

# To print an article from Newspaper Archive:

- 1) Select JPEG as the Viewer.



- 2) Click the "More Tools" button:



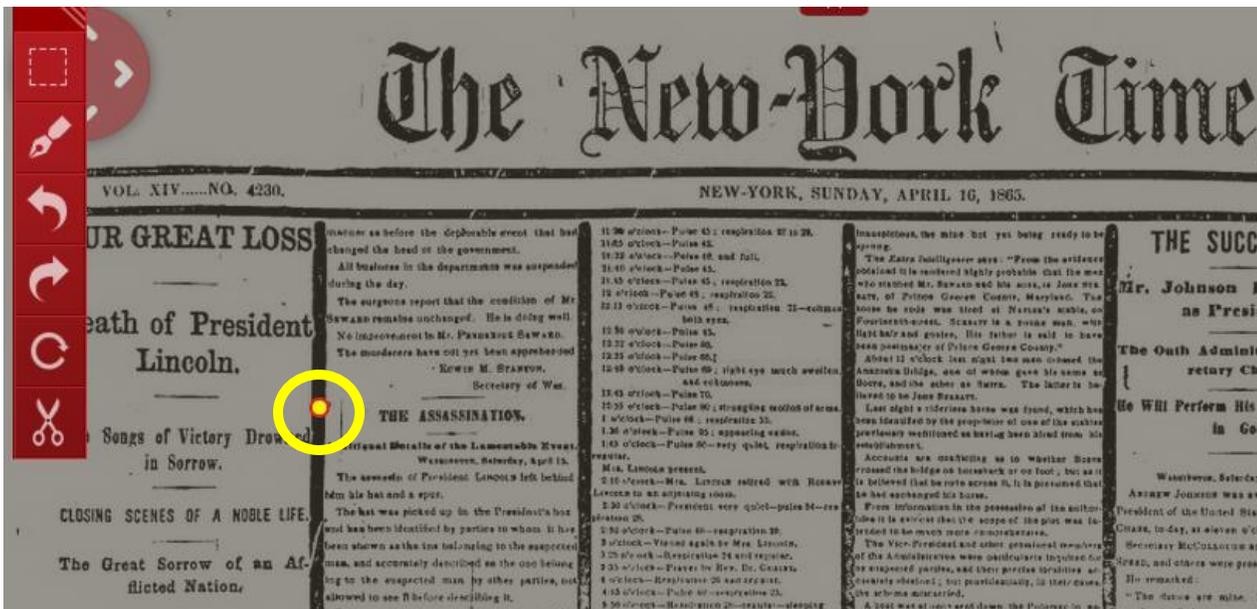
- 3) Click on the "Crop" button:



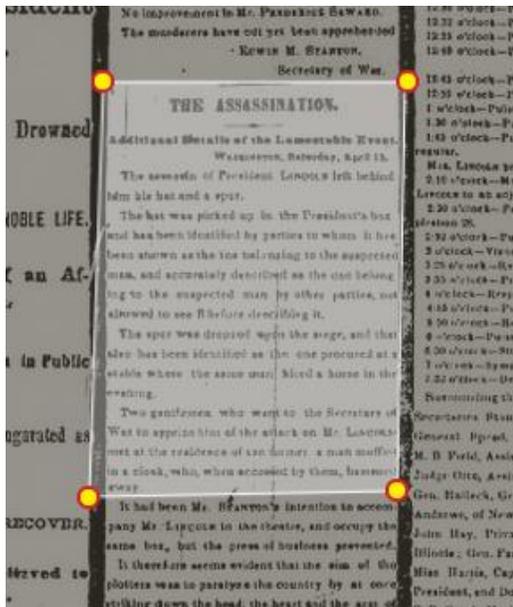
4) Select the "Pen" tool:



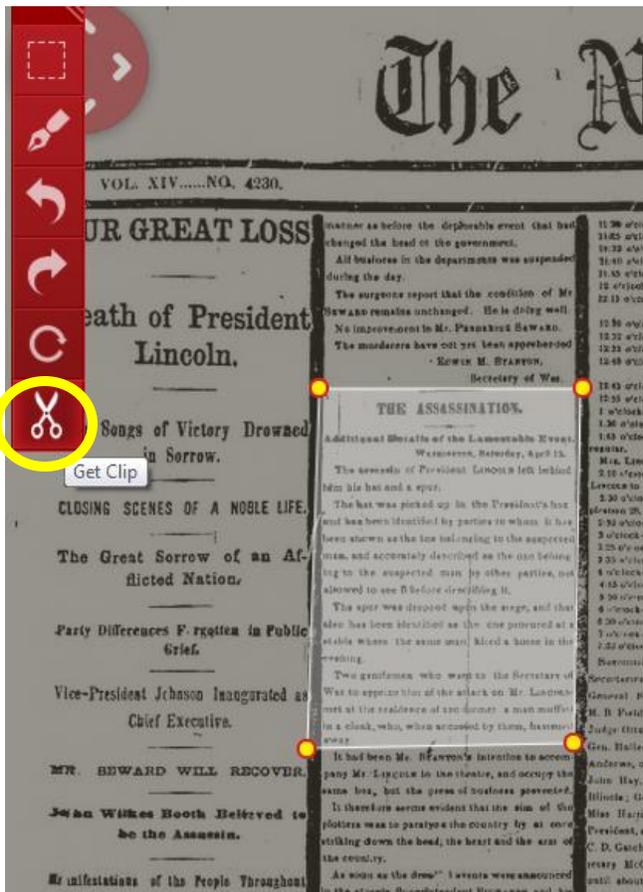
5) Place a "pin" at the top left-hand corner of the article you wish to print:



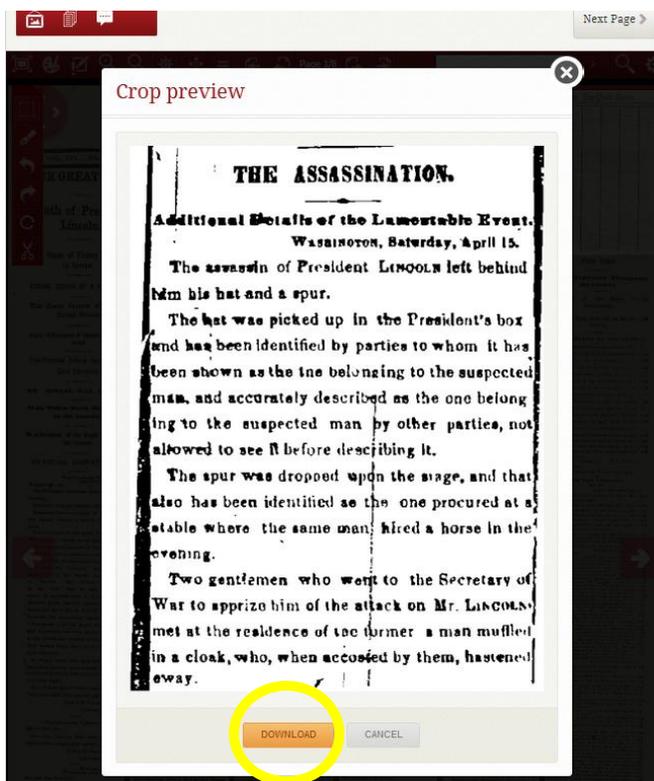
6) Continue clockwise around the perimeter of the article. (You may choose more than 4 points).



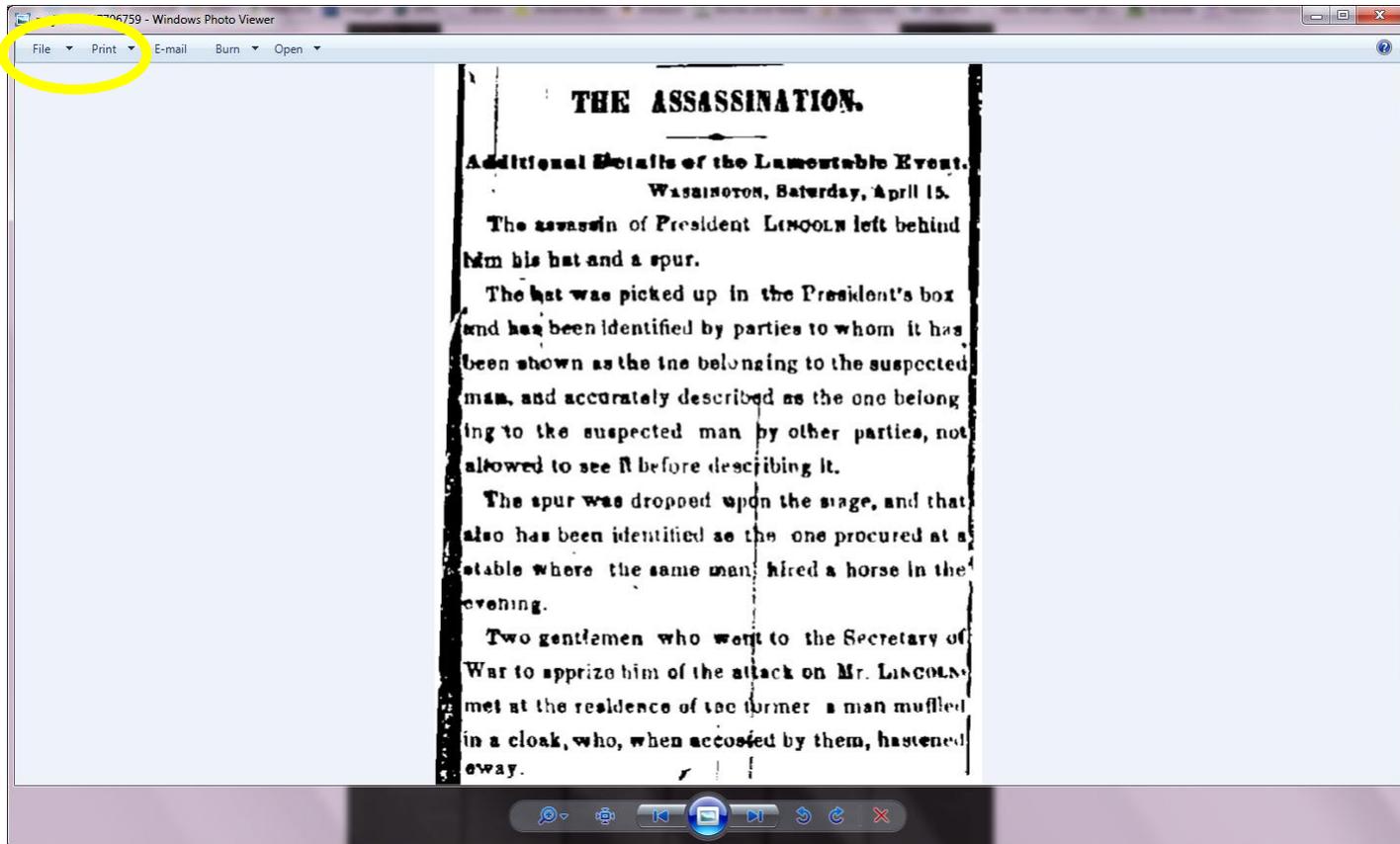
7) Click the "Scissors" button to cut out the article:



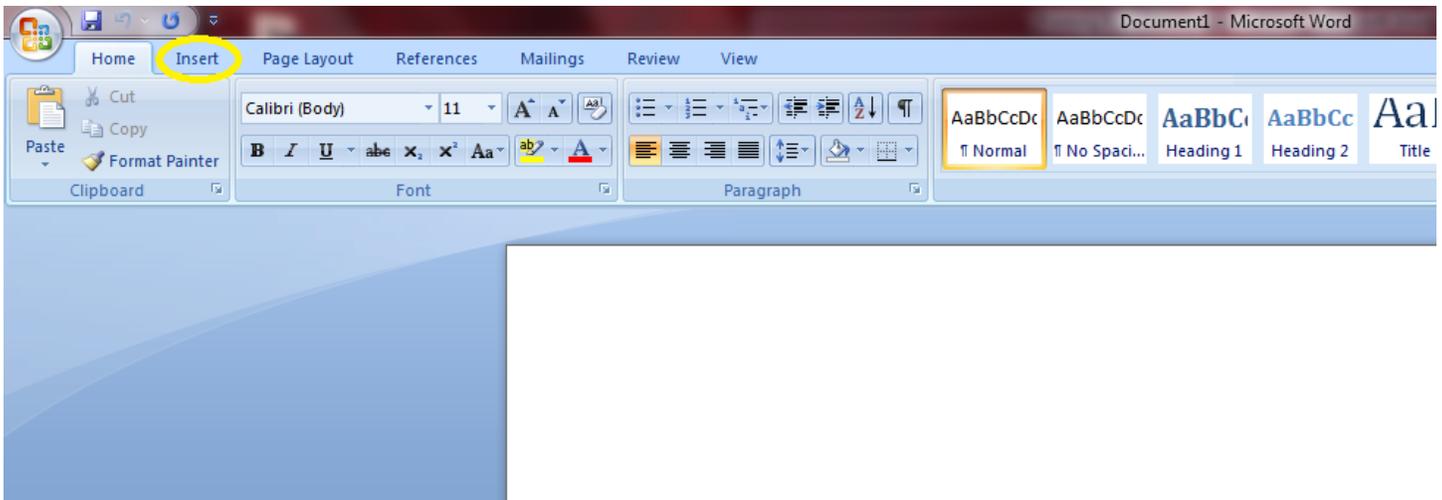
8) Click "Download" to save the article:



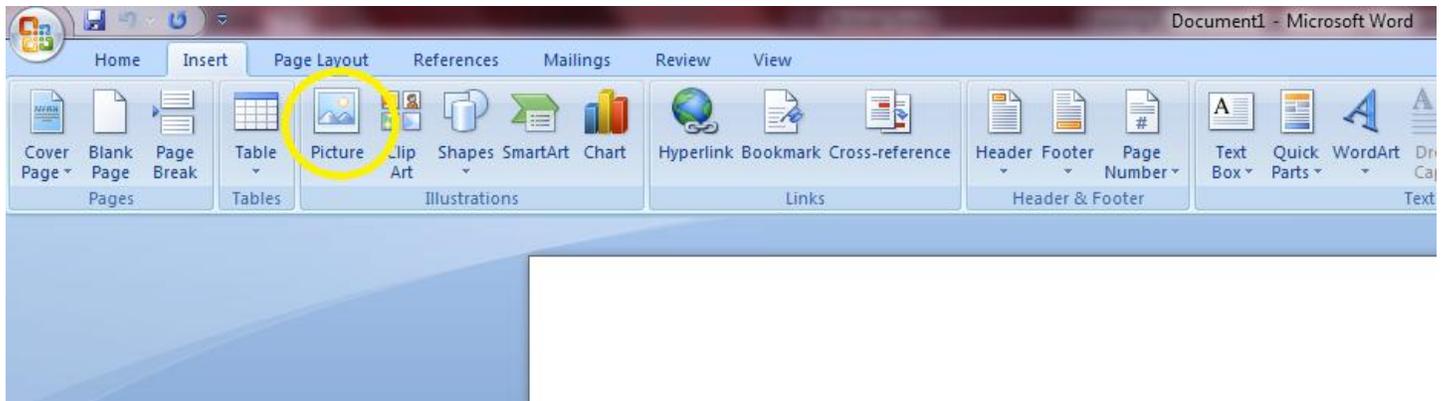
9) You may now File -> Save or Print the article.



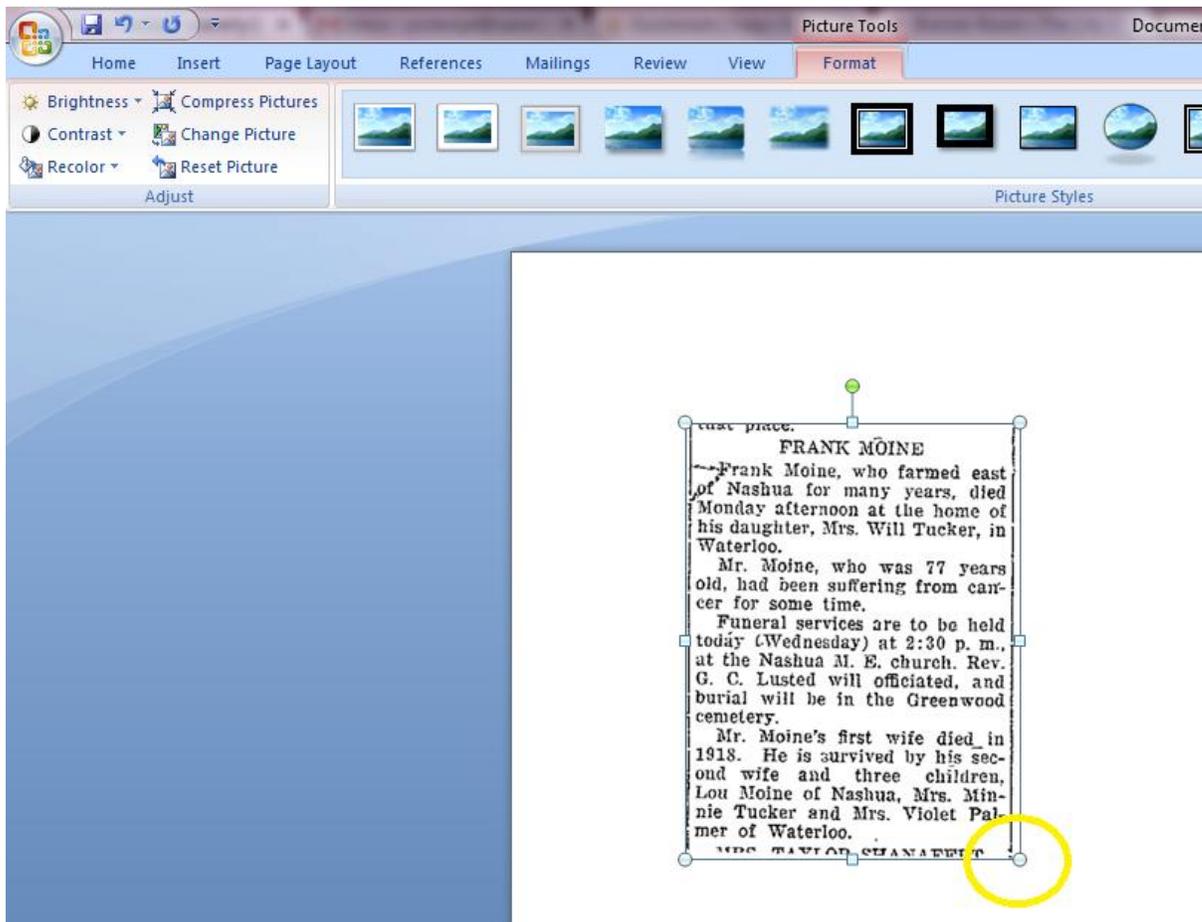
10) You may choose to save the file and paste it into a Word document and add text (such as the date and name of newspaper). Open a new Word document and select "Insert".



11) Choose "Picture". Find the picture on the computer, usually it will be under My Documents -> Downloads.



12) You may resize the picture using the corner.



Any questions, just ask a librarian!