How to Use our Digitized Newspapers
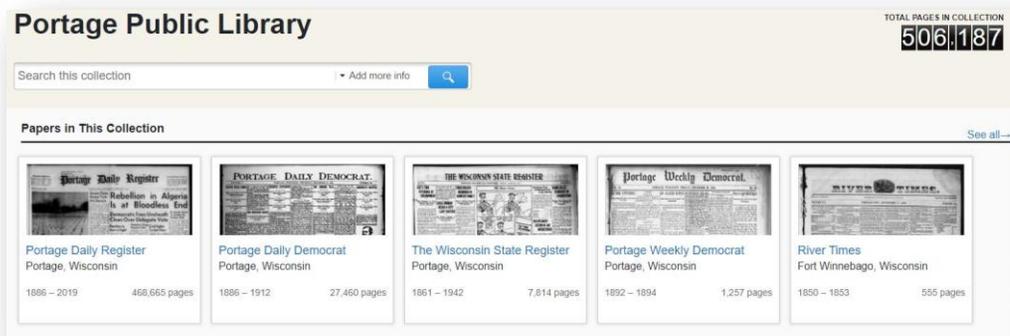
ABOUT: The Portage Public Library has worked with *Ancestry* and *Newspapers.com* to have our microfilm and newspapers digitized. This enables patrons to easily access and search all available copies of *The Portage Daily Register*, *The Portage Daily Democrat*, *The Portage Weekly Democrat*, *The Wisconsin State Register*, and *The River Times* by connecting to our wi-fi or using one of our public computers. The collection covers a span of years from 1855-Current day.

Portage Public Library staff will be happy to help if needed.

ACCESS: Using any internet browser (by connecting to our public wi-fi or by using one of our public computers), patrons should go to this link:
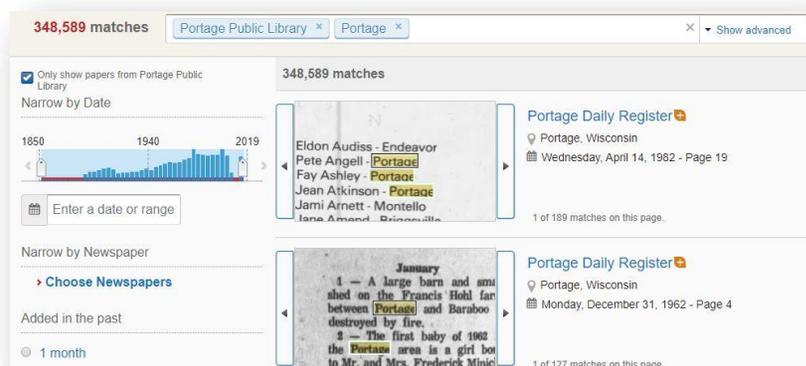
portagepubliclibrary.newspapers.com/welcome

This will open up the splash page and search bar for all of our digitized newspapers.

SEARCHING: Patrons can use the smart-search feature to quickly and easily locate information they are seeking (simply type in the name, phrase, date, etc., that you are searching for). Patrons can also more specifically browse the collection by newspaper title, date, and more.

The smart-search feature will automatically locate any mention of what was searched. You can narrow the search down by newspaper title, month, date, etc., but we recommend simply searching all newspapers.

It will bring up a list of any mentions of the searched name, word, date, or term, with associated information (which newspaper & date, etc.), as well as a small image of what was found.

Patrons can click one of these to be taken to the respective newspaper with the searched item automatically magnified and highlighted.
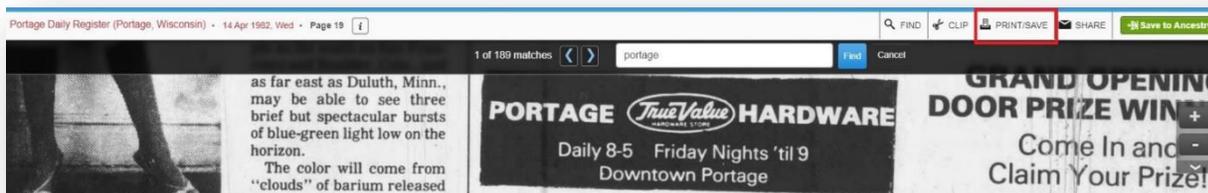
When the desired page or article is located, patrons can use the tools on the right side of the page to zoom in or out, adjust brightness and contrast, or rotate the image. You can also browse more pages in that day's newspaper by clicking the left and right arrows on the bottom of the page.

PRINTING/SAVING: Patrons can save a .jpeg or .pdf of the information (either the whole page or a cropped portion) to a flash drive, or directly to the device (in order to attach the image to an e-mail). Patrons can also print the information directly if on one of our public computers. The cost of printing is 25 cents for B&W, and 50 cents for color.

If someone has an account with ancestry.com (or would like to create an account, or log in with Facebook), they can choose the "clipping" option to save clips to their account if they would like to revisit them. **If patrons have a paid account with ancestry, they can access all of our digital newspaper from home!**

This is **not necessary** for **most patrons' needs**, though – especially if you don't care about saving any clippings to an account. Instead, we recommend just choosing the **Print/Save** button.

Choose whether you want to save/print the whole page or just a portion. From here you can choose your printer (and color or B&W), or choose where to save your cropped portion or page. Cropped portions can be saved to a patron-owned flash drive, or to the PC temporarily so it can be attached via e-mail and sent somewhere. It's as easy as that!