## To print an article from Newspaper Archive:

1) Select JPEG as the Viewer.

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	The New-York Tim	Che New Pork Cimes
VOL. XIVNO. 4230.	NEW-YORK, SUNDAY, APRIL 16, 1865.	

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!