Advantage Preservation Tutorial

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Introduction
Advantage Preservation is the service we use to digitize and share our historical newspapers collection, town records, and more. The Amesbury Digitized Historical Newspapers are a rich source for genealogy and Amesbury history research. This database includes scans of the Amesbury News, town records, and more.

For access to historical Newburyport Daily News newspapers, see Newburyport Public Library’s website.

This guide shows you how to search, download, print, and share content from the Amesbury Digitized Historical Newspapers. For additional assistance, contact the reference desk at 978-388-8148 ext. 619 or reference@amesburylibrary.org.

Locate Amesbury Digitized Historical Newspapers on Our Website
1. Start at our website: amesburylibrary.org
2. In the main menu, choose Discover, then Learn, then Online Resources.
3. Scroll down to Amesbury Digitized Historical Newspapers and click on the name. A new tab or window will open with the collection.
Search
Person, Place, or Event

1. To look for a person, place, or event, type the name in quotes into the first search box that says “Find People AND Places AND Events.”
2. Hit the enter key on the keyboard, or click on the blue “Discover” button next to the search box.
Within a Date Range
1. To limit your results to a specific date range, start by entering your search words in the search box. (See Person, Place, or Event instructions if unfamiliar.)
2. From the drop-down menu that says “Between,” choose if you want to search between a set of dates, or search for something before, after, or on a specific date.
3. In the next search box with the calendar icon (or set of boxes if “Between” is chosen), select or type in the dates for the range you want to search.
4. Hit the enter key on the keyboard, or click on the blue “Discover” button next to the search box.
Within a Specific Publication

1. From the home screen, click on the title of the publication that you want to search. For example, if you want to search the Amesbury Daily News, click on the Amesbury Daily News. Once you are in the list of Amesbury Daily News newspapers, search as normal or browse the papers by date using the filters on the left hand side of the page.
View Search Results

1. To view a search result, click on the title of the publication in the search results list. A page will open showing the document with the search term highlighted wherever it appears.

Print a Section of the Document

1. To print a specific section of the document, open the document from your search results. At the top of the screen, click on the "clip" icon.

2. This will open a selection box that you can resize to clip exactly what you need. Use any of the corners and sides of the selection box to change the size of what you want to clip.
3. When you have selected what you need to clip, click the arrow button in the lower right corner of the selection box.

4. A new box will appear in-window box. It may take a moment for a preview of what you clipped to appear. Once the preview has loaded, you can click on the print icon in the lower left corner of the box.
5. If you are using Google Chrome or Firefox as your browser, a new window will pop up. When you are ready, you can click on the "Print" button.

6. Note: You can print the entire page of the document by "clipping" the entire page. However, the text may be small if the page is large, so we recommend clipping the article, picture or advertisement that you need printed so that it is easier to read.
Download a Page

1. To download the document page for your records, click on the download icon in the lower left corner of the window.

   a. Depending on your browser settings for downloads, a PDF of the page will download to your computer immediately, or a Save As window will pop up. If a Save As window pops up, name the file, choose where to save it, and click the “save” button.

2. Once the page has been saved, you will have it for your records. If you are sharing this image or information gained from this database, please cite our database as the source.

Share a Section or Page of the Document

1. You can share parts of or a page of a document on Facebook or X (Twitter). Click on the clip icon.
2. Select the portion of the document you want to share, then click on the circle with the arrow to proceed.

3. A box will appear in-window. (It may take a moment to load.) Click on "Next" in the bottom right corner of the box.
4. Click on "Next" in the bottom right corner of the box.

5. If you want to share to social media, click on "Share with" button for your social media of choice.
6. A new window will open, asking you to sign into your social media account.
   a. Once you have signed in, you can share what you have found in our archives!