

# Instructions for Using the *Yomiuri Shinbun* Online

\* Created by Haruko Nakamura, Librarian for the Japanese Collection, East Asia Library, Yale University. This is only a basic introduction. For more detailed instructions on using the *Yomiuri shinbun* database, please use the instruction manuals that accompany the *Yomiuri* CD sets (available in SML room 212).

The *Yomiuri shinbun* CD sets are now available as a searchable online database. Installation is based on Microsoft's Remote Desktop web connection. This software allows network users to establish a connection to the *Yomiuri* server based at Yale.

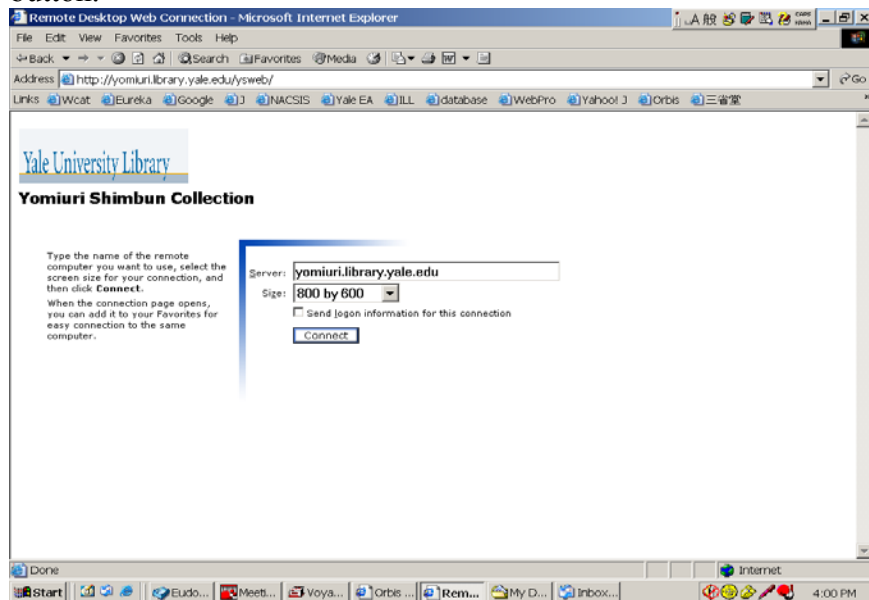
In order to access the database, another piece of Microsoft software, *ActiveX*, needs to be installed on your workstation. Installing ActiveX requires the simple steps outlined below. [Please note that if you use a computer with a high level of security, you may need to ask your technical support person to assist you.]

Once *ActiveX* is installed, you can go ahead and use *Internet Explorer* to access the *Yomiuri shinbun* online login screen. (Since this installation is based on a Microsoft application, it is necessary to use *Internet Explorer* rather than *Netscape*. Also, users should plan on using a computer with a Microsoft Windows operating system for access.)

Once you have entered your user ID and password, the connection will be established and you will be working directly with the *Yomiuri shinbun* search interface. Therefore, you will no longer see the *Internet Explorer* frame and will have no access to its toolbar. The "look" and functionality of the *Yomiuri* search interface will be no different from what it would be if the CDs were accessed on a stand-alone computer.

## Connecting

1. Go to <http://yomiuri.library.yale.edu/ysweb> to log in to *Yomiuri shinbun*. Click the "Connect" button.



2. If you cannot click the "Connect" button, one of three things will happen:

(1) The message: "This site might require the following ActiveX control: 'Remote Desktop ActiveX Control' from 'Microsoft Windows Publisher'. Click here to install..." will appear below the URL address box. Click the message and follow the instructions. (Illustrated Below)

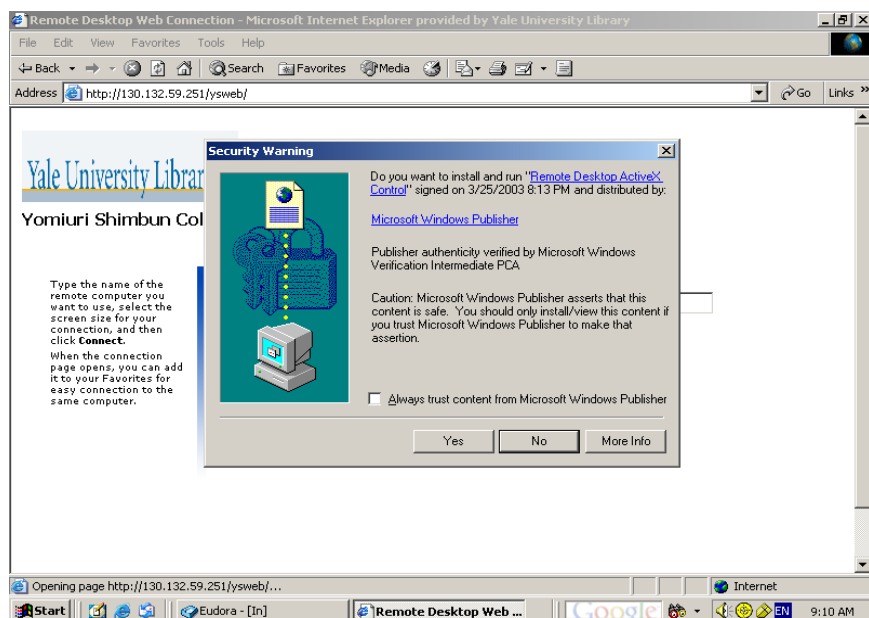
**OR**

(2) A grey box for the “ActiveX” application will pop up within a few minutes. Click “Yes” to download.

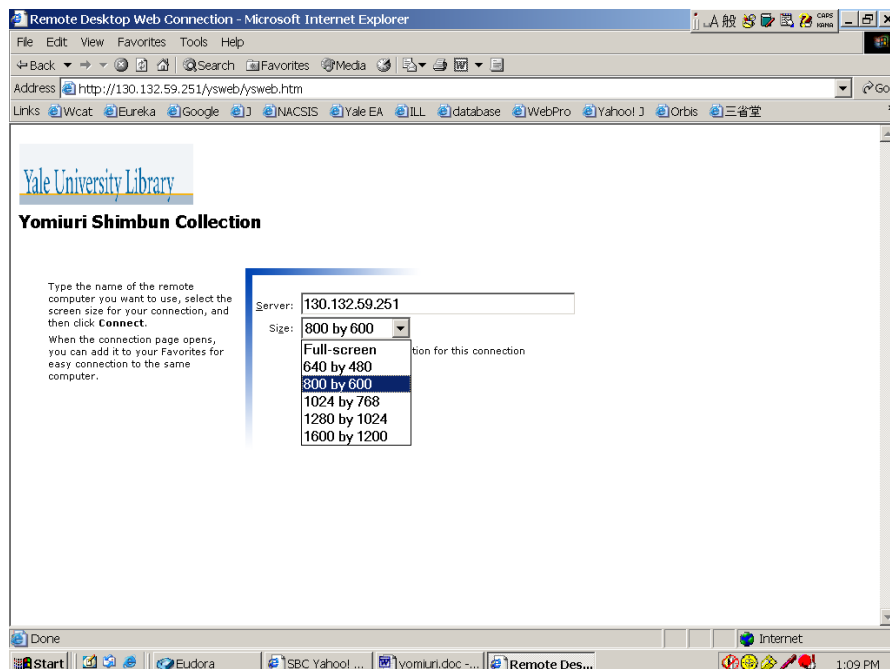
## OR

(3) neither of the above happens; you will need to contact tech support in order to install Remote Desktop ActiveX Control. (This just means that your computer security level is too high to allow you to download the software.)

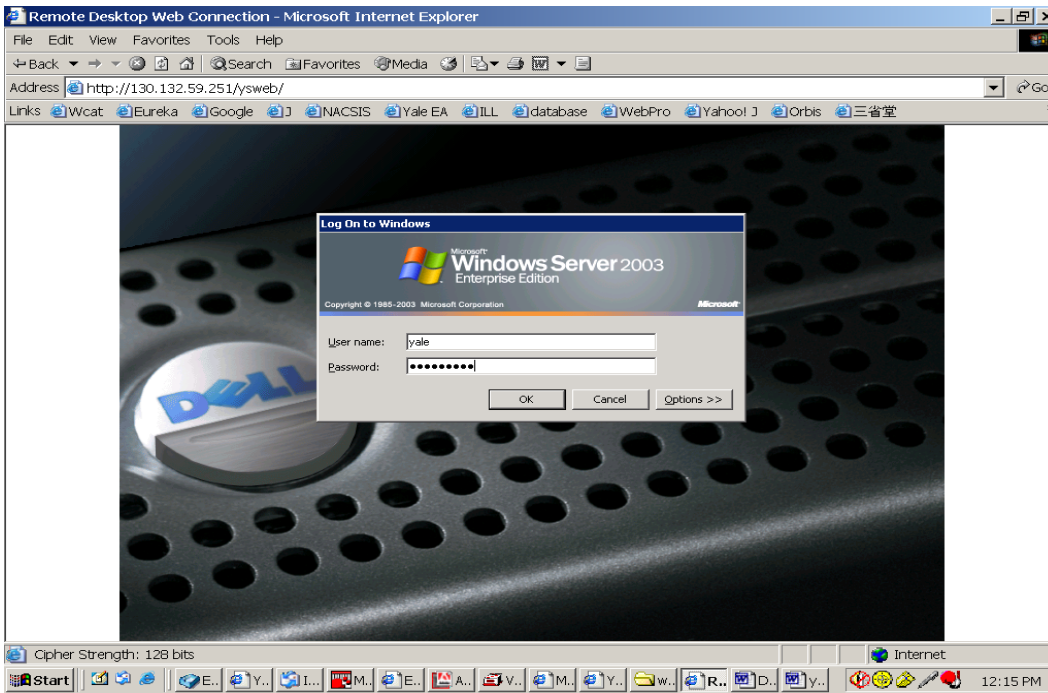
Once ActiveX has been successfully installed, you should be able to connect to the *Yomiuri* database by clicking “Connect.”



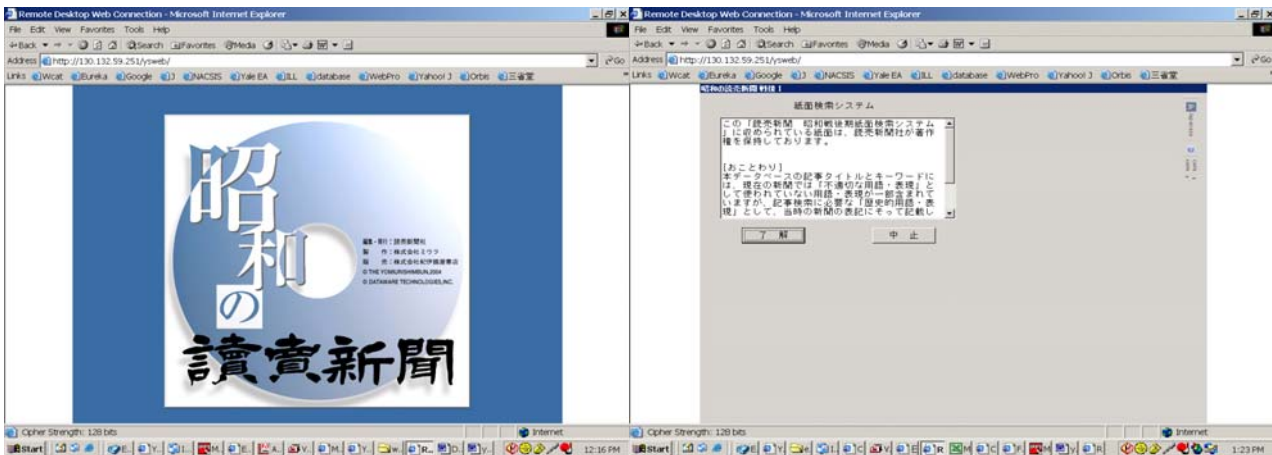
3. You may select a screen size according to your monitor. However, if you select a screen size larger than the actual monitor size, the bottom portion of the display will be cut off.



4. When the login box comes up, enter your institution login ID and password.

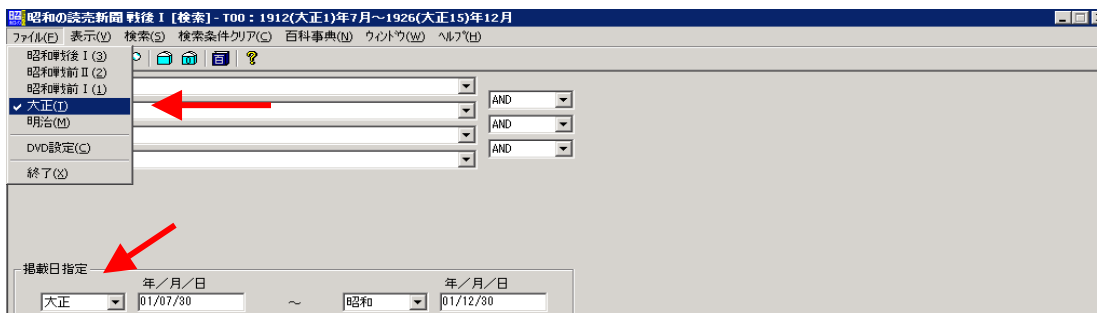


5. Once you log in, you will see the following *Yomiuri shinbun* title page. The next screen requires you to acknowledge Yomiuri Shinbunsha as the copyright holder of *Yomiuri shinbun* and disclaims any responsibility for historical content that may be offensive to some readers. Click the “了解” button to agree to these terms and begin using the database. Please note that the active time limit for a single user is 2 hours and the idle (inactive use) time limit is 30 minutes.



## Searching

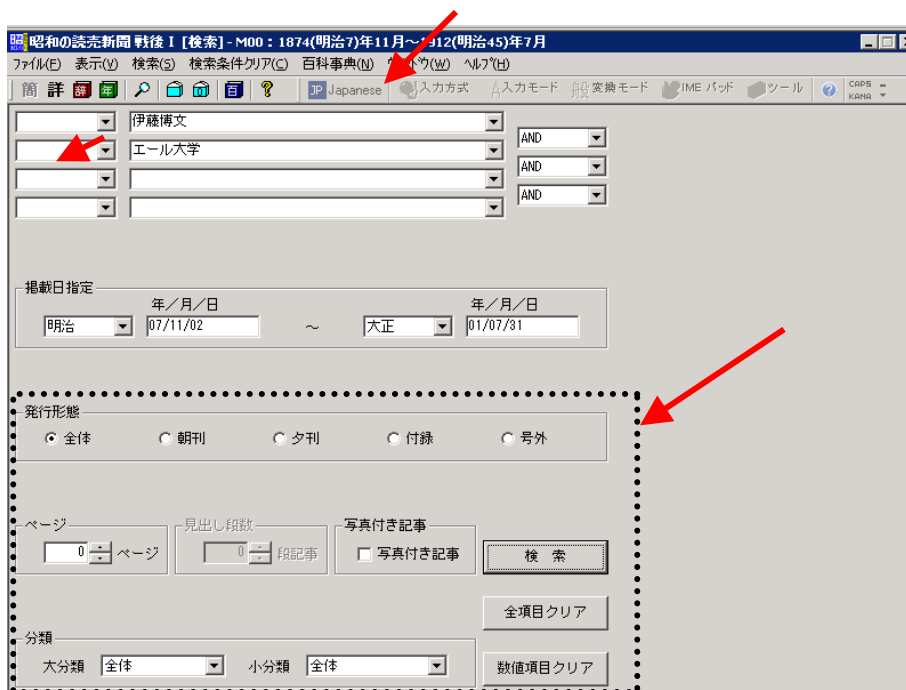
1. The search index should appear right away. Click “ファイル” on the toolbar at the top left corner of the screen and select which sets you want to search. **To avoid being locked out, take care to select only the sets that your institution has purchased.** For example, if your institution has only purchased the Meiji set, the database will be locked when you attempt to view the articles from the Taisho set. Also, note that the search period (掲載日指定) changes according to the period of the set you select. If you do happen to be locked out of the database, however, please log out and re-login. However, please make sure to wait at least a minute to re-enter the database.



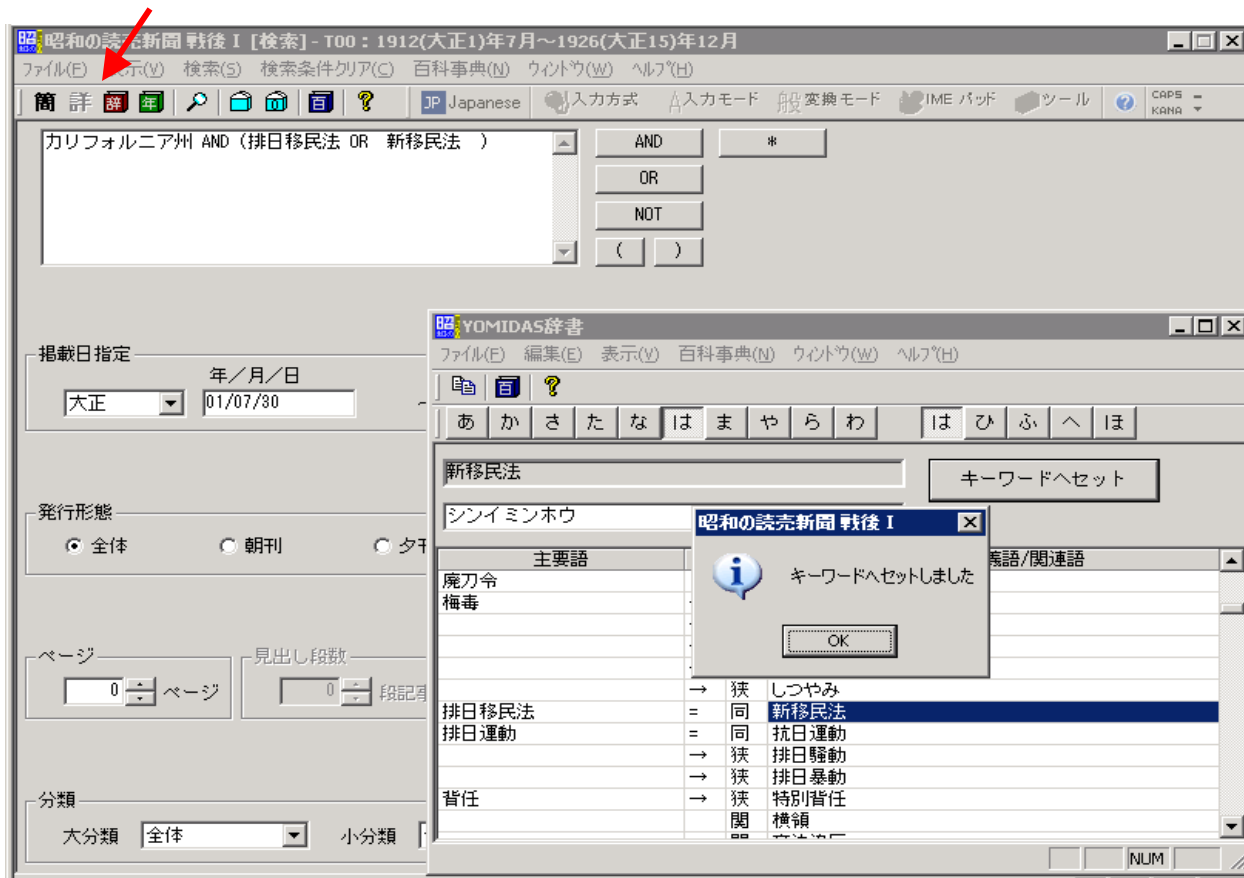
2. Make sure that the character input is set to Japanese. If the input language is still English, click any text input area and press the “Alt” and “Shift” keys together to switch from English to Japanese. Use the “Alt” and “~” combination to toggle between different Japanese input methods. Or you can change languages by using the language bar that is located on the tool bar included at the top of the *Yomiuri* interface screen.

You can either do a keyword search or a forward/backward matching search (前方一致、後方一致).

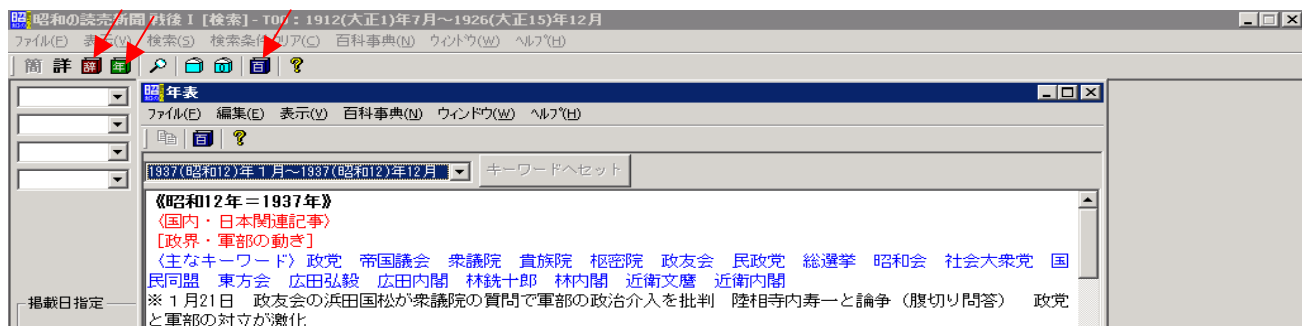
If you have the citation of the article already in hand, you can further specify the search parameters by date, type (e.g., 朝刊), and page and line number (段数). The search can also be limited by subject and whether or not the article contains pictures. Begin by entering search terms and then clicking "検索."



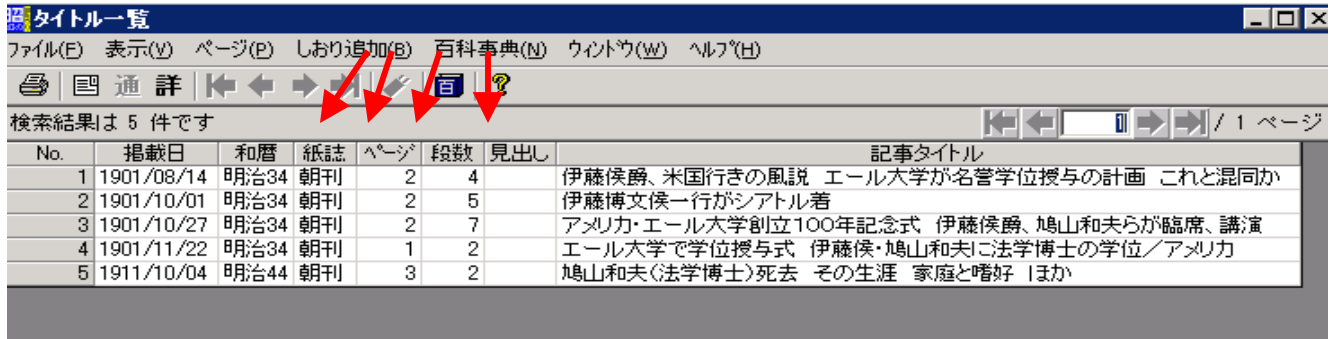
- To conduct a complex Boolean search through the advanced search function, click “詳” on the toolbar. Below is an example of a search using dictionary functions to enter proper terms into the database.



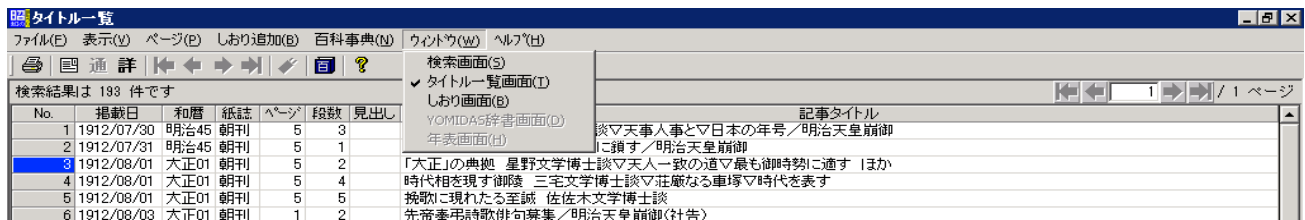
- There are several nice functions on the search screen such as a chronological table, encyclopedia, and dictionaries. Clicking these icons on the toolbar will bring the items up in a separate window. (Note: Access to the encyclopedia and the chronological table are still problematic at this point.)



- Search results will be displayed in chronological order. ページ、段数、見出し columns show the exact location of the article on the newspaper page. Double click an entry to open it. If you select multiple entries, you can click “しおり追加” at the top toolbar to bookmark these articles.



6. Go to “ウインドウ” on the toolbar to switch between the search screen (検索画面), the search results screen (タイトル一覧画面), and the bookmark screen (しおり画面).

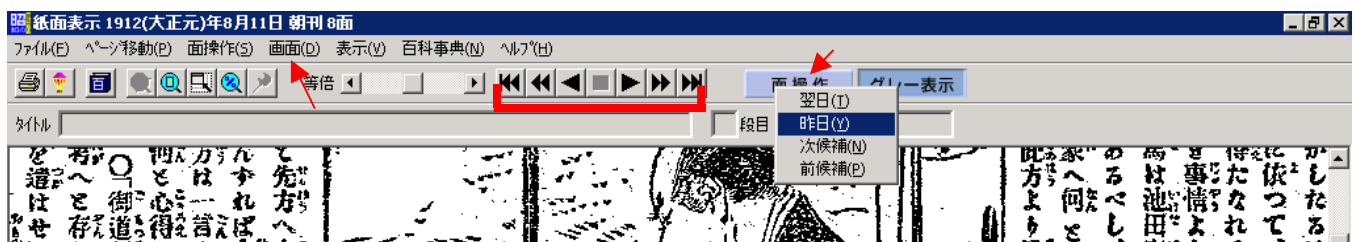


7. There are many functions in the toolbar for manipulating the size of the article display.

The box marked “~段目” indicates the location of the article on the page. The Shōwa database has a pushpin icon that pinpoints this exact location.



8. You can also go forward or backward to the previous/next search result, or to the newspaper article from the previous/next day. For more details, please consult the instruction manual.

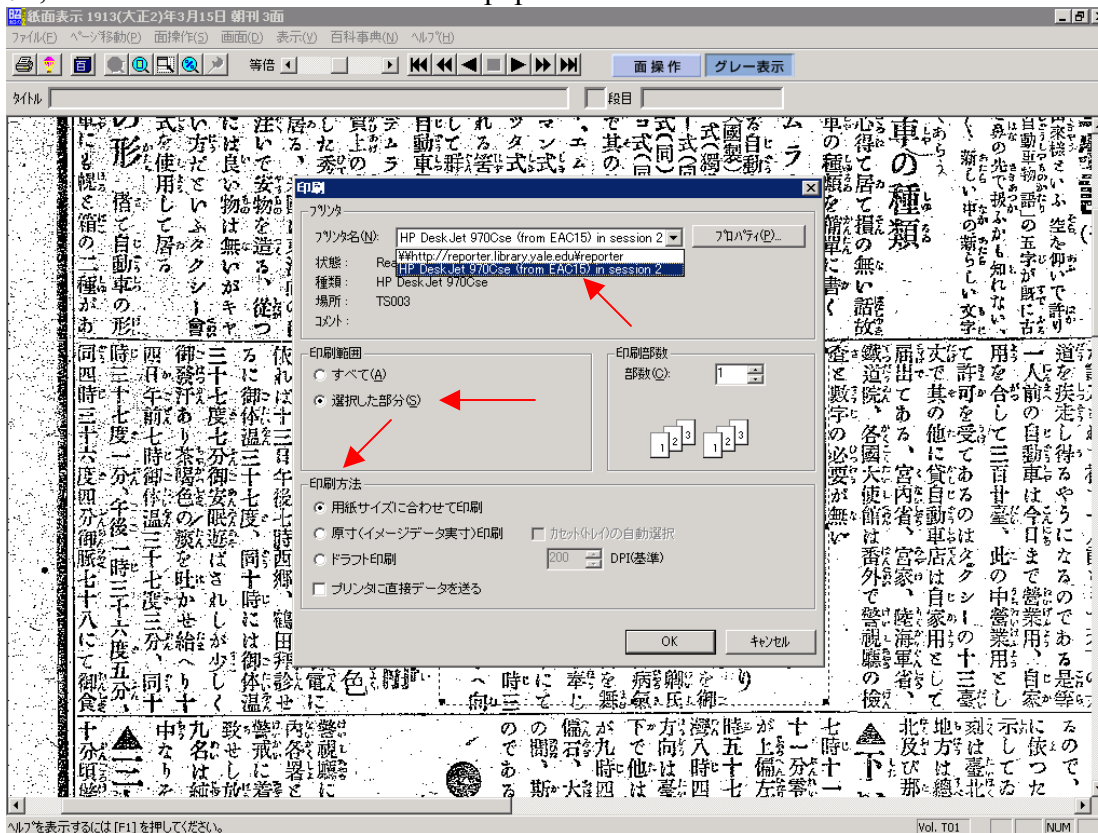


## Printing

1. You can print the entire page or use the mouse to select only a portion of the page. Bring the mouse close to the section you want to crop out, right click the mouse and drag until the desired section is surrounded by a dotted line (-----). To print, go to “ファイル” and “印刷.”



2. Make sure you select the printer that is connected to the computer you are using. Choose “選択した部分(S)” under “印刷範囲” to print the portion of the page you selected. Or, if you want to print out the whole page, choose “すべて(A).” You can also specify the size of the print by selecting, under “印刷方法,” how the article should fit on the paper.



## Log out

Be sure to log out of the database by going to “ファイル” and “終了;” otherwise, your search session could still be active when the next user tries to log in.

