



How To Read *The E-Edition*

The e-Edition is best viewed when your screen is set to a resolution of at least 1024 pixels wide.

Resolution can be changed on a Windows system by going to the following menu:

right-click anywhere on the Desktop background → Properties → Settings

Resolution can be changed on an Apple OS X system by going to the following menu:

Apple Menu → System Preferences → Display

Resolution can be changed on an Apple OS 8 or OS 9 system by going to the following menu:

Apple Menu → Control Panel → Monitor

To view a story, photo or advertisement that interests you:

1. Place your cursor over the item of interest on the full-page image (left side of your screen). The item will become highlighted.
2. Left click on the item. It will enlarge in a window on the right side of your screen for easier reading.
3. You may click on the item again to change viewing modes.

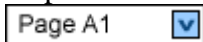
There are several ways to navigate through the e-edition:

1. Use the navigation buttons, which appear at the top of the window:



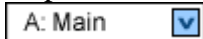
- a. To move immediately to Page 1, left click on the “First” arrow or word.
- b. To move backward through the paper, left click on the “Prev” arrow or word.
- c. To move forward through the paper, left click on the “Next” arrow or word.
- d. To move immediately to the last page, left click on the “Last” arrow or word.

2. Use the pull-down list of pages located in the top center of the window.



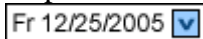
- a. Left click on the menu’s pull-down arrow.
- b. From the list of pages that appears, left click on the page you want to view.

3. Use the pull-down list of newspaper sections located in the top center of the window.



- a. Left click on the menu’s pull-down arrow.
- b. From the list of sections that appears, left click on the section you want to view.

4. Use the pull-down list of dates located in the top center of the window.



- a. Left click on the menu’s pull-down arrow.
- b. From the list of dates that appears, left click on the date of the edition you want to

view.

5. Use the pull-down list of newspaper editions located in the top center of the window. Some newspapers may only have one edition available. In that case, this list will only have one choice in it, or it might not be present at all.

Edition Name ▼

- a. Left click on the menu's pull-down arrow.
- b. From the list of editions that appears, left click on the name of the edition you want to view.

There are several ways to change the format used to display pages and articles in the left and right halves of the browser window:

1. Use the page mode buttons, which appear at the top of the window:




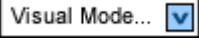




- a. To view one page of the paper at a time, left click on the “Single” icon or word.
- b. To view two pages of the paper at a time, left click on the “Double” icon or word.
- c. To view a collection of small “thumbnail images” of every page of the paper, left click on the “Thumb” icon or word. You can then left click on one of the thumbnail images to have that page displayed in the full screen.
- d. To view an index, or Table of Contents, listing of the newspaper, left click on the “Index” icon or word.
- e. To view the pages in a format that requires less data to be downloaded, left click on the “56K” icon or word. This format is recommended for users with 56K (dialup) modems or other slower internet connections.



There are two ways to Search the e-edition:

1. Type the word(s) to search for into the “Quick Search” input box at the top right side of the window. Press the Enter key on your keyboard and your search results will appear in the left side of the browser.
2. **● ADVANCED SEARCH** Left click on the “Advanced Search” button at the top right side of the window. This will pop-up a window where you can enter several conditions for your search, such as which sections to search or which dates to search. After your conditions have been entered, press the Search button in the pop-up window and your search results will appear in the left side of the browser.
● SEARCH RESULTS Using either of the above two search methods, the “Search Results” button will toggle the left side of the screen between your search results listing and the full page view. Left click on an article title in the search results listing to have that article displayed in the right side of the screen.

Finally, there are several buttons which apply to an article being displayed in the right side of the screen:

1.  This button will cause the left side of the screen to recall and display the page that contains the article currently displayed in the right side of the screen.
2.   These buttons are mutually exclusive - only one will appear at a time. If the currently displayed article is showing in text mode, the “Graphic” mode button will be displayed. Left clicking it will change the article to a graphic view. If the currently displayed article is showing in graphic mode, the “Text” mode button will be displayed. Left clicking it will change the article to a text view.
 The “Visual Mode” drop down selection box will let you set the default mode for all articles to be either Graphic or Text mode.
3.  This button will allow you to print the article currently displayed in the right side of the screen. A pop-up window will allow you to control the printing.
4.  This button will allow you to email the article currently displayed in the right side of the screen. A pop-up window will allow you to enter email addresses.

Each page of the newspaper is available as a PDF file. (PDF files can be viewed using several programs, including free [Adobe Acrobat Reader](#) software.) To download or view a page as a PDF image:

1.  Left click on the “Download” or “Thumb” button to display thumbnail images of all the pages in the newspaper.
- 2a. To download **one** page of the newspaper, left click the  PDF symbol next to the image of the page you would like. You will be prompted to then save or view that PDF file.
- 2b. To download **all** pages of the newspaper, left click the “Download Complete Edition” link next to the image of the newspaper's front page. Then click on the "Click here to download it" link when it appears.
- 2c. To download **only** selected pages of the newspaper, left click in the box beside the name of the page that you would like to view or download. This will result in a check mark appearing in the box. (Left click again to erase the check mark.) You may place check marks next to more than one page if you wish. When all desired pages have been selected, left click on the "Download selected pdf" link next to the image of the newspaper's front page. Then click on the "Click here to download it." link when it appears.
3. At this point your browser may give you the option of opening or saving the file containing the newspaper pages. If you selected multiple pages in step 2, each newspaper page will be in a PDF file, and the multiple PDF files will be in a single zip file. If

Acrobat Reader does not automatically unzip this file you can use any unzip program to do so before viewing the PDFs.

● **ACCOUNT** Left click on the “Account Info” or “\$” button to start or review your subscription to the newspaper, or to change your password.

Left click on the E-Notify button to start, stop or adjust this feature. E-Notify allows you to define a search of the newspaper to be run daily, with the results emailed to you automatically.

● **HELP** Left click on the “Help” or “?” button at any time to have these instructions appear in a new window.