


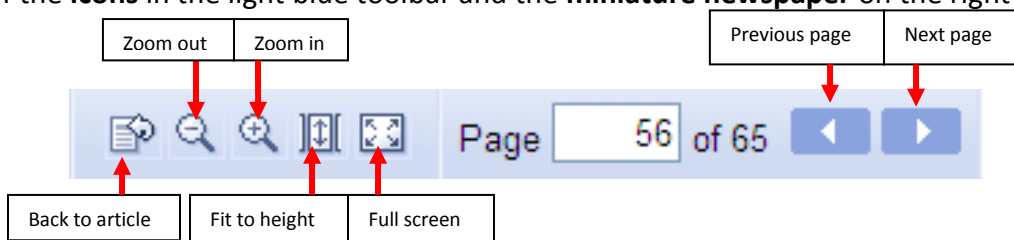
## Keyword Searching the Google Newspaper Archives

### Free Online Access to Digitally Archived Newspapers, including the Youngstown Vindicator

1. Go to **Google News**: <http://news.google.com/>
2. At the end of the search box, Click on the triangle ▼ to open the **Advanced News Search**
3. To locate archived Youngstown Vindicator articles, you must fill in the following:  
**Date added to Google News**: select either **in archive** or **specified dates**\*  
\*If you choose specified dates, you must fill in a date range  
**Source**: type **Vindicator**
4. You can leave the search word fields blank or try various keywords for what you want/hope to find  
**Note**: The keyword search is very chancy/non-accurate. Even though the article exists in this digital archive, it may not be found by the word search.
5. Click **Search**
6. If nothing is found, revise the search by eliminating the keywords or changing them to others
7. If articles appear, but not the one you are looking for, it is time to **Browse the Newspaper**
  - a. Open any of the articles from the Youngstown newspaper
  - b. Click on **Browse This Newspaper**
  - c. A search feature will appear
  - d. Browse for a specific day, week, month, year or decade
  - e. Click on the arrows  to browse
  - f. Click on **View All** to get to the specific issue of the newspaper. View All appears for every search but Day
  - g. Click on the newspaper image to open it. You can scroll up and down all the pages individually or use the index on the first page, when available, just like the microfilm. It is sometimes easier to identify and get to the correct page before using the zoom feature for article copying and pasting.

### Copying Articles from Google News Digital Vindicator to Save or Print

1. Find an article in the digital archive:  
When you have a newspaper open in Google's News Archive, such as below, take note of the **icons** in the light blue toolbar and the **miniature newspaper** on the right side.





**Back to Article:** If you scroll up, down, or anywhere away from where the newspaper opened up, you can click this icon to return to your starting point.


**Fit to Height:** Zooms out so you view the entire newspaper page

**Full Screen:** Zooms in and closes the Google news search bar

**Notice the blue shaded box on the miniature newspaper to the right.**

It is showing what part of the newspaper page you are currently viewing. You can click and drag the box in order to move quickly around (up, down, sideways, diagonally) the newspaper page.

2. Once you find an article you want to save &/or print, you need to copy the article over into a Word document.
  - a. Click on the **Full Screen icon** 
  - b. On the Internet Explorer Menu Bar, Click **View**, then scroll down and Click **Full Screen**  
This hides the Internet Explorer toolbars and provides a larger view window for copying your article
  - c. Press and hold the **Alt key** and **Print Scrn key** (*Print Screen key*) at the same time, then let go of both keys.  
This copies the image on the screen into the computer's clipboard memory.
  - d. Scroll the mouse to the top right corner of the web page and pause for a moment. The toolbar will appear, and you need to click on the **Restore button** 

- e. Open a blank **Microsoft Word document**
- f. Click the **Paste icon** 
- g. If not all of the article was showing on the screen when you copied it, Press **Enter** to move the cursor to the next line in the Word document. Then return to the newspaper article in Google, scroll downward, and **repeat steps c through f** until all the article is copied over to Word.

### **Cropping & Formatting Articles from Google News Digital Vindicator To Save or Print**

#### **Cropping**

1. Click on one image/copy of the Google newspaper article screenshot
2. Click on **Picture Tools**
3. Click on **Crop** or **Size** (if the crop button does not appear)
4. Black lines & corner pieces will appear around the border of the image. Cropping can only be done where black lines appear. Left click on one of those points and drag toward the center of the image; the crop symbol will become a T if the cursor is positioned correctly. Repeat for all sides.
5. If it took multiple print screens to copy the article, Repeat the cropping with the rest of the pasted sections of the article
6. Enlarge each article section
7. Center each article section (optional), by clicking on a section and then clicking the **Center icon** on the Home Ribbon
8. If all of the sections line up properly then save.
9. If the sections are not aligned properly, click on a lower section, click on **Picture Tools** on the ribbon, then click **Position** and a window will open
10. Click on **More Layout Options** at the bottom, and then click on **In Front of Text**. This will allow that section to be moved until it is aligned with the upper section.

#### **Additional Formatting to Lighten the image and remove any unwanted highlighting**

1. Each section of the article needs to be adjusted, so click on a section
2. Click on **Picture Tools**
3. Click on **Contrast**, then click up to +40% if the image stays clear  
OR  
Click on **Recolor**, then click on Grayscale or Black and White

#### **Creating a Citation for the Newspaper Article**

Do this so you know where it came from and when. Citation should include the following:  
**City, Title** of Newspaper, **Date** of Newspaper, **Page** of Newspaper, and **Column** of Newspaper

#### **Printing from Microsoft Word 2013**

1. Click on **FILE** located at the upper left corner of the screen,
2. Scroll down to **Print**
3. Then scroll across and click on **Print**

#### **Saving in Microsoft Word 2013**

1. Click on **FILE** located at the upper left corner of the screen
2. Click on **Save As**
3. Slide across and click on **Word 97-2003 Document**
4. Save As pop-up window will appear
  - a. At bottom, where you see **File name**—type a name for your document
  - b. On the left, click on **Desktop**
  - c. If you have a flashdrive—plug it in and click on **'shortcut to USB Device'**
  - d. Click on **Open** located on lower right
  - e. Click **Save** located on lower right