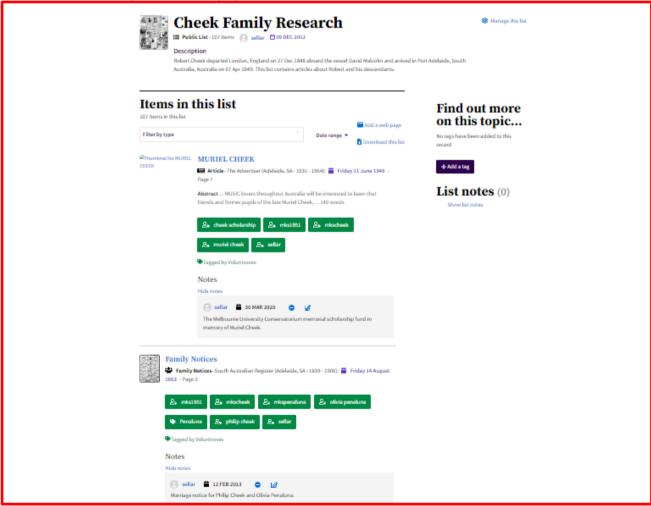
Next click on "**Text Corrections**" and the page below will be displayed with the statistics for the text corrections made by the user with the articles corrected listed below.



Next click on "List" (boxed in green above) on the menu at the top of the page and the page shown in the image below is displayed.

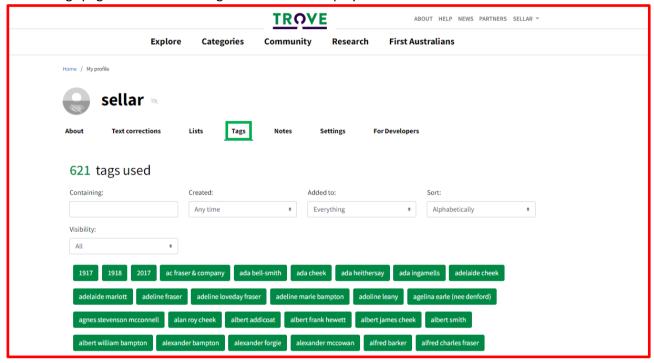


Information about the user's "**Personal lists**" lists is displayed, as above. The lists displayed can be scrolled through page by page. Clicking on a list (e.g. **Cheek Family Research**) will display the articles within the list, as shown in the image on the next page

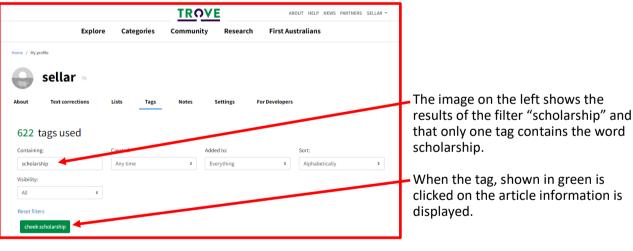


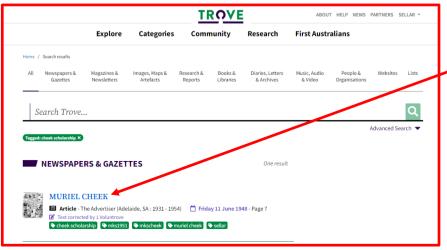
Next click on the "Back" button to get back to the get to the "My Profile" page and click on "**Tags**" (boxed in green) from the menu at the top of the page, **OR** on the Trove home page click on the down arrow to the right of your username and click on "Tags".

The the tags page shown in the image below will be displayed.

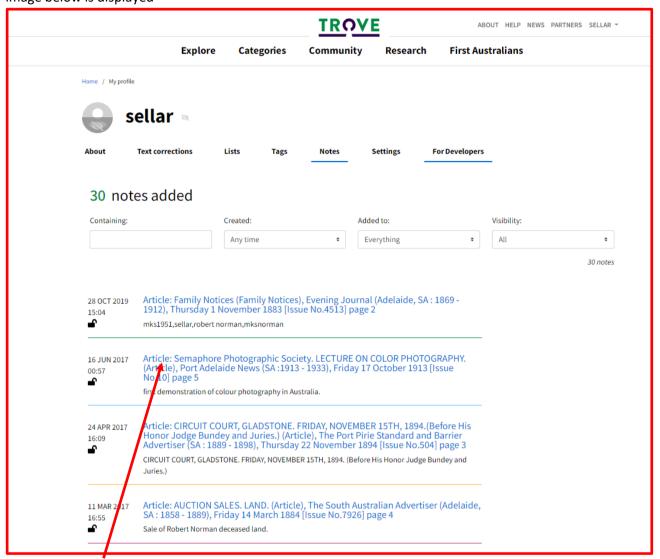


The user's tags are displayed. If there are too many tagged articles to easily find one you are looking for, e.g. The article for the Muriel Cheek scholarship, tagged "cheek scholarship", filter out just those containing "scholarship" by entering scholarship in the "Containing" filter box.

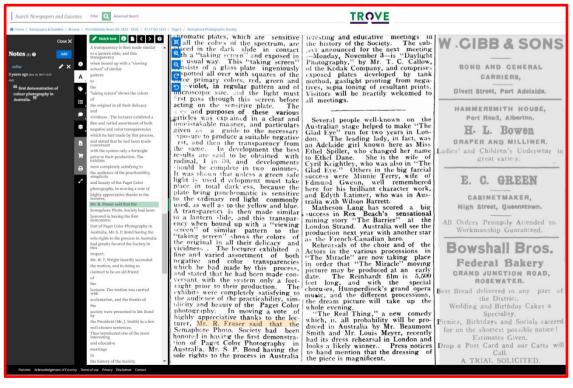




Click on the article header and the page with the article is opened. Next click on the "Notes" (boxed in green) on the menu at the top of the page and the page shown in the image below is displayed



When the header line is clicked on the article is opened as shown in the image below.



In Conclusion

This handout covers only a small part of Trove's potential to assist you with your family history research.

Trove has a lot to offer, to find out what it does have to offer you need to know how to effectively search for what you want. Trove's "Search guide" is well worth reading before you launch into your research. The topics covered are listed below.

- Finding specific formats
- Doing more in the 'simple' search box
- Construct complex searches using 'AND', 'OR' and 'NOT'
- Limit your search to a specific field, such as title or author
- Limit your search to a date range
- Search for a phrase
- Search for an exact spelling
- Use a wildcard to broaden your search
- Search for words near each other
- Search for a tag
- Search for items with comments or tags
- Search for names or phrases containing punctuation
- Search for names starting with 'Mc'
- Search for hyphenated names or words
- Using the checkboxes
- Refine your search results
- How does Trove's relevance ranking work?
- Searching the web archive

The Search guide is found here, https://help.nla.gov.au/trove/about-trove/searching-guide#anchor-11

There is also good general help on many topics, so have a look at them, here's the link to them, https://help.nla.gov.au/trove/using-trove