NCC Chronicle/ArcaSearch Tips and Tricks

To get to ArcaSearch:

1) Go to edu.arcasearch.com/usilncc
2) Click on "Access All Documents" button

Two Ways to Search

Browse by Date (this is the default search):

1) Select year from drop down menu on top.
2) Select publication: Chronicle (newspaper), North Central Now (alumni newsletter), or Centennial 1961 (the history of North Central College written by Clarence Roberts).
3) You can also narrow by issue using the drop down menu to the right of the year menu.
4) Click Browse.
5) You can scroll through the page pdfs using the scroll bar on the right. Clicking on a result will take you to the full page under the "View PDF Document" tab.
6) To navigate to a new search result after clicking to View PDF Document, click on the "Browse Document" tab on the upper left of the tab bar.
7) To browse through an issue after clicking through to View PDF Document, use the navigation bar to the upper left of the PDF, or the arrows on either side of the navigation bar.

Word Search Documents:

1) Click on the "Word Search Documents" tab.
2) Enter your search terms into the search bar. The default search is Boolean – more instructions on Boolean searching can be found in Advanced Search below.
3) If you are searching for a phrase, set Search Type to "Phrase." Using quotation marks without changing the search type to "phrase" will not work.
8) The default search is All Publications. You can select a publication from the "Filter by" drop down menu: Chronicle (newspaper), North Central Now (alumni newsletter), or Centennial 1961 (the history of North Central College written by Clarence Roberts).
4) The default search is All Years. You can select a decade or specific year from the drop down menu to the right of the publication drop down menu.
5) Click Search.
6) Hovering over each result will give you a preview of the page to the left of the results. Clicking on a result will take you to the full page under the "View PDF Document" tab.
7) To navigate to a new search result after clicking to a full page, click on the "Word Search Documents" tab in the tab bar. You may also page through results in the "View PDF Document" tab by using the "Documents Found in Search" drop down menu or the arrows to the right and left of this menu.
8) 25 results will show at a time. Use the "Showing" pull down menu to navigate to more pages of results.

9) To browse through an issue after clicking through to a full page, use the "Other Pages in This Book" drop down menu to the upper left of the PDF.

To Browse by Decade:

If you want to browse the newspaper or alumni newsletter by decade, go to Word Search Documents, select your publication, select the decade, leave search terms blank, and click Search. This is also a useful search if you wish to browse both the newspaper and the alumni newsletter by decade – simply select "all publications." If you wish to browse both the newspaper and alumni newsletter by year, select "all publications" and select the year after you've selected the decade.

Saving your results

To get to a downloadable pdf, click on a search result in the Browse by Dates or Word Search Documents tab. You are now in the "View PDF Document" tab. From here, you can download a pdf, adjust the view using the dropdown PDF Behavior menu, or add the pdf to your clipboard.

You may download PDFs of pages of college publications to your desktop and save them to the cloud, a network drive, or external storage.

View Clipboard Tab: You can add up to 10 results to your clipboard. When you click on the View Clipboard tab, you can look at each result, remove one or all documents from the clipboard, or export all your saved results as a pdf. To export your results, click on the "Build and Deliver Clipboard Report" button. From this popup window, you can change the file name of the report if you wish, then click the "Click to Create Report" button. This opens a separate browser window with your pdf, which you can then download to your desktop and save to the cloud, a network drive, or external storage.

Advanced Search Options

Search Options: These pull down menu options under the Word Search Document tab allow you to fine tune your search and to expand or limit the number of results you get.

Type:
"Any Words" will do a full text search for any individual words typed in the search box. If you type in Christmas tree, it will search for articles containing the words Christmas OR tree, whether or not they are found as a phrase. This search generates lots of results.
"All Words" will also do a full text search for any individual words typed in the search box. If you type in Christmas tree, it will search for articles containing BOTH the words Christmas AND tree, whether or not they are found as a phrase. This search generates fewer results than "Any Words," but it still generates a lot of results.
"Phrase" will do a full text search for a set of words typed in the search box. If you type in Christmas tree, it will search for articles containing the PHRASE "Christmas tree." This search generates fewer results than the previous two.
"Boolean" will allow you to use the Boolean search terms AND, OR, and NOT. Performing a Boolean search requires some forethought and planning, and you should perform one after

you've done a simpler search or if you are comfortable with Boolean searches and know exactly what you're looking for.

AND will search the full text looking for documents that contain all of the words you have specified. It is essentially the same as an "All Words" search. (Example: Christmas AND Tree)

OR will search the full text looking for documents that contain any of the words you have specified. It is essentially the same as an "Any Words" search. (Example: Christmas OR Tree)

NOT will exclude some results from your search. For example, the search Christmas NOT Tree will return pages that contain the word Christmas but not the word tree.

The usefulness of Boolean searches is that you can string together a list of these search terms to specify a result. One such search could be Christmas AND Pageant NOT Tree, which would include pages that have the words "Christmas" and "pageant" on them, but do not have the word "tree."

Fuzz:

When Fuzz is turned on, it returns results that includes words that are spelled slightly differently than the word you searched for. This search modification is especially useful when you are uncertain of the spelling of a name. You can set the sensitivity of Fuzz from minimum (only slightly different from the word you are searching for) to maximum (very different from the word you are searching for, but still related).

For assistance or to report problems, please contact:

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