

Journey Back In Time User Guide

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School/User ID _____

School/User Password _____

Accessing The Journey Back In Time Archive

To access Journey Online simply go to www.journeybackintime.com and click on Login, then enter the School ID and Password and your Journey Online will begin.

Upon opening the Archive Viewer you have three options of accessing the archives:

1. View the archive records by Theme/Topic.
2. View the archive records by Keyword(s).
3. View the archive records by Collections.

Viewing The Archive By Theme/Topic

Select (choose) the Era from the Era directory displayed on the left side of the viewer,

Upon selecting the Display by Theme Group option a list of themes displays for that era. Expand the chosen Theme/Group by clicking on the plus (+) symbol. Articles and Documents that are associated to the chosen Theme/Group will be displayed. The name, date and headline of the Newspaper or Document are displayed, and two or up to three icons are displayed to the left of the headline:

1. Notepad Icon - by clicking on the Notepad Icon it will display a summary of the article or document, and also display the associated NCSS (National Council for the Social Studies) applied standard(s) the article or document pertains to. It also identifies the file size of the article or document and bibliographical information, the file size of the entire newspaper the article is located in and displays the number of additional headlines that are in the newspaper.
2. Adobe Acrobat® Icon - by clicking on the Notepad Icon the newspaper article or document will be displayed in a new viewing window in PDF format (Adobe Acrobat® Reader required to view the file). To view the entire newspaper select the "Newspaper" button, the entire newspaper will be downloaded. To view the additional headlines in the newspaper, select the "View Newspaper's Headlines" button and all the additional headlines will be displayed in a separate window.
3. The Typed Article Icon - by clicking on the Typed Article Icon a text version of the article will display in a new viewing window. Please keep in mind our archive dates back more than 400 years, some of the files may be difficult to read, for this reason we have added the text version. The Text version is an exact reproduction of the article, which allows you and your students the option of viewing both the original and text version of the document.

Viewing Keywords In Selected Theme

Another useful feature is the "Keywords In This Theme" drop down list, located above the displayed headline(s). By selecting the keyword you are looking for, all the articles and documents that are associated to the selected keyword display in a pop-up window, and the associated headlines become highlighted in the headline list, this makes the search for a particular item or person that much easier to locate.

Viewing The Archive By Keyword(s)

Your second option in accessing the newspapers, articles and documents is by selecting the "Keyword" Tab, located at the upper left corner of the viewer. You have the option of selecting Keywords for a selected era, or searching for Keywords in all eras. Select the chosen Keyword from the drop down menu, and all the associated articles and documents will be displayed.

Viewing The Archive By Collection

Your third option is to view selected collections in our Collection Archive. The Collection Archive is full of informative and educational events and happenings in our country's past. The Collection Archive is being added to continuously, and currently contains the Journals of Lewis & Clark, Indian Treaties, The Civil War, World War I, World War II and many other historical collections.