

## Digital Newspapers – A Getting Started Guide

Access to our digitized local newspaper collection is available on our Local History page (About/Local History Resources).

When you enter our digitized newspaper collection, you will see a search box, a list of links to the papers, and, at right, an issue date search. This document describes how to browse to, or search for, an individual issue, how to search for keyword(s) within and across issues, how to improve image quality, and how to print a whole or partial page.

The screenshot shows the top navigation bar with the "DIGITAL REEL" logo and a "Help" dropdown. Below the navigation bar is the "Belmont Public Library" header. A search box contains the text "search Belmont Public Library ..." and a "Search" button. Below the search box is a table of newspaper titles. A blue arrow points to the search box, and another blue arrow points to the first title, "BELMONT BULLETIN". To the right of the table is a "SEARCH" sidebar with "Available Fields" and input fields for "Issue Date:" and "Page:". A blue arrow points to the "Issue Date:" input field. Below the table, it says "Showing 1 to 6 of 6 entries".

Titles
BELMONT BULLETIN
BELMONT CITIZEN
BELMONT COURIER
BELMONT HERALD
BELMONT PATRIOT
BELMONT TRIBUNE

Showing 1 to 6 of 6 entries

### A Word on the Collection

From within the library, users will be able to access issues from the late 1880's up to 2015. Externally, patrons will be able to access up to and including newspapers from 1962. The more recent data cannot be viewed externally, due to copyright issues.

### Browsing

To view a particular issue, you can "drill down" on the newspaper title, then year, then month, to see a list of issues. Click on the issue link to open it.

The screenshot shows the breadcrumb navigation: "Belmont Public Library > BELMONT CITIZEN > 1920 > JANUARY". Below the navigation is a search box with "search Belmont Public Library ..." and a "Search" button. Below the search box is a table of issue dates. A blue arrow points to the first issue date, "JANUARY 03 1920". To the right of the table is a "SEARCH" sidebar with "Available Fields" and input fields for "Issue Date:" and "Page:". Below the table, it says "Showing 1 to 6 of 6 entries".

Issue Date	Description
JANUARY 03 1920	
JANUARY 10 1920	
JANUARY 17 1920	
JANUARY 24 1920	
JANUARY 31 1920	

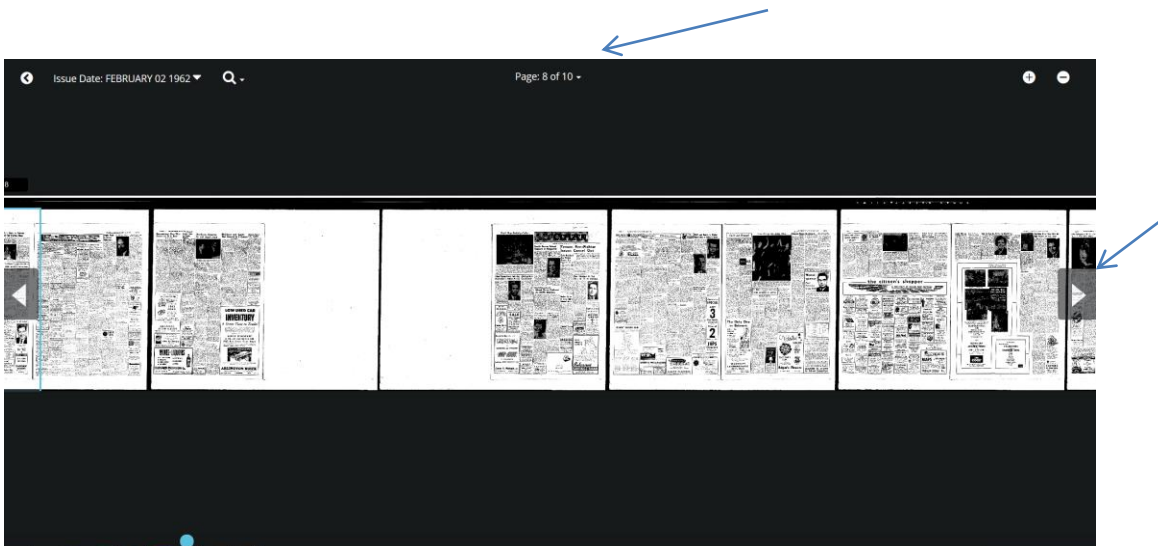


## Viewing

Once you have clicked on the link for a specific issue, you are brought into the Viewer. There are two modes of viewing. The first is one that allows you to see one page at a time (“Page View” mode). See the image below<sup>3</sup>.



The next view (below) shows thumbnails of several pages at once (“Thumbnail” mode). You open Thumbnail mode by clicking anywhere on black space, when in Page View mode, (or by clicking on the “view film” link). Note: You will need to use this Thumbnail View in order to cut a section of a page, and print it. The single-page mode allows printing of whole pages only.



## Navigating

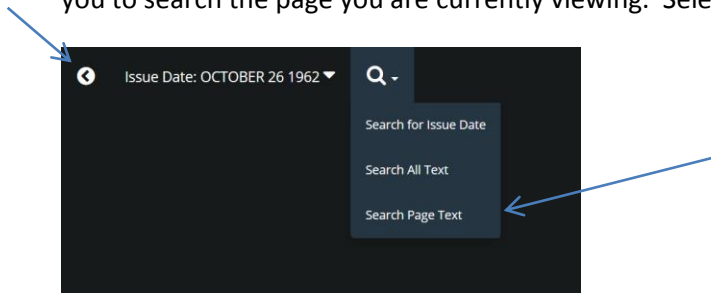
In either viewing mode, navigate using the arrows at the left and right of the screen. You can also use the “Page N of N” option at the top center of the screen, if you prefer. This will allow you to “jump” to the page you enter.

<sup>3</sup> A few older newspapers were oriented differently on the microfilm. Their look and behavior is slightly different. Tips for working with these newspapers are in Appendix A.

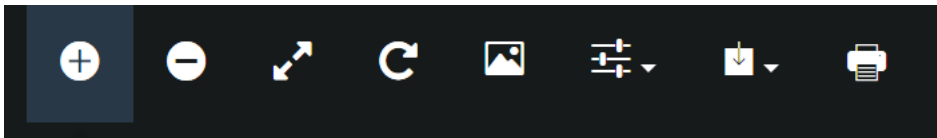
When in Thumbnail mode, dragging the blue circle lets you move quickly from one page to another. Because you are able to scroll through the pages that comprise an entire roll of microfilm, a little movement in the blue circle covers a lot of territory.

## Controls

There is a Back arrow that takes you back to Search mode, in the upper left. Next to it is a Magnifying Glass that allows you to search the page you are currently viewing. Select "Search Page Text," to do so.



Moving to the top right side of the screen, you have the controls shown below.



From left to right, the above controls: increase size of image; decrease size of image; fit image to full page; rotate image 90 degrees; enhance image; adjust other settings (e.g., contrast and brightness); download (as TIF, JPG or PDF); and print the onscreen image.

**Important Note:** You'll want to use the enhance option every time you need to view and work with a page. This changes the image from bi-tonal to grayscale, and improves the image quality by a lot. Sometimes (after enhancing) you will want to go into settings, to change the brightness and contrast as well.

## Printing

To print a whole page, while viewing it, simply click on the printer icon, select Save as PDF, then print from within the Adobe PDF file.

To print a partial page, you must go to Thumbnail mode. If you are not in Thumbnail mode, click on any black space, or the View Film link, to go to it. Click on the + sign to increase the size of the page you want to take a clipping of. Left click and drag to create a blue box around the text you want. Release the click. The cut now shows by itself. You can enhance the image, and modify contrast and brightness, if needed. Print, as you would print a whole page, by clicking on the printer icon at the top right of the screen.

## Tips

If your cursor shows as a hand, you are not in thumbnail view. Click on the View Film link to get there. Now your cursor shows as an arrow, and you can make a clipping of a partial page.

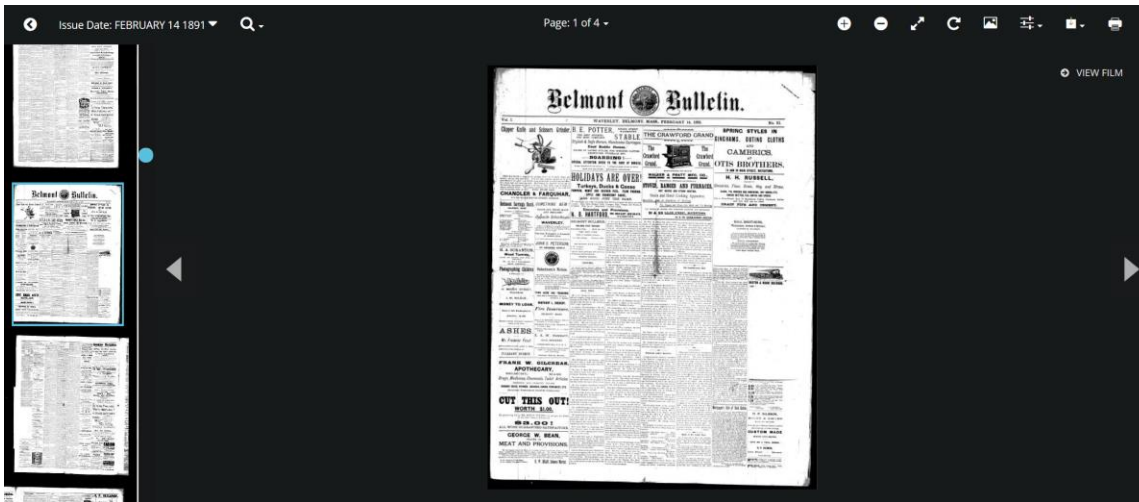
If you are wanting to scroll, and don't see a scroll bar, try right-clicking your mouse and dragging, to reposition the image, and bring what you want to see into view.

## Appendix A

This section contains tips and explanation for working with the newspapers that—because they were oriented differently on the microfilm—don't always follow the behavior described above.

The first difference to note is that thumbnails appear on the left side the screen at the same time as a single page is showing in the center of the screen. Here, you are technically in Page View, rather than Thumbnail mode (despite seeing thumbnails).

You can use the mouse to select a clipping from the thumbnails shown, even without going to the View Film. However, you may wish to click on View Film, to enable the ability to zoom in and out on the thumbnails, since this may make it easier to take your clipping.



Another difference to note is that when you are in Thumbnail mode (which you get to either by clicking anywhere on black space, or by clicking on View Film), the thumbnails appear very large, rather than very small. The navigation arrows also appear at the top and bottom of the screen, rather than at left and right. See image below.



To take your clipping you may want to zoom out several times using the minus sign in the upper right, so that you are viewing what you need to clip. Note that you can bring what you want to clip into view by right-clicking with your mouse and dragging.

Otherwise, viewing, clipping and printing work the same as described in the main portion of this guide.