## RICHMOND REVIEW NEWSPAPER DIGITIZATION PROJECT

## HOW TO ACCESS THE NEWSPAPERS ON YOUR OWN COMPUTER

- Enter "Richmond Archives" in the Google (or other search engine) search box. Click on Search the City of Richmond Archives link, and this opens the "Search the City of Richmond Archives" page.
- 2. Click onto the blue SEARCH THE ARCHIVES box. This opens the "Search All Records" page.



3. Under the All Records Search tab, in the box below "Any word or phrase:", type the words "Richmond Review". Before you click onto "Search" look under the heading "Limit By Media Type:" and click onto the far right box that says "☑ Digitized materials only" so that a check mark appears.

	Archives Search All Records Photos Maps BC Packers Interurban Tram					
	ARCHIVES SEARCH Search All Records					
Any word or phrase: "richmond review" Search						
	Limit by Media Type:					
	<ul> <li>Text</li> <li>Moving Image</li> <li>Plan / Drawing</li> <li>Image</li> <li>Sound Recording</li> <li>Map</li> </ul>					
	Advanced Search					

4. Click on Search. The All Records Search Results page opens and all the newspapers editions are listed, with a brief summary description.

Archi	ves Search All Rec	ords Photos Maps BC Packers Interurban Tram Name Origins					
ARCHIVES SEARCH All Records Search Results Your search for "richmond review"* AND * found 1443 result(s). Sort: Title Date View: List Gallery							
<b>∢</b> Firs	st 10	Next 10  Last 10  Revise Search New Search Select All					
1.	Marpole-Richmond R Part Of: Level: Physical Description: Scope:	eview, Vol. 1, No. 1 April 1, 1932. Richmond Review fonds [Description] [Finding Aid] Item 4 pages textual records : microfilm Newspaper was published in Eburne [now Richmond] B.C. in 1932. "The Marpole-Richmond Review" is a newspaper that details life in Richmond, BC, and includes stories of work and community life. The paper also includes photos of interest to the community, and local advertisements.					
	More Information:	<u>View Details</u>					
2.	Marpole-Richmond R Part Of:	eview, Vol. 1, No. 36 December 2, 1932. Richmond Review fonds [Description] [Finding Aid]					
	Level:	Item					
	Physical Description:	4 pages textual records : microfilm					

Scope:	Newspaper was published in Eburne [now Richmond] B.C. in 1932. "The Marpole-Richmond
	Review" is a newspaper that details life in Richmond, BC, and includes stories of work and
	community life. The paper also includes photos of interest to the community, and local
	advertisements.

More Information:

View Details

- Click onto View Details, which appears after the description and beside the words "More Information". This opens a page which has a PDF link in blue near the foot of the page.
- 6. Click onto the PDF link to load the newspaper onto your screen.



7. Use the scroll slider on the right-hand side of the page to scroll through the pages. This may go slowly, depending on your computer!



8. Print looks a little fuzzy? Wait a moment or two for the screen to re-format itself.

 Print needs enlarging? Depending on your web browser, rest your pointer at either the bottom right or bottom centre and the icons for increasing ⊕ or decreasing ⊕ the size will show. Click as necessary.

#### **Google Chrome view:**



### **Microsoft Explorer view:**



10. Click the Back arrow at the top of your screen to return to the Search Pages on the Archives website, and perform another search, if you wish.



# 11. Under the All Records Search tab, click on the Advanced Search.

Archives Search All Records Photos Maps BC Packers Interurban Tram
ARCHIVES SEARCH Search All Records Any word or phrase:
Search
Text Moving Image Plan / Drawing Digitized materials only Image Sound Recording Map Advanced Search

12. In the box below "Any word or phrase:", type the words "Richmond Review". Look under the heading "Limit By Media Type:" and click onto the far right box that says "☑ Digitized materials only" so that a check mark appears. Under the "Date" field type in the year you want to search. Note, you can only search by year, not by a particular date. Click on Search.

	Archives Search All Records	Photos Maps BC Packers	Interurban Tram Name Origins	
	ARCHIVES SEARCH			
Any word or phrase: "richmond review" Search				
	AND V Subjects:		Browse Subjects	
	AND <ul> <li>AND</li> <li>Names:</li> </ul>		Browse Names	
	AND V Item No.:			
	AND V Date:	1950	]	
	AND <ul> <li>Fonds / Collection / Municipal Record Series:</li> </ul>		Browse Fonds / Collection / Series	
	Limit by Media Type:			
	Text     Moving Image       Image     Sound Recording	<ul> <li>Plan / Drawing</li> <li>Map</li> </ul>	ials only	
	Search Clear Form			
	Quick Search			

13. The All Records Search Results page opens and all the newspapers editions are listed, with a brief summary description. Repeat steps 5-10.