## **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.

	K DIGITAL REEL		Help <del>v</del>
	Belmont Public Library		
	search Belmont Public Library	Search	SEARCH
	Titles	11	Available Fields
$\rightarrow$	BELMONT BULLETIN BELMONT CITIZEN		Issue Date:
	BELMONT COURIER BELMONT HERALD		Page:
	BELMONT PATRIOT BELMONT TRIBUNE		1
	Showing 1 to 6 of 6 entries		Search Clear

#### A Word on the Collection

Both from within the library and externally, users will be able to access issues from the late 1880's up to 2015.

#### **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.

search Belmont Public Library Search				SEARCH
Issue Date	11	Description	11	
JANUARY 03 1920				
JANUARY 10 1920				Issue Date:
JANUARY 17 1920				
JANUARY 24 1920				Page:
JANUARY 31 1920				1

Another method for finding a specific issue is to use the "Issue Date" search (above right). Simply type in the month and day, select the one you want from the list, and click on Submit. This opens that issue for viewing and printing<sup>1</sup>.

SEARCH Available Fields	
Issue Date:	
JANUARY 08	
JANUARY 08 1898	
JANUARY 08 1910	
ar <b>JANUARY 08</b> 1916	
JANUARY 08 1921	
JANUARY 08 1927	
JANUARY 08 1932	

### **Searching**

You can search for keyword(s) at the level of the whole collection (all newspapers), a single newspaper (all its issues), one year of a given newspaper, and one month of a newspaper. In this sample below, the search for keyword, "abdicate," looked at all issues of the Belmont Courier from March, 1917 and returned one result. Click on the link in the results list, to view that issue.

	Belmont Public Library   BELMONT COURIER   1917   MARCH							
	abdicate	Clear	Search					
	Text Results Index Results Your search returned 1 results in 1.727 seconds.							
$\rightarrow$	BELMONT COURIER / 1917 / MARCH / MARCH 24 1917 l ,tothe same -pla ,1.17 ? ? , ,, r ? ? CZAR AND SON <mark>ABDICATE</mark> - ,? ? ? , l:Le Nicholas Is report- Emperor Nicholas: br6tbbr Clods for .NET 21 ModDate: 2016-10-14 03:29:27 BELMONT COURIER 1492612 MARCH 24 1917 <mark>1917 MARCH</mark>							

The search does not allow for Boolean logic, but does allow quotes, for example, "John Hall." Search is case insensitive.

Note: It's important to remember that these newspapers were OCR-ed and so not all text was interpreted correctly<sup>2</sup>. Thus, you might see the name John Hall on a page, yet find that "John Hall" does not work as a search. In such a case, it might be that the "a" in Hall was interpreted as an "o." The software considers this a non-match. You may have to think creatively, when searching. For example, try "died" when "obituaries" does not work, or try just a last name, just a first name, and so on. Sometimes, it may be necessary to page through individual issues online, when a search is not successful.

<sup>&</sup>lt;sup>1</sup>You can also type in a page number, but note that this can be problematic in more modern issues, with pages starting over with each lettered section. For example, if page C12 were literally the 30<sup>th</sup> page," you would need to enter "30," not "C12."

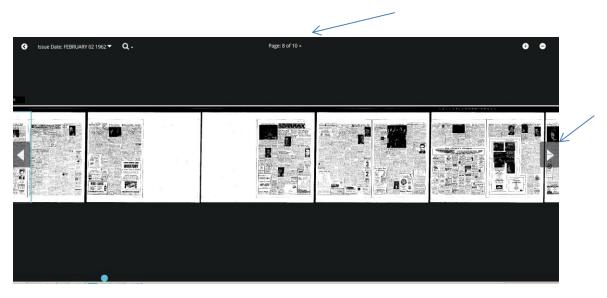
<sup>&</sup>lt;sup>2</sup> This can be seen in the special characters that appear in the results list snippet.

## 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>&</sup>lt;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.

<u>Important Note</u>: 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 going 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.