

## Instructions for Using Local History Archives

These instructions will answer many questions and assist you in using our Local History Archives. Reading them before searching will save you time. You may want to print out a copy to consult while searching the Archives. Depending on your installed version of Adobe Acrobat, these instructions may vary and command buttons may be in alternate locations

**SPEED:** If your computer does not have the latest version of Adobe Acrobat Reader, you should first download it before using the Archives. Having the latest version of Adobe will increase the speed your computer accesses each digitized image. Also, when searching for specific words in texts, your computer will highlight the search terms it finds in blue on each page. Once the latest version is installed, it will automatically activate whenever you search. To download the latest version of Adobe Acrobat Reader [click here](#), then click the "download" button.

**SEARCHING TEXT:** (These directions are for version 8.0 of Adobe Reader. If your version is different you may find some differences.)

**Text Search:** You can search text in two ways. We recommend using the Text Search box where you would enter your search term and choose either the year to search or ALL to search all the years. You then get a search results page.

**Browse by Date:** You may also search your term in an individual issue by page, if you know the date of the issue. To do this you would choose the issue date under Browse by Date. In this screen the page links are listed below the page screen. To search in any page, click in the Find box at the top of the screen and enter your search term. The arrow on the right of the Find box will provide a drop down menu that will lead to expanded search options. Your search terms will be highlighted in the text in blue.

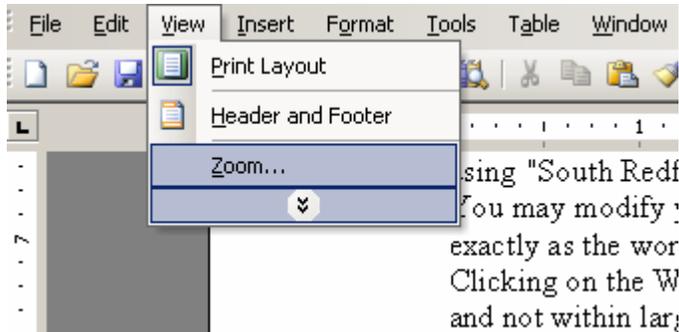
**SEARCH TIPS:** If your search term is too broad, you will receive a large number of hits and the search will take longer to complete. To narrow your search, try using more specific terms. For example, searching the word "south" may result in too many hits, but using "South Redford School District" will be faster and result in fewer unwanted hits. You may modify your search by clicking on the Case-sensitive box, so that it will search exactly as the word was typed (for example, the name House rather than house). Clicking on the Whole Word Only box will result in the search term appearing by itself and not within larger words (for example, the word "car" but not as it appears in "career"). If it is a big file being downloaded and is slow, let it finish downloading without clicking once again. If you click again, it could freeze the downloading of that file.

**TO ENLARGE:** Use the Toolbar

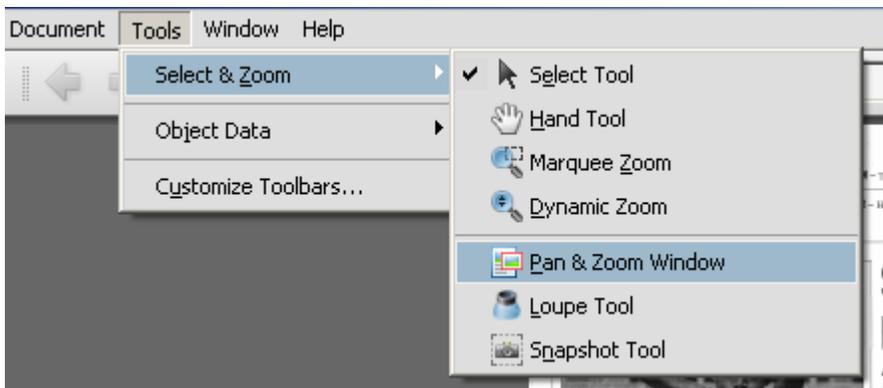


to choose enlarging or minimizing sizes.

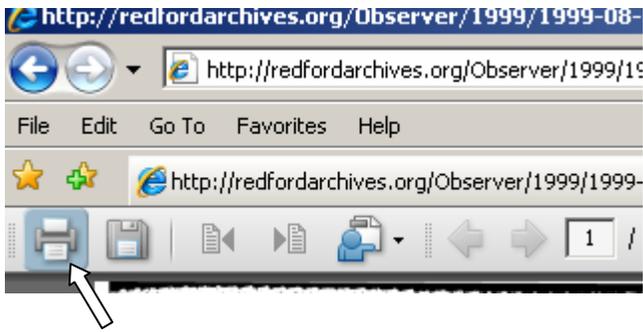
You can also do this from the View dropdown menu at the top.



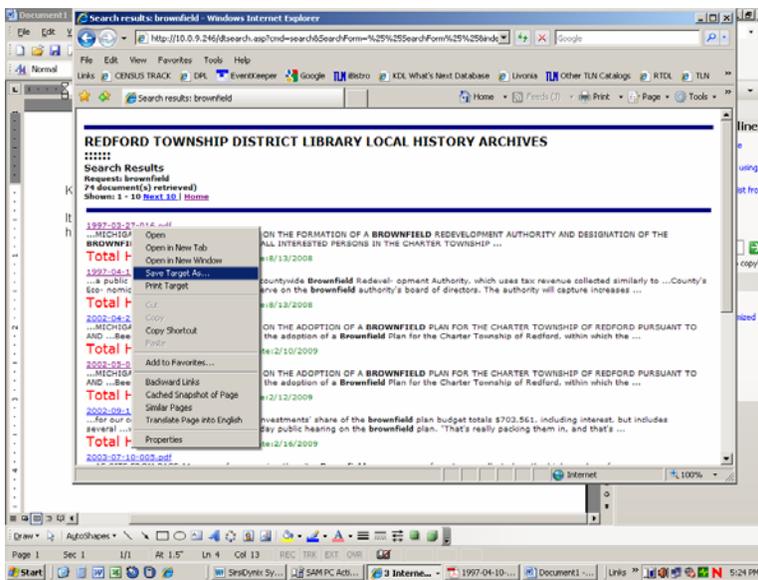
To enlarge only a portion of the screen choose:



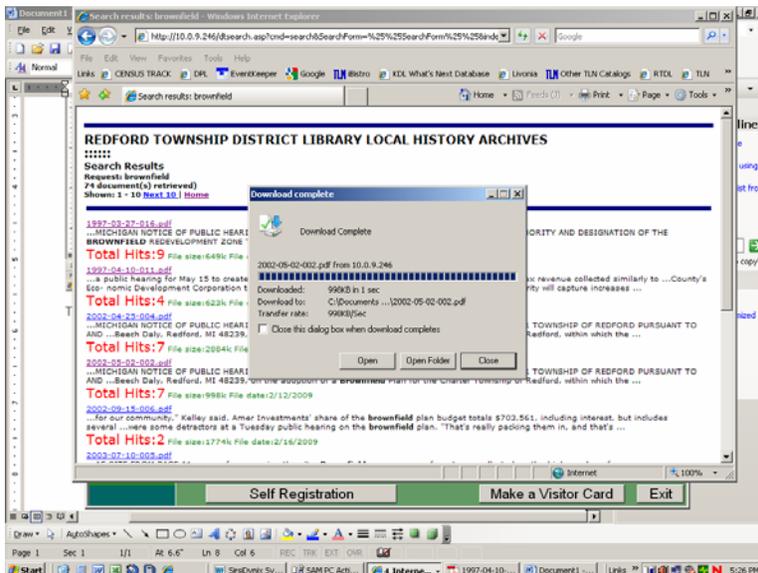
**PRINTING:** Click on the Printer icon at the top left of the screen. You can also go to File and Print on your computer.



To print an individual article from Text Search Results Page: Right click on the result and save it:



Once it's downloaded, select Open:



Adobe Reader will open with a menu bar. Choose Tools>Select a Zoom>Snapshot tool. Hold down the left mouse button, and drag the mouse to surround the article with a box made of dotted lines. You will receive a message that the article has been copied to the computer's clipboard. Click on OK. To print the article, right click within the article and choose print.



**TO PAGE FORWARD OR BACKWARD:** In Browse by Date view click on page number at the bottom of the screen.

**IF YOU DON'T FIND WHAT YOU WANT:** This digitized archive is comprised of historical materials that have been scanned and processed by Optical Character Recognition (OCR). Occasionally the OCR will not recognize a word in the database. For example, if the microfilm that was scanned had a scratch that obscured a word, or words were in a crease of the newspaper when it was originally filmed, they may not be picked up as the computer searches for them. By the same token, if a word is in a fancy font or is white print in a black background (such as in an advertisement), it may not be recognized. If you did not find what you were looking for, or your search resulted in zero hits, you may wish to look at the actual pages of the document manually rather than using the Search mode to increase your chances of finding what you need.