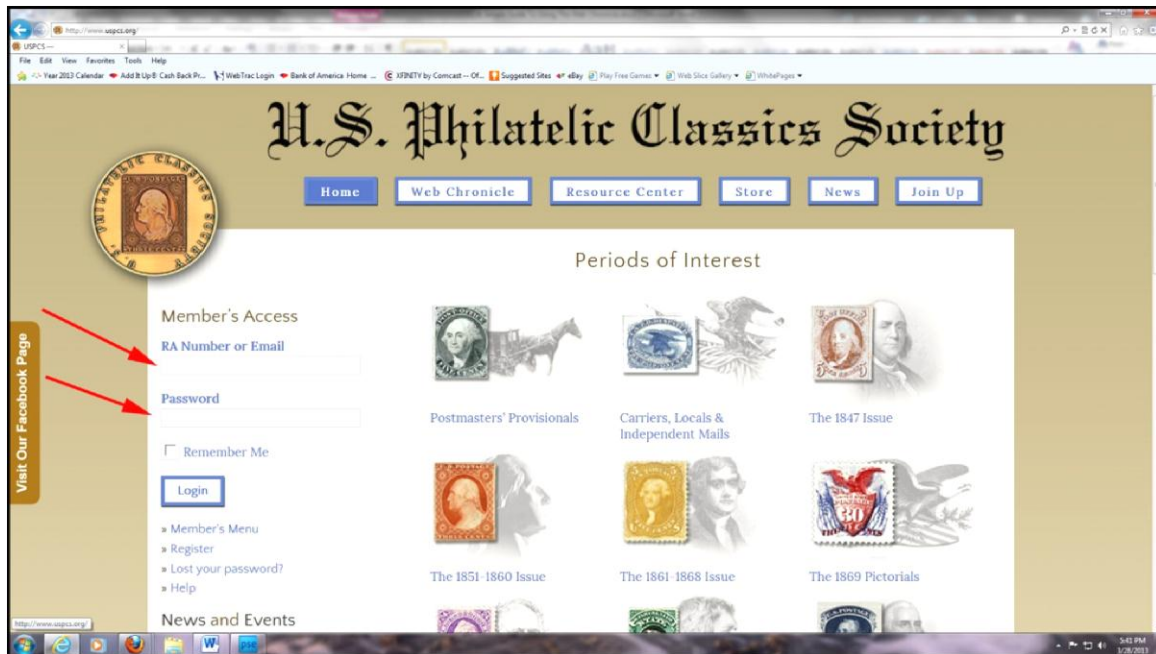


A Simple Guide To Using The *Web Chronicle*

Members of the Society have unlimited access to all issues of *The Chronicle of U.S. Postal Issues* through the *Web Chronicle*, at no additional cost. However, in our outreach to members it appears that many members are not using the *Web Chronicle*, in part because they do not know how. This is a simplified, step-by-step explanation of how to use the *Web Chronicle*.

(A) Step 1 – Log into the USPCS Members Domain

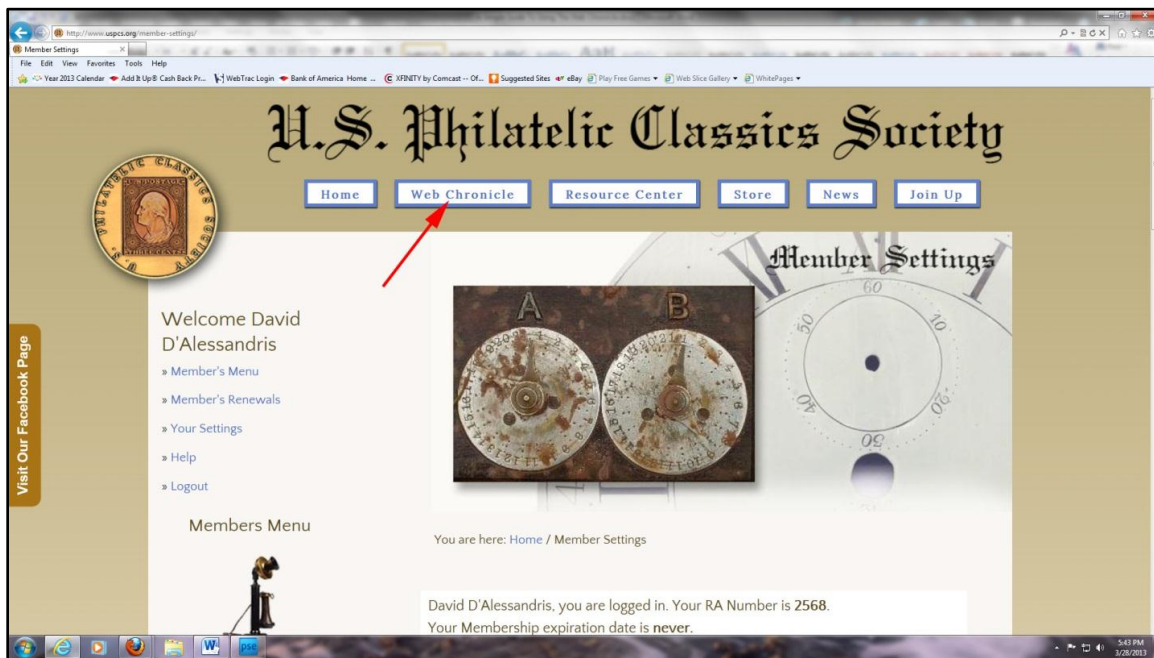


Screen Capture 1

On your computer, tablet, or smartphone with an internet connection, go to the Society webpage www.uspcs.org. Enter your Route Agent (RA) Number or E-mail address and Password in the boxes marked with the arrows in Screen Capture 1, and click the “Login” link under the “Password” box.

If you have not previously logged in to the new Member’s Domain, please E-mail us at admin@uspcs.org for details. You can find your Route Agent (RA) Number on mailing label for this issue of the Chatter, or on your dues statement.

(B) Step 2 – Access the *Web Chronicle*



Screen Capture 2

After logging in, your name will appear at the top left, and you will be on the Member's Settings page. Click on the [Web Chronicle](#) link, once again marked with a red arrow in Screen Capture 2, to access the *Web Chronicle*.

(C) Step 3 – Locate *Chronicle* Articles

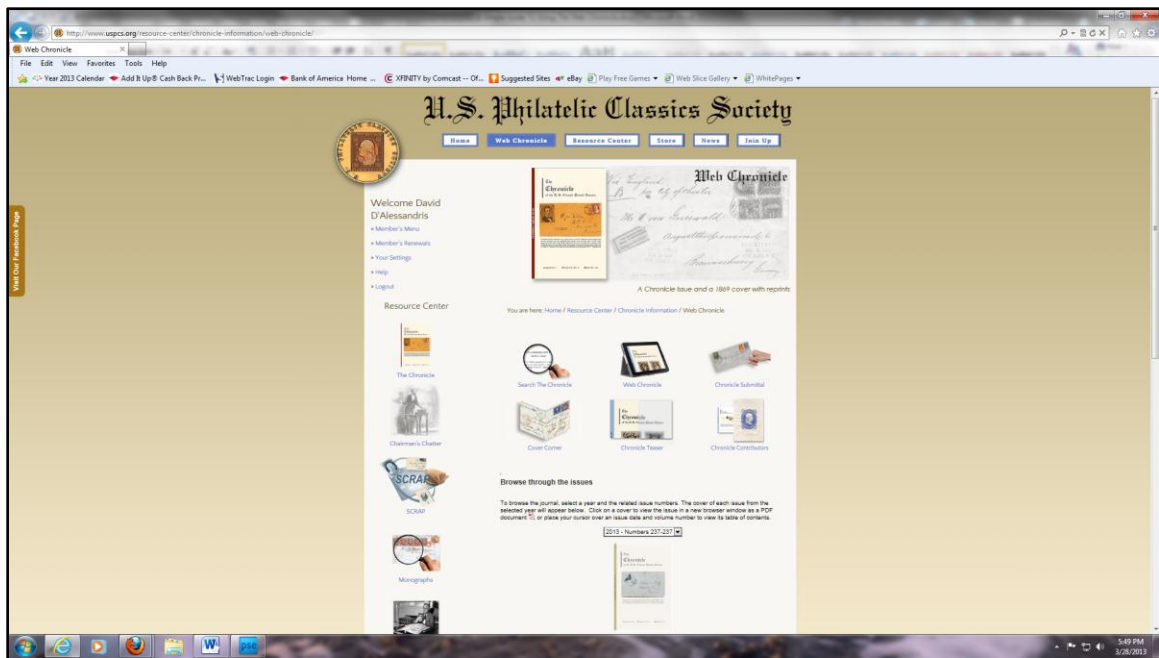
You can locate *Chronicle* articles using either the “Search” or “Browse” options of the *Web Chronicle*. The browse and search option both access the same articles. Which option is better depends on what you are trying to do.

Use the “Browse” option to:

- Quickly locate an article if you know the Date, Volume, or Issue number of an article;
- Browse through back issues from a certain year; or
- Locate an article that you recall seeing within the last few issues of the *Chronicle*.

Use the “Search” option to:

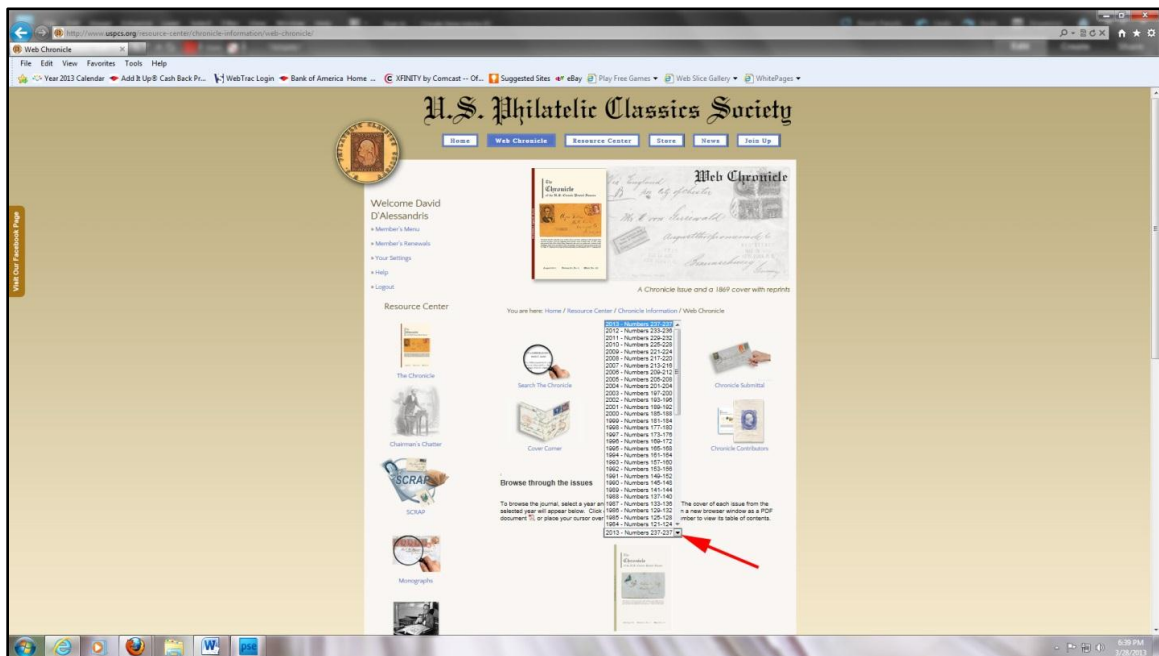
- Locate all articles discussing a specific topic such as a stamp, marking, or destination;
- Locate all articles by a certain author;
- Run advanced searches limited to certain time periods, authors, section of the *Chronicle*, or even run proximity searches where keywords appear with a set number of words of each other.



Screen Capture 3

The illustrations below show how to retrieve the same article using both the “Browse” and “Search” options. To make this simple, we will look for an article David D’Alessandris wrote on mail between the United States and Newfoundland in the November 2012 *Chronicle*.

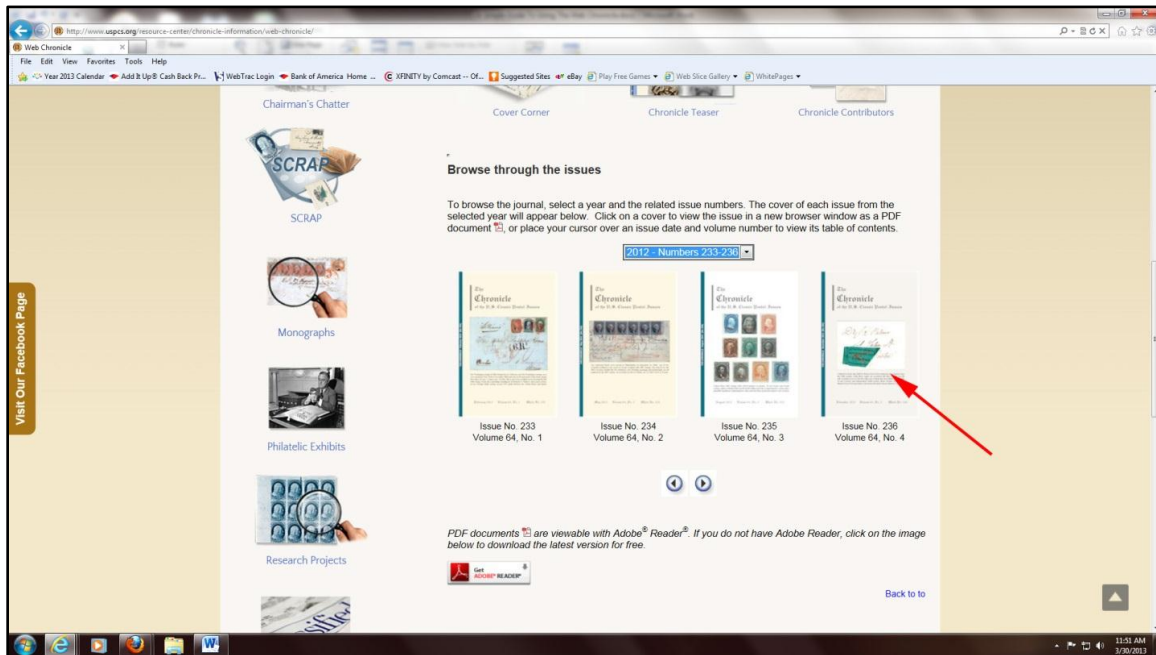
(D) Step 3A – Locating An Article Using the “Browse” Option



Screen Capture 4

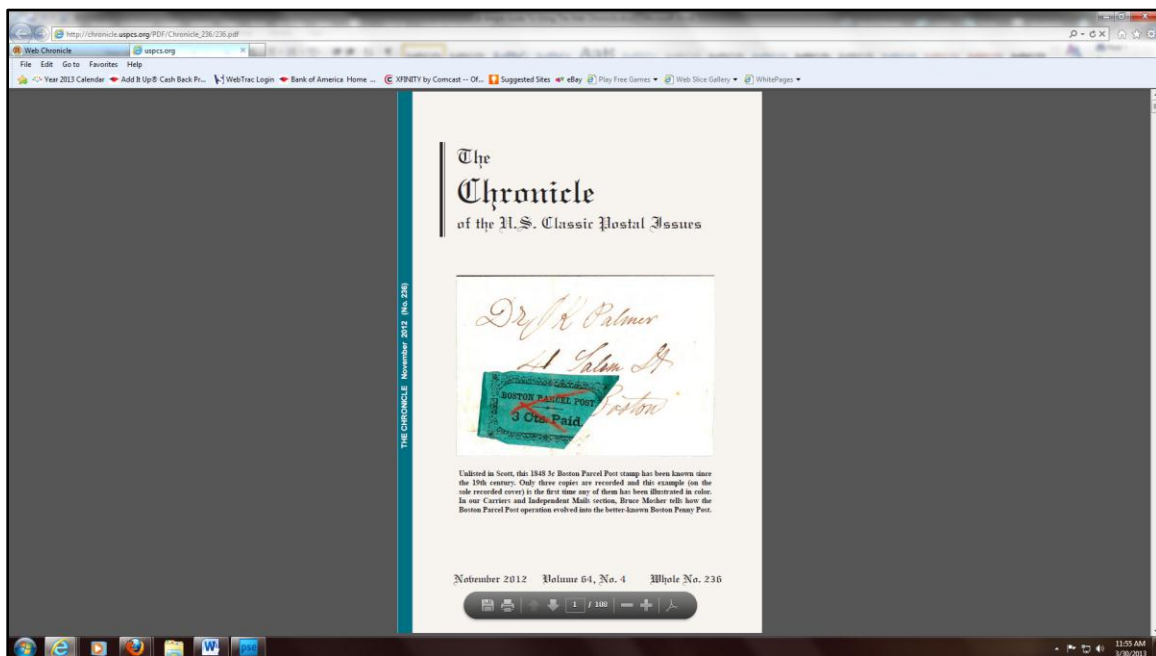
Click on the radio button (the downward pointing triangle) to see a list of *Chronicle* issues by year (red arrow in Screen Capture 4). Since we know that we want an article published in November 2012, click

on the entry that reads “2012 – Numbers 233-236” and that will pull up the page shown in Screen Capture 5.



Screen Capture 5

Click on “Issue No. 236, Volume 64, No. 4” to access the November 2012 issue of the *Chronicle*.

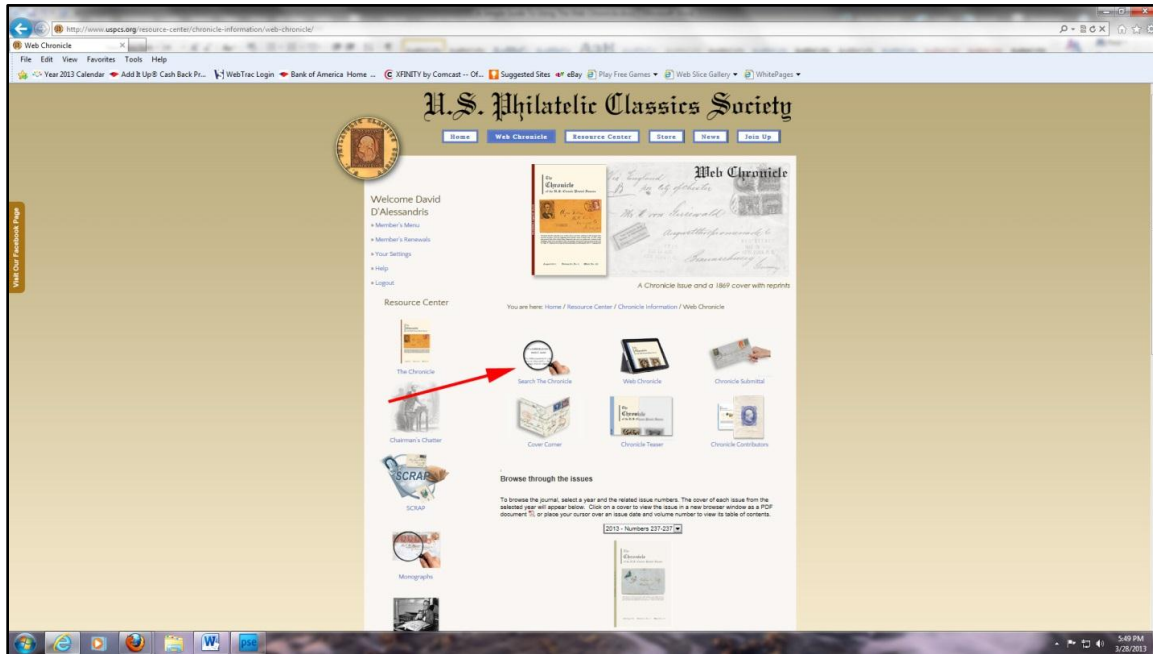


Screen Capture 6

The selected issue of the *Chronicle* will open in a new tab in your browser and you can page through the issue to reach the selected article (see Screen Capture 6). When you use the Browse function, you will retrieve the entire issue of the *Chronicle* – in this example, a 108 page .pdf file.

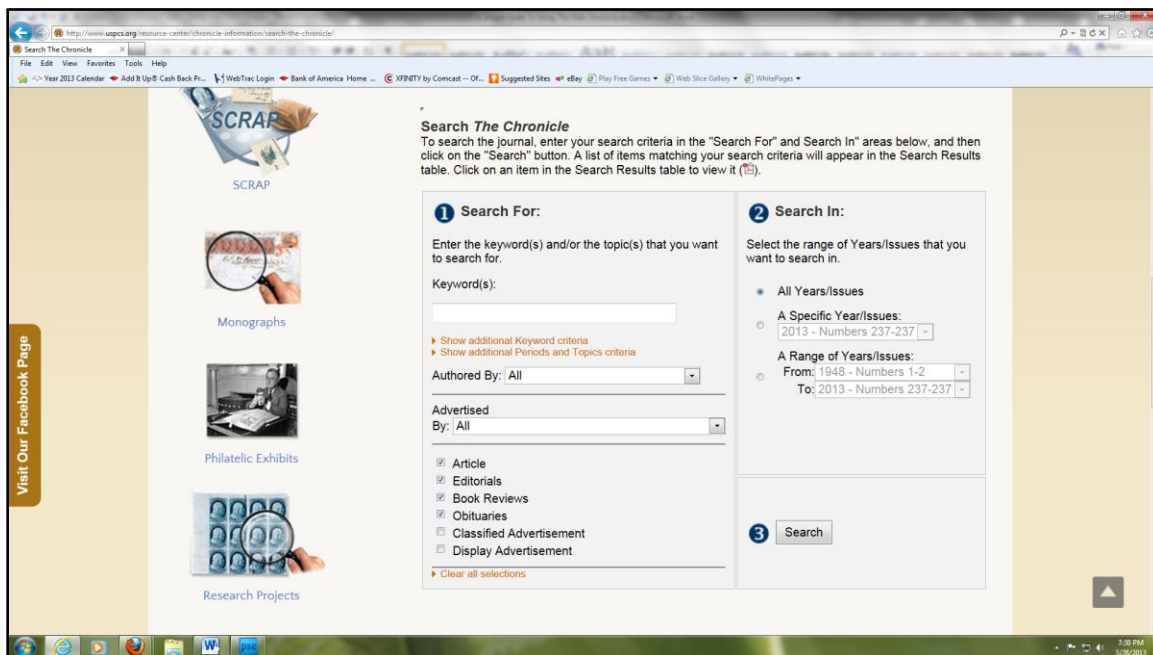
(E) Step 3B – Using the “Search” Option

You can also retrieve the same information using the “Search” option. To use the “Search” option, first click on the “Search *The Chronicle*” link (see Screen Capture 7).



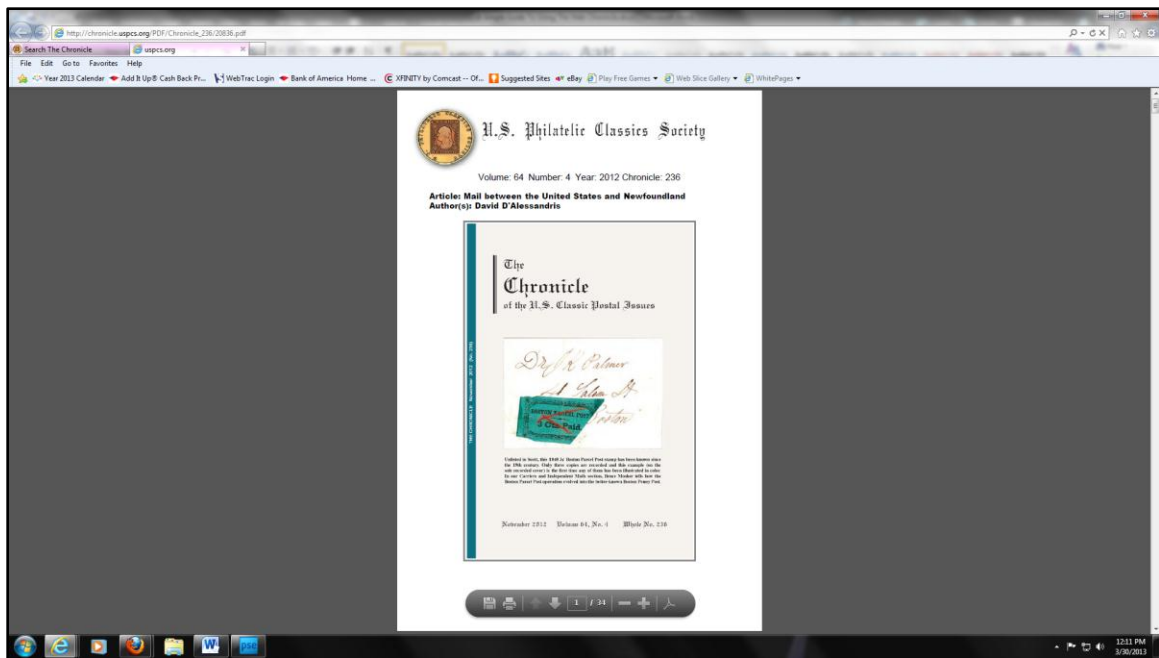
Screen Capture 7

This will take you to the “Search *The Chronicle*” page as seen in Screen Capture 8.



Screen Capture 8

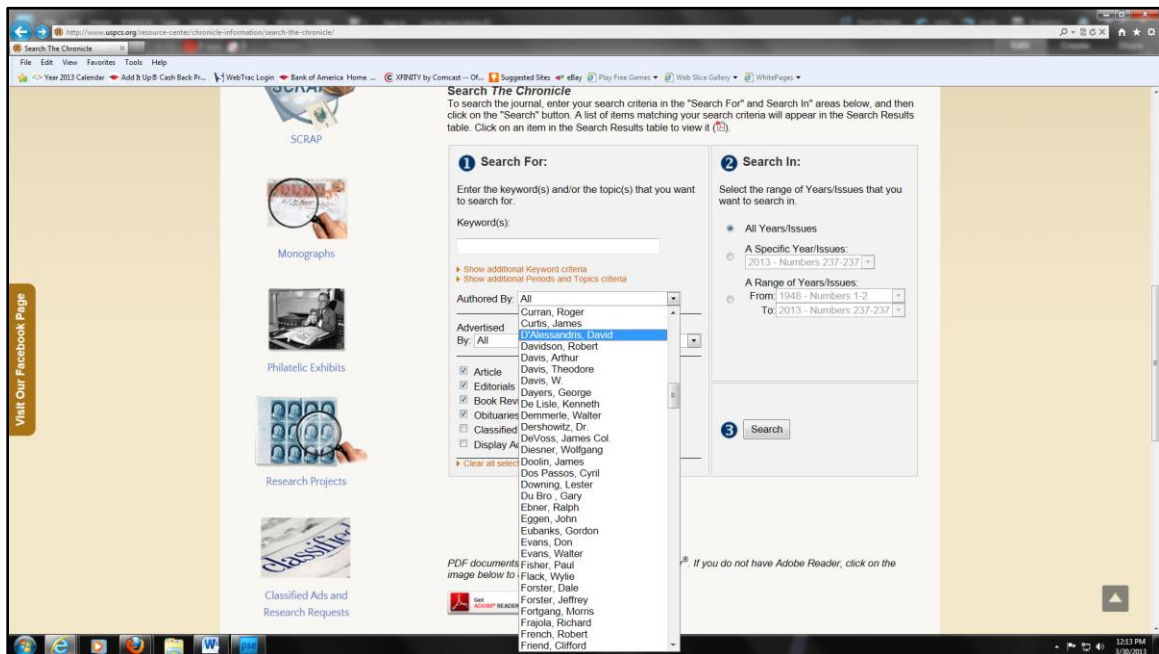
Continuing with the same example of trying to retrieve the Newfoundland article, you can simply enter “Newfoundland” in the “Keyword(s) box and then click on “Search” (see Screen Capture 9).



Screen Capture 11

Unlike the “Browse” option, when you use the “Search” option, only the article you requested is retrieved, along with a cover page and index to the rest of the issue (see Screen Capture 11). Note that the .pdf file retrieved using the “Search” option is 34 pages, instead of 108 when using the “Browse” option.

In addition to searching by keyword it is also possible to search by author name. Clicking on the radio button (the downward pointing triangle) next to “Authorized By:” will pull-up a list of authors (see Screen Capture 12).



Screen Capture 12

If you click on the name, “D’Alessandris, David”, the search results once again will display below the Search box (see Screen Capture 13).

Search results...

All D'Alessandris, David authored Editorials, Article, Book Reviews, Obituaries in all issues

Year	Issue	Page	Section	Title	Author(s)
2004	201	8	Carriers and Independent Mails	Boston to Saint John Steamboat Mail	David D'Alessandris
2004	202	109	Carriers and Independent Mails	Boston to Saint John Steamboat Mail	David D'Alessandris
2004	203	167	Carriers and Independent Mails	Boston to Saint John Steamboat Mail	David D'Alessandris
2005	207	225	Foreign Mails	The Steamer Sir John Harvey	David D'Alessandris
2009	221	73	Foreign Mails	Mail between the United States and St. Pierre and Miquelon	David D'Alessandris
2010	227	292	Foreign Mails	A History of Cross-Border Communication Between Canada and the United States of America, 1761-1875	David D'Alessandris
2010	228	381	Foreign Mails	St. John, New Brunswick, Express Mail to Great Britain	David D'Alessandris
2011	229	87	The Foreign Mails	Nota Bene: New Brunswick and North Britain are both abbreviated 'NB'	David D'Alessandris
2012	236	344	The Foreign Mails	Mail between the United States and Newfoundland	David D'Alessandris

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Screen Capture 13

These simple search options are good if you know the author of an article, or the subject of your search is a narrow topic, such as Newfoundland. However, if you want to search for articles about the 1 cent 1851 stamp, or New York postal history the search will result in far too many hits to be useful.

Search The Chronicle

To search the journal, enter your search criteria in the “Search For” and “Search In” areas below, and then click on the “Search” button. A list of items matching your search criteria will appear in the Search Results table. Click on an item in the Search Results table to view it (C).

1 Search For:

Enter the keyword(s) and/or the topic(s) that you want to search for.

Keyword(s):

newfoundland

2 Search In:

Select the range of Years/Issues that you want to search in.

All Years/Issues

A Specific Year/Issue:

2013 - Numbers 237-237

A Range of Years/Issues:

From: 1948 - Numbers 1-2

To: 2013 - Numbers 237-237

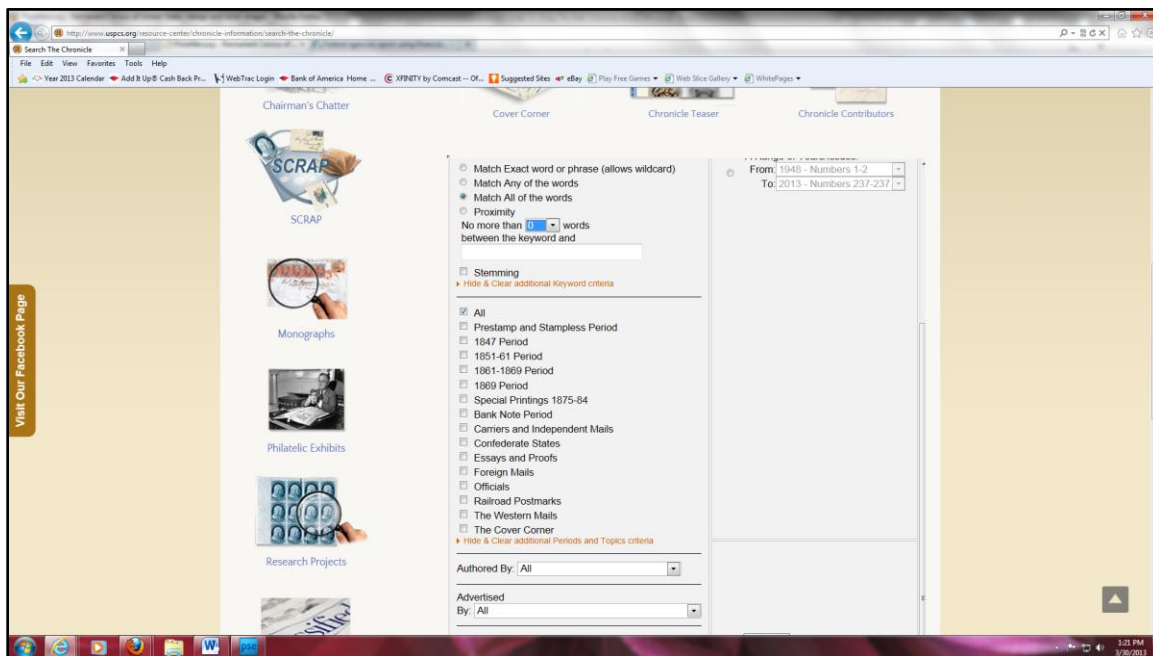
Search

Screen Capture 14

In such situations, you can use advanced search tools to limit the search to articles with the search term in the title of the article, articles in a specific section of the *Chronicle*, or articles from a specific

date range. To access these search options, click on the relevant links marked by the red arrows in as shown in Screen Capture 14.

The expanded search options are illustrated in Screen Capture 15.



Screen Capture 15

Screen Capture 15 illustrates the advanced search options. For example, a search for articles about the 1¢ 1851 stamp could be limited to articles in the “1851-61” section. A search for articles about New York postal history could be limited to articles with “New York” in the title of the article. You can also specify a “proximity search” requiring the search terms to be within a certain number of words of each other. For example, a search for “New York” and “carrier” could retrieve an article with say a Baltimore carrier stamp and a completely separate cover that went through the New York exchange office since the words “New York” and “carrier” were all in the article. However, a search for “New York” within 5 words of “carrier” would be more likely to retrieve mentions of a New York carrier stamp.

We hope this simplified explanation will help more of our members to take advantage of the *Web Chronicle*.