

How to search Church Papers Online

Welcome to Church Papers Online!

In this guide, we will give you tips and tricks for searching, so you can find exactly what you're looking for.

Quick overview of the front page

When you first head to Church Papers Online, you'll arrive at the front page. In time, there will be more features added, but at the moment there are several aspects we'd like to point out to you.

Search box
You can begin your search here

Header
Whatever page you end up on, you can click the header to get back to this front page


Featured Collections
Our main collections, which you can click into and have a browse

Other links
These links take you to our various other online sites

Church Newspapers
All the church newspapers in one place

Image Archive
This is currently under maintenance, however will eventually show images and photographs from our archives

Synod Proceedings
Proceedings from Synod meetings dating back to 1859



The screenshot shows the front page of the Church Papers Online website. On the left is a dark sidebar with icons for Home, Search, My History, My Profile, My Collection, and More. The main content area has a header with the John Kinder Theological Library logo and the title 'Church Papers Online'. Below the header is a search box with a 'Go' button. To the right of the search box is a section titled 'Featured Collections' containing four items: 'Church Newspapers' (with a newspaper thumbnail), 'Image Archive' (with a group photo thumbnail), 'Synod Proceedings' (with a text snippet thumbnail), and 'Other Links' (with a list of links: Find Us, Website, Fossick, ARK). Arrows from the text blocks on the left point to these specific elements on the page.

Before you search

Before you begin your search, it's good to have a few key words in mind.

For example, if you were after an article on Bishop John Patteson, you might search for Bishop John Patteson, John Patteson, or Bishop Patteson. Whenever you're searching, it's good to have some options.

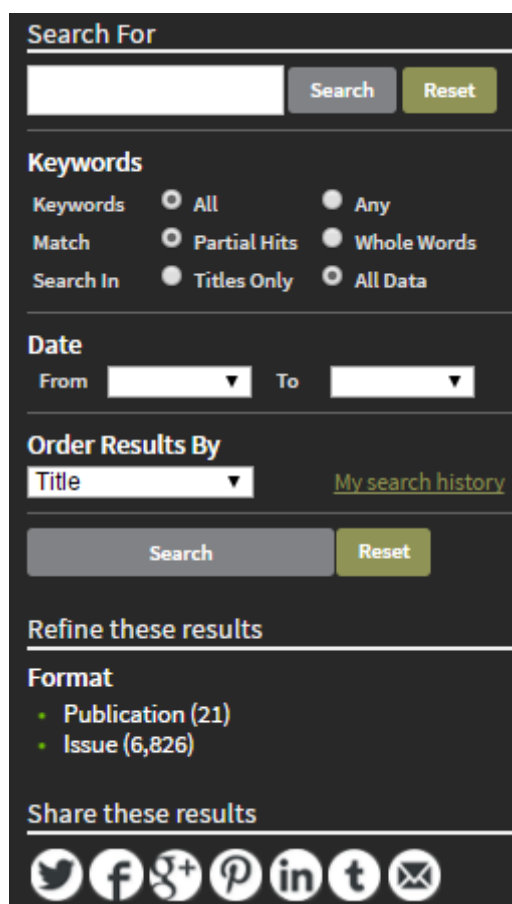
If you're specifically after a newspaper article, select **Church Newspapers** on the front page to search within all the papers.



If you want to search across everything on the site, select **Search** on the left-hand side bar.

Begin your search

When you do a search, you will be presented with the following box. There are several aspects that will be of use to you.



The screenshot shows a search interface with the following sections:

- Search For**: A text input field, a 'Search' button, and a 'Reset' button.
- Keywords**: Radio buttons for 'All' (selected), 'Any', 'Match', 'Partial Hits', 'Whole Words', 'Search In', 'Titles Only', and 'All Data'.
- Date**: 'From' and 'To' dropdown menus.
- Order Results By**: A dropdown menu set to 'Title' and a link for 'My search history'.
- Search**: A 'Search' button and a 'Reset' button.
- Refine these results**: A section for refining search results.
- Format**: A list of results: 'Publication (21)' and 'Issue (6,826)'.
- Share these results**: Social media sharing icons for Twitter, Facebook, Google Plus, Pinterest, LinkedIn, Tumblr, and Email.

Search for

Begin here by putting in your search terms. You can, at any time, select 'reset' to clear the filters and begin again

Keywords

You can narrow down your keyword search by these options here.

Date

If you know the date of the item you're looking for, pop it in here

Order Results By

Choose how you view your results

Refine these results

It works best if you search first and then refine your results. Once you've hit 'search' you can then filter down your options. If you're looking for a single issue within a Church newspaper, for example, select 'issue' and it will show you all the issues with your search terms attached

Share these results

Know someone who might be interested in what you've discovered? Share the page via social media or email

Button order

Twitter, Facebook, Google Plus, Pinterest, LinkedIn, Tumblr and email

Step-by-step search

A step-by-step on the best way to search and get the results you're after.

1. Search For

Enter your search words into the search box. See step 2 before hitting 'search'.

2. Keywords

Here you have several options to narrow down your results right from the beginning.

- **Keywords: All or Any**
 - Select **All** if you want to search all the words you've typed in. Bear in mind this will also include any small words like 'the, is, a' etc
 - Select **Any** if you would rather it picked up just a few of the words
- **Match: Partial Hits or Whole Words**
 - Select **Partial Hits** if you want the search to include parts of words. For example: *diocese* as well as *dioceses*
 - Select **Whole Words** if you want it only to search for e.g. *dioceses*
- **Search in: Titles Only or All Data**
 - Select **Titles Only** if you want your keywords to appear in the title of the publication or issue
 - Select **All Data** if you want it to search within the articles
 -

3. Date

If you know the dates around the article or item you're looking for, it helps narrow down your search by putting these in here.

4. Order Results By

While this doesn't help narrow down results, it does allow you to sort them by Most Recent, Relevance, Title, or Title Descending.

5. Hit Search

Now you can hit 'search'. Once you have your results displayed, you can refine your search by selecting the Format.

Refine your results

After hitting 'search', you'll see all the results that Church Papers Online has gathered for you. You can refine your results on the left-hand side.

In this example, searching for 'John Patteson', you can see that there is also a Current Refinement. There are no Publications or Images with 'John Patteson' in the title or description, so it will only display what it can find. In this case, Issues.

The screenshot shows the Church Papers Online search interface. On the left is a sidebar with navigation links: HOME, SEARCH, MY HISTORY, LOGIN, and MORE. The main search area has a 'Search For' field containing 'john patteson', with 'Search' and 'Reset' buttons. Below this are sections for 'Keywords' (All, Any, Partial Hits, Whole Words), 'Match' (Partial Hits, Whole Words), 'Search In' (Titles Only, All Data), 'Date' (From, To), 'Order Results By' (Title), and 'My search history'. A 'Current refinements' section shows 'Format' set to 'Issue'. Below this is a 'Refine these results' section with 'Publication' and 'Year' filters. The 'Publication' list includes: Anglican Historical Society (11), Church & People (116), Church Gazette, Auckland (427), Church Gazette, Polynesia (61), Church Magazine, Christchurch (9), New Zealand Church Messenger, Nelson (2), Proceedings of the General Synod (43), Southern Cross Log (322), The Church Chronicle, Wellington (150), The Church News (93), and a 'More' link. The 'Year' list includes: 1859 (1), 1861 (1), 1862 (5), 1863 (3), 1864 (1), 1865 (3), 1866 (1), 1868 (1), 1871 (8), 1872 (16), and a 'More' link. At the bottom, there is a 'Share these results' section with social media icons for Twitter, Facebook, Google+, Pinterest, LinkedIn, Tumblr, and Email.

Current refinements: Here you can see your current refinements. Church Papers Online has already refined your results to Issue, as there are only Issues related to John Patteson on the site.

Refine these results: You can further refine your results by the **Publication** the Issue is in. If you wanted to specifically look at the Church Magazine, Christchurch, chose it here.

You can also refine by **Year**. This is handy if you're after results from a certain period.

Viewing your results

Once you have refined your results to a smaller pool of options, you can start browsing through. They will appear on your screen as such, and you can select each issue to view the keywords within. In our example of Church Magazine, Christchurch, here are the results:

As you can see there are 9 different issues where 'John Patteson' is present. On the left, in the black panel under 'Refine these results' you still have the options to refine further by **year**, should you need to.

At the bottom of each issue result, you can see 'Page hits' with a number afterwards. This means there are X amount of keyword hits within the issue.

By clicking 'Preview (9)' for example, you can quickly see the sentences that your keywords are in, without having to click through to each issue. A small window will appear and show you the preview.

If you're happy with that, either click the x at the top of the Page Hits box, and click into the issue you'd like to view, or simply click the page and head straight there.















On the page, your keywords will automatically be highlighted. You can turn this feature on and off by selecting the Lightbulb logo on the left-hand side.

The screenshot displays the 'Church Papers Online' website. At the top, the John Kinder Theological Library logo is visible. The main header reads 'Church Papers Online' in a large, bold font. Below this, the specific issue is identified: 'Church Magazine, Christchurch: 15th December 1876 Vol. 01 No. 12'. The central area shows a scanned page from the magazine, dated 'December 15, 1876'. The page contains several columns of text, including sections titled 'NEW CHURCH', 'MELANESIAN COMMUNITARIAN', and 'THE REV. R. PATERSON'. A lightbulb icon in the left sidebar is highlighted with a red circle and an arrow, indicating the keyword highlighting feature. The right sidebar provides details about the item, such as 'Volume 01', 'Issue 12', and 'Publication Church Magazine, Christchurch'. At the bottom, a horizontal strip of small thumbnail images allows for easy navigation through the publication's pages.

Other features on this page include the details of the issue on the right-hand side, and a line of pages from the issue at the bottom for an easy flick through the publication.

Tools for your search result

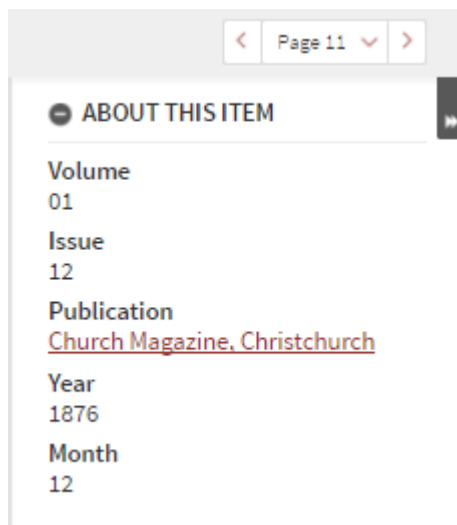
As well as the description of the issue you're viewing, on the left hand side is a narrow panel labelled Tools. Here you will find all sorts of handy features to aid you as you view the page. Hover over each button on the website to read its function.

TOOLS	
	Full Size Thumbnail: Makes issue full size
	Fit to Screen: Fits the issue to the screen, so you can view the entire page
	Fit to Width: Enlarges to fill the screen, right to left
	Fit to height: Fills the screen, top to bottom
	Rotate 90 degrees: Flips the page
	Zoom to 100%: Opens a window with the page at full zoom quality
60%	
	Red Magnifying Glass: You can click and drag the red button up and down to change the zoom
TEXT	
	Show Text/Transcription: View the page just as text, rather than an image
	Show Keyword Hits: Show the words you searched for
	Highlight Key Words: Highlight or un-highlight the key search word
	Download: Save the page to your computer
	Add to my Collection: Add this page to your collection
	Contact Us About This: Have a query? Ask us about it!
	Citation for this item: Cite this page for your research

About this Item

On the right hand side of the page you're on there is a pane called About This item. Here you will find useful information about the item.

In this example:



Here you can see what page you're on, and easily flip to the next one.

Volume: The volume you're viewing

Issue: Which issue

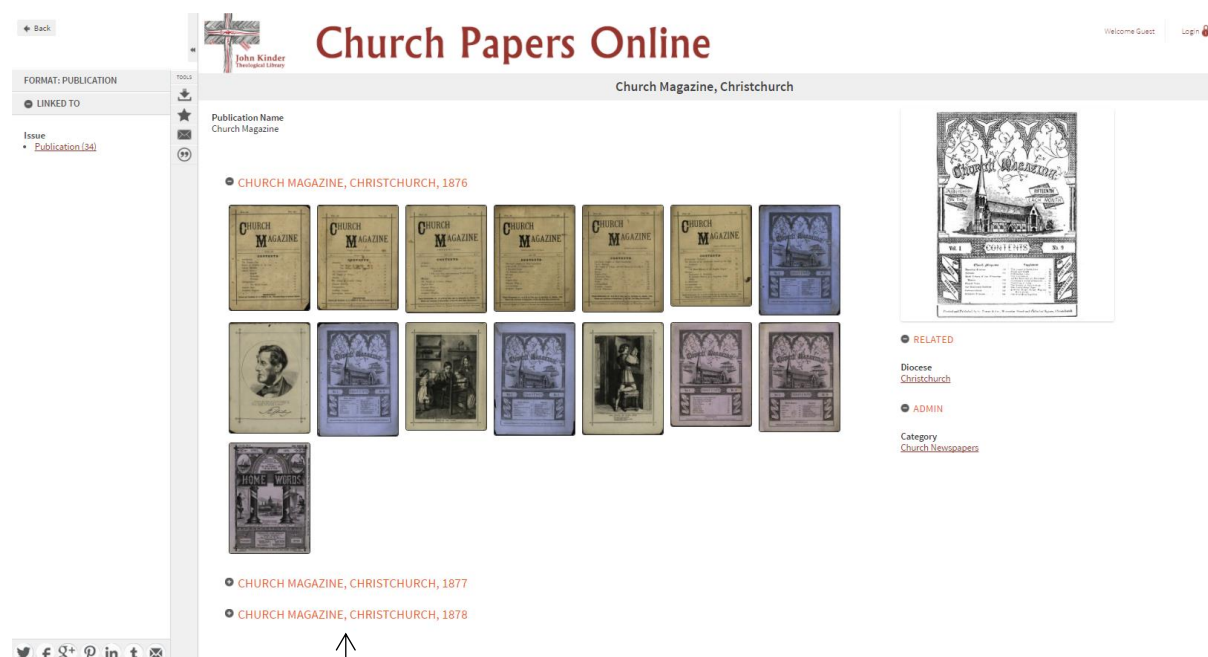
Publication: The publication you're viewing.

Year: When this issue was published

Month: What month it was published in

You'll notice that the publication name is in red font. This means you can click it and Church Papers Online will take you to that publication. There you can view all the issues labelled with, using this example, Church Magazine, Christchurch.

The page will look like this:



You can click on a specific year to view the issues.

Any questions?

We suggest having a play around with the functions and getting a feel for what Church Papers Online is now capable of. However, if you really get stuck, give us an email (library@kinderlibrary.ac.nz) and we will do our best to help you out.