

How to Print, Save & Share with the Amesbury Digital Newspapers

This guide will show you how to print and share what you are looking for from the Amesbury Digital Newspapers and also how to save what you need to a computer. If you are looking for how to perform a search in the newspapers, please see our other guide called "Getting Started with the Amesbury Digital Newspapers". If you need assistance, please feel free to contact the reference desk at 978-388-8148 ext. 619 or at reference@amesburylibrary.org.

How to Print a Section of the Newspaper

1. To print a specific article or section of the newspaper: Open the newspaper page. At the top of the screen, click on the "crop" icon:



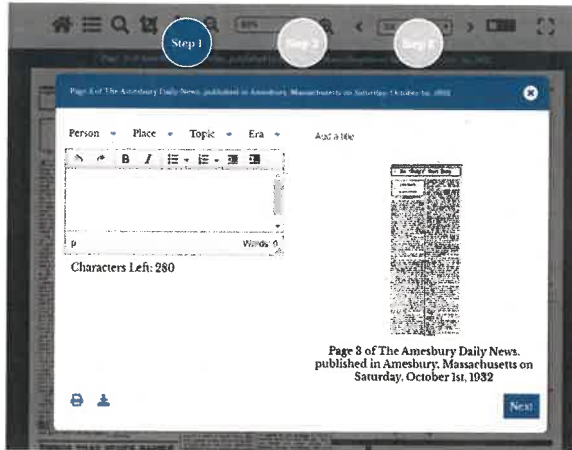
2. This will open a small square that you can resize to crop exactly what you need:



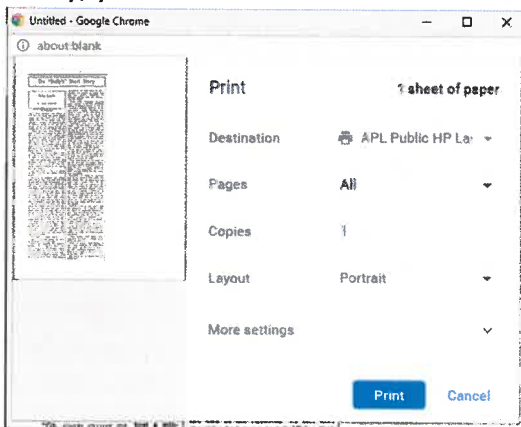
3. You can use any of the light blue squares to change the size of what you need to crop. When you have selected what you need to crop, click on blue arrow underneath the blue X.



4. You will then see a box appear. It may take a moment for a preview of what you cropped to appear. Once the preview has loaded, you can click on the print icon in the bottom left corner of the screen:



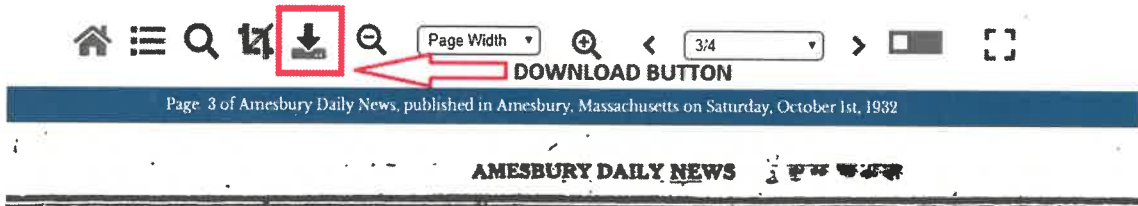
5. If you are using Google Chrome or Firefox as your browser, another box will pop up. Please note that it may take a moment for the cropped image to load. When you are ready, you can click on the "Print" button:



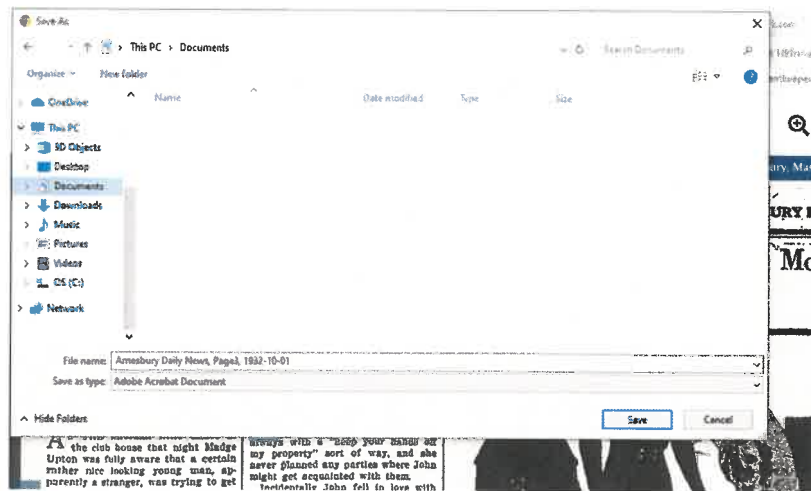
6. Please note: You can print the entire page of the newspaper by “cropping” the entire page. However, the text may be small so we recommend cropping the article, picture or advertisement that you need printed so that it is easier to read.

How to Download a Page of the Newspaper

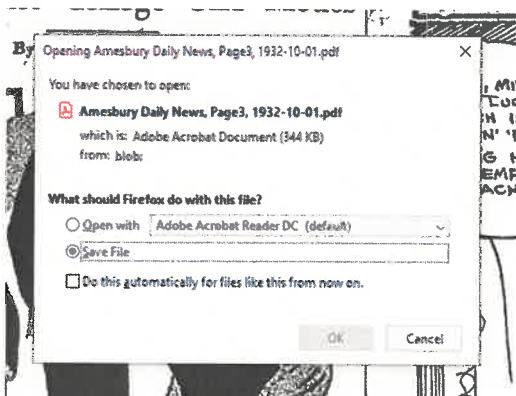
1. To download the newspaper page for your records, click on the download icon:



2. If you are using Google Chrome as your browser, a box will pop up for you to save the newspaper page to your computer. The file name will default to the title of the newspaper, the page number of the newspaper and the date of the newspaper. Once you have picked the destination on the computer you would like to save to, you can hit the save button.



If you are using Firefox as your browser, a box will open asking you whether you would like to open the file or save it. Choose the “Save File” option then hit “OK”. The newspaper page will then download to your computer.



- Once the newspaper has been saved, you will have it for your records. If you are sharing this image or information gained from this database, please make sure you cite our database accordingly.

How to Share a Section or Page of the Newspaper

- You can share parts of or a page of our newspaper via Facebook or Twitter. Click on the crop icon:



Page 3 of Amesbury Daily News, published in Amesbury, Massachusetts on Saturday, October 1st, 1932

AMESBURY DAILY NEWS

Up-to-Minute College Girl Modes

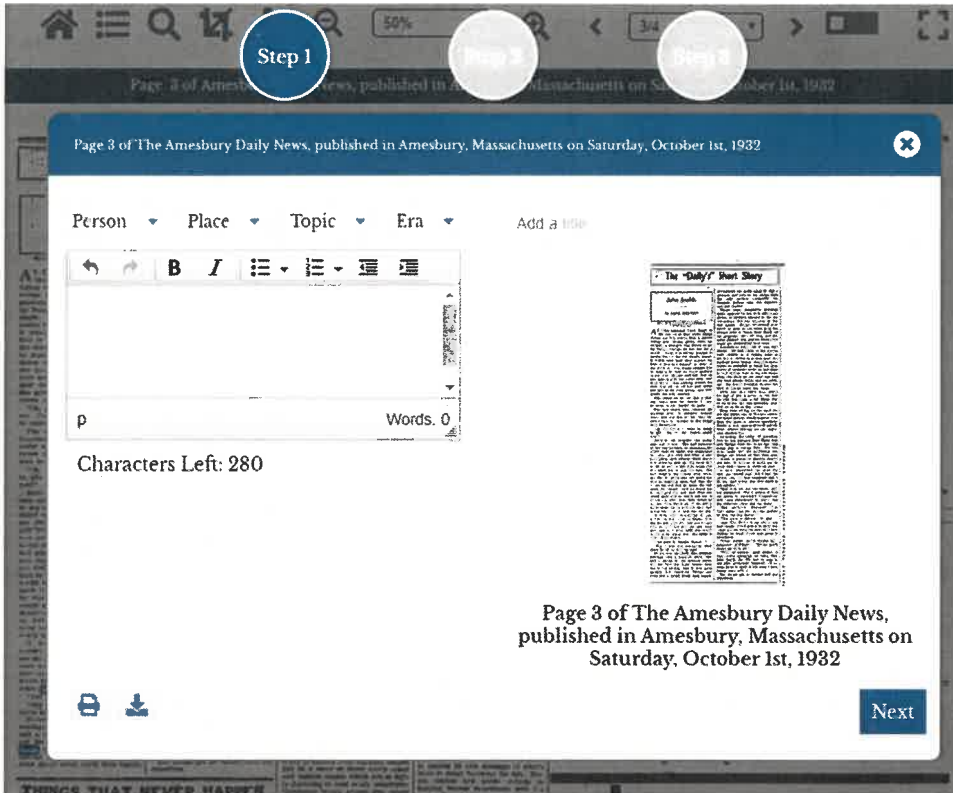
- Select the portion of the newspaper you want to share, then click on the blue circle with the white arrow to proceed:



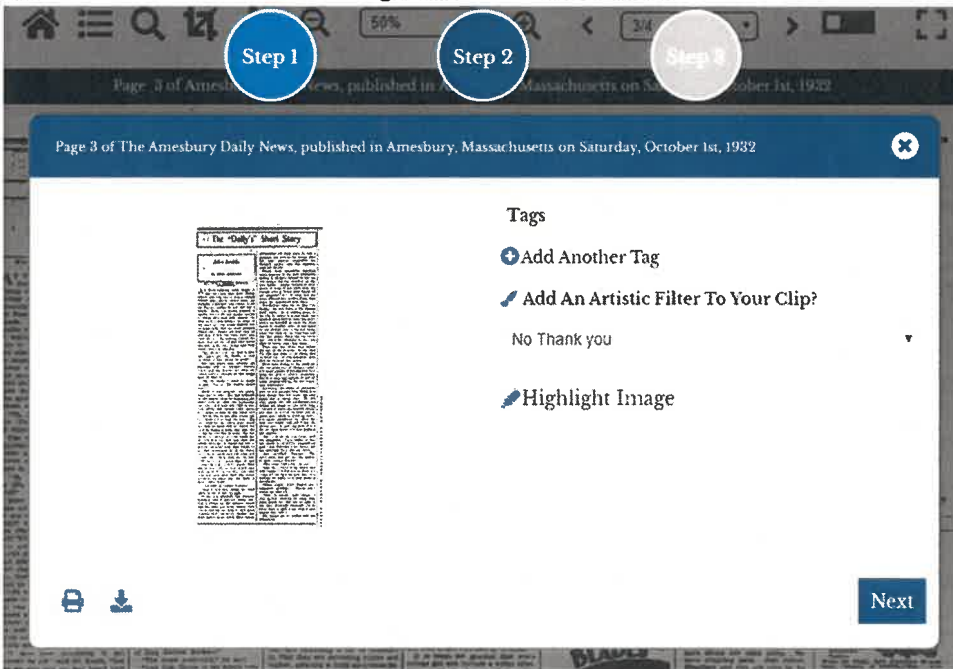
Page 3 of Amesbury Daily News, published in Amesbury, Massachusetts on Saturday, October 1st, 1932



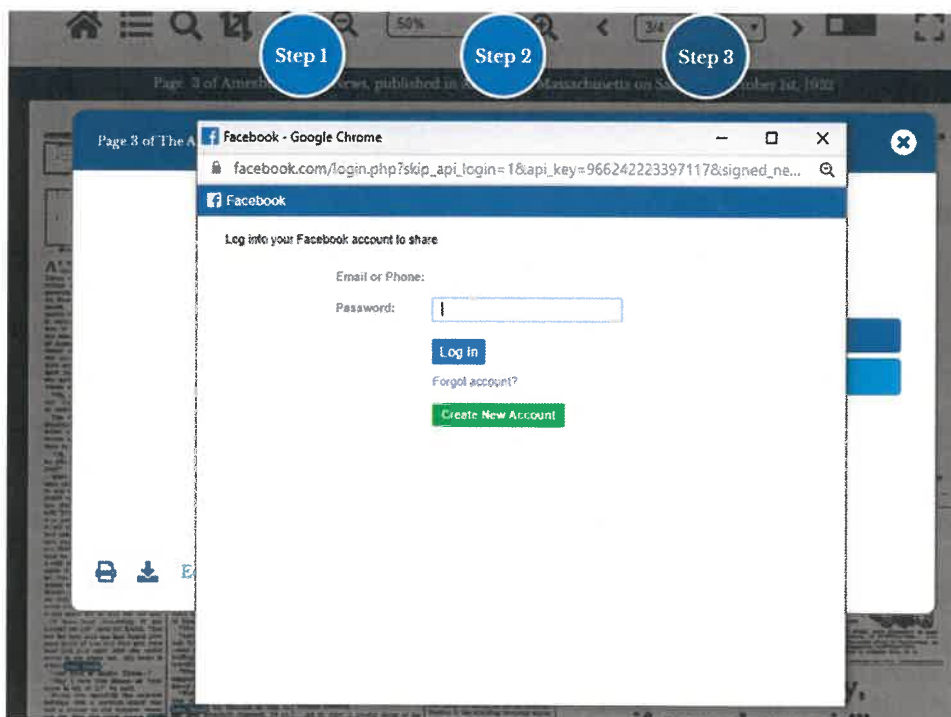
3. A box will appear. (Please note it might take a moment to load.) Click on “Next” in the bottom right corner of the screen.



4. Click on “Next” in the bottom right corner of the screen.



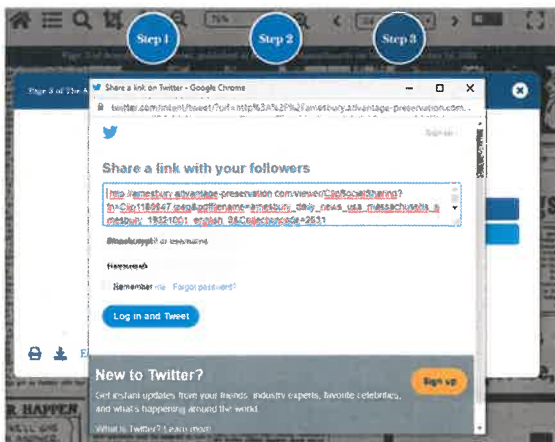
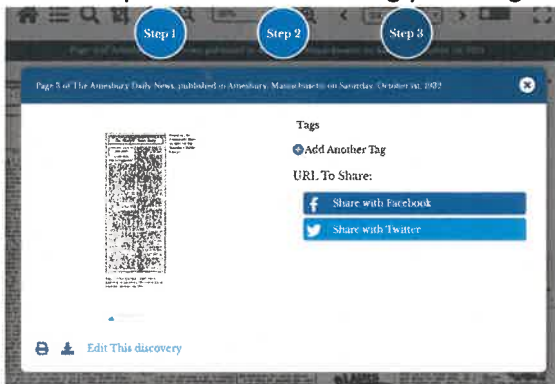
5. If you want to share to Facebook, click on “Share with Facebook” button. Another box will appear, asking you to sign into Facebook.



6. Once you have signed into Facebook, you can share what you have found in our archives!



7. If you would like to share your discovery via Twitter, click on the "Share with Twitter" button. This will open another box asking you to sign into Twitter.



8. Once you log into Twitter, you can add more information to your tweet and then post:

