









How to access newspaper archives with **Digital Reel**


Step 1: Click on the “Digital Reel” link on the library website


Step 2: Choose the Newspaper that you want to open


Step 3: Choose the date you’d like to search OR type in a keyword in the search box in the right hand corner

Step 4: Use the following commands to view the digital newspaper

-  Home: returns the user to the Data Set Selection screen.
-  Browse: returns the user to the Document Type Selection screen for the current Data Set.
-  Save*: offers options to save the image(s) displayed as a PDF, TIF, JPG, GIF, or PNG.
-  Print*: offers to open the image(s) displayed in a new tab to print or view the image(s) as PDF.
-  Email*: offers to open the selected image(s) as a PDF file using Adobe Reader for emailing.
-  Adjust*: offers options to Deskew, Despeckle, or change the Polarity of the image. When the Enhance option is activated, the Brightness and Contrast adjustment options are displayed.
-  Enhance*: opens a high resolution grayscale version of the image displayed. Use the Brightness and Contrast options under Adjust to improve the legibility.
-  Rotate Right*: rotates the current image 90° clockwise with each click.

 Zoom in (+) to enlarge and zoom out (-) to reduce the image

 Click the single arrow to the left to move 1 frame, click the double arrow to the left to move 25 frames to the left. Do the same for the right arrows.

 Click on it once to resize the WIDTH of the selected image to the current display window, clicking it a second time will resize the HEIGHT of the current display window.



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