

# VIEW, PRINT & SHARE

Using the .jpg image:

Choose an article and select the .jpg view



To zoom in and out, use the scroll feature on your mouse or use this icon. You can also choose "full screen" view.



This button expands the menu to show other icons, like printing, emailing, and "help", that are not readily visible on the tool bar.



Email an article. To view the article, the recipient must create a free account to Newspaper Archive.



Save the newspaper using these four options: a PDF; an image; add to *Treasure Box*; or save to *My Archive*



Print your article.

- Click on the scissors icon above the article.
- Choose either the "rectangle tool" or the "pen tool" from the menu that appears on the left.
- Mark the portion of the article you wish to print. Click on the scissors tool from the menu on the left.
- A "crop preview" box will appear. Click "download." Open with whichever program is suggested. Print the article.



Find searching tips and a glossary of terms. This button is viewable once you go to "full screen" or expand the menu.

## My Account

Creating a log-in for Newspaper Archive allows you to keep a record of your searches plus more:

File Cabinet: save articles and organize them in folders

My Archive: allows you to make a page of up to 25 articles, with added comments and images. You can also share it with friends on the site.

My Saved Searches: shows previous searches

Account Settings: all your account information

Billing: saves credit card information and keeps a history of what you've purchased



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217 E. Broadway  
Granville, OH 43023  
[www.GranvilleLibrary.org](http://www.GranvilleLibrary.org)



# A USER'S GUIDE TO NEWSPAPER ARCHIVE

Featuring 130 years of Granville newspapers



[www.GranvilleLibrary.org](http://www.GranvilleLibrary.org)

# 130 years of Granville news. GET STARTED.

1

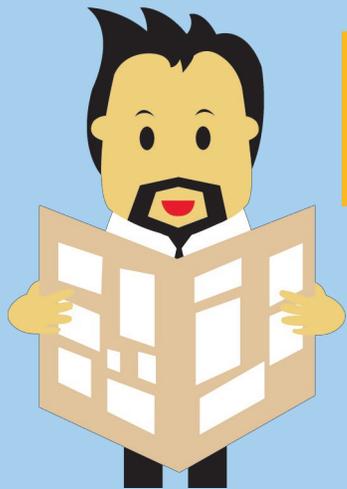
Visit [www.granvillelibrary.org](http://www.granvillelibrary.org). Click on the "Do Research" tab on the top of the page. Scroll the list of databases and select "Granville Newspaper Archive" link.

~OR~

Visit <http://granville.newspaperarchive.com>

2

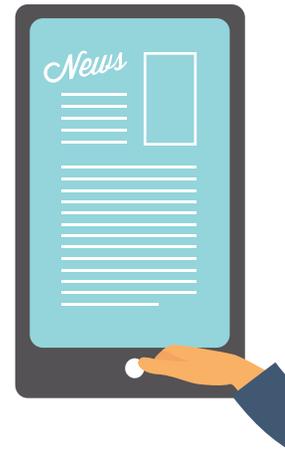
Create an account to view the archives. Click "create free account" at the top right of the page. Fill in your information and choose "Free Membership to Digital Archives of the Granville Newspaper Archive" by clicking on "select this plan." Log in. Your email address is your username.



WE RECOMMEND  
GOOGLE CHROME OR  
MOZILLA FIREFOX FOR  
VIEWING PAPERS.

Searchable  
on personal  
computers or  
on tablets!

FIND MORE HELPFUL  
TIPS ON BACK!



## HELPFUL SEARCH TIPS:

- Use the "Search papers by name or keyword" box on the home page. With this you can search either every year of every paper for that keyword, or you can narrow the results by choosing the "between years" function.
- Or select "browse available papers" and choose the specific paper you want from the drop down list. This will allow you to browse through each issue of the paper you specified. From here you can narrow your results by adding keywords or choosing a particular date or group of dates. **NOTE:** If you choose a specific date be sure it is a day the paper was actually published, (both the Times and Sentinel are weekly publications) or you will receive zero results.
- The "Advanced Search" button at the top of the page allows you to search more specifically. From here you can narrow search results by adding keywords, narrowing the publication dates, and choosing a particular paper.



## Papers and Content AVAILABLE TO YOU

Some papers suspended printing for indefinite periods of time and were not published consecutively.

Granville Times  
1880-1941

Granville Sentinel  
1970-2011

Granville Denisonian  
1898-1899

Granville Times and  
Denisonian  
1899

Granville Licking  
Pioneers Minutes  
and Isaac Smucker  
Scrapbooks  
1867-1926

*Looking for the  
Granville Booster?*  
This paper has not  
been digitized but is  
available in hard  
copy at the library.

P

**RO TIP: When you are in the newspaper viewer, hover your mouse over an icon at the top. A box will appear telling you its function!**

thank  
you!

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MADE POSSIBLE  
WITH GRANT  
SUPPORT FROM  
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FOUNDATION