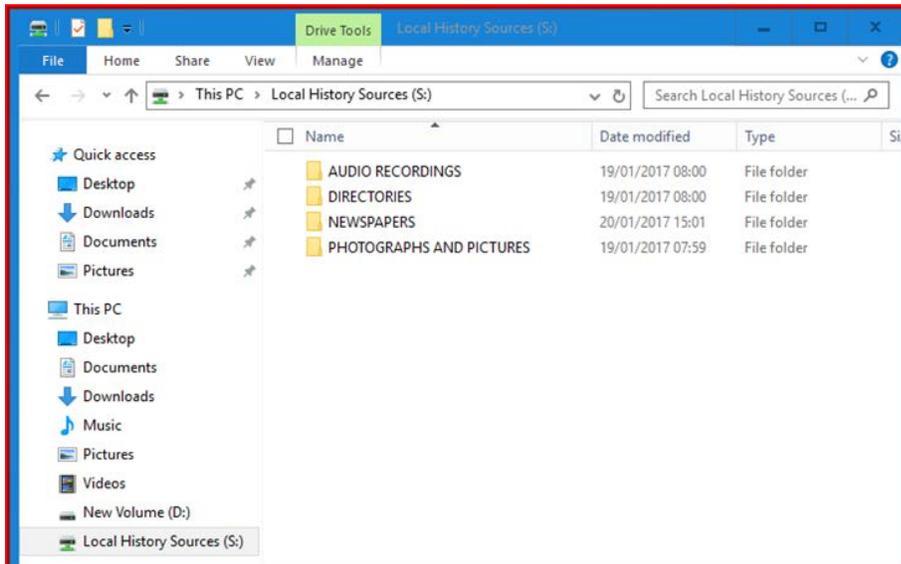


Help with Digitised Historical West Sussex Newspapers

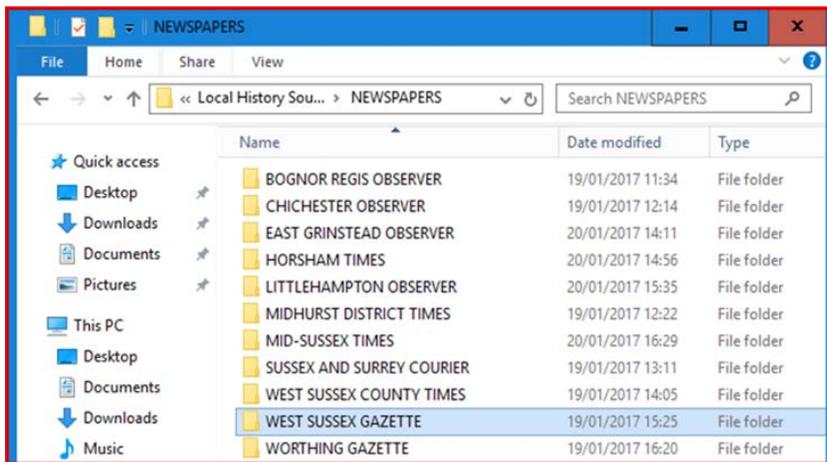
This helpsheet will show you how to search for, save and print articles from local newspapers scanned from originals held by West Sussex Library Service and West Sussex Record Office.

Searching a newspaper

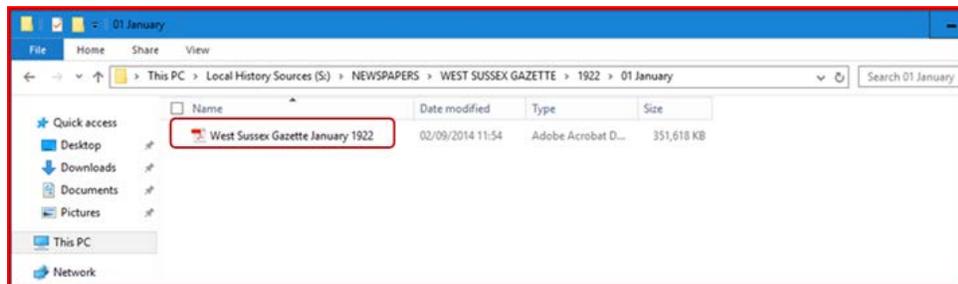
To log onto the digital newspapers from the welcome screen, double-click on the **Documents** icon on the desktop. Choose **This PC** then double-click **Local History Sources**. From the menu shown double-click **Newspapers**.



Next double-click the title that you wish to search, for instance, the **West Sussex Gazette**.



Each folder contains the newspapers for the years 1914 to 1925 and 1939 to 1945. To view the **West Sussex Gazette** for 1922 double-click on the year, then on the month that you wish to look at:

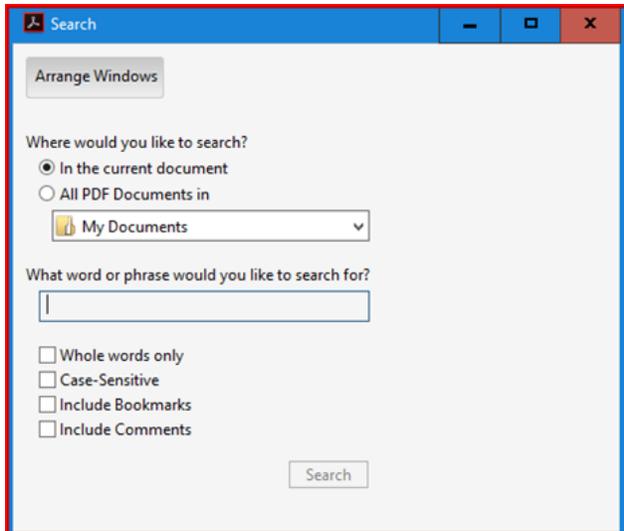


Now double-click on the file link. Note that while the page is loading you will see a window that reads **Say hello to easy file access**. Close this window by clicking the **X** in the top right corner.

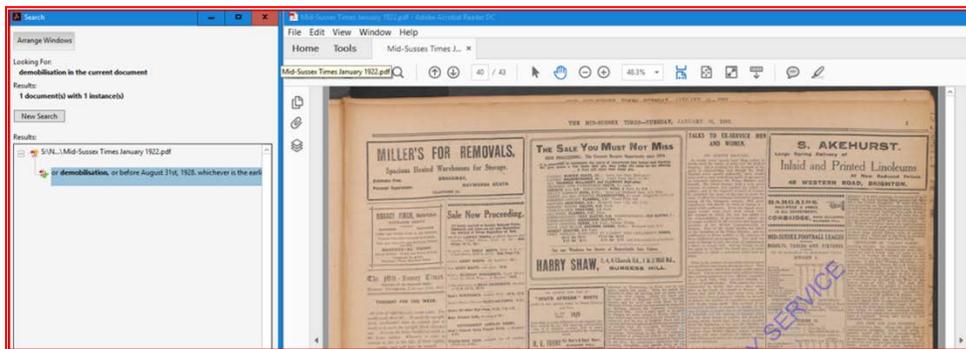
Now you should see the first page of the first issue of the newspaper for 1922. To begin, click **Edit** then **Advanced Search**. (Note that we recommend using **Advanced Search** not **Find**).



The **Search** pane will appear on the left-hand side of the screen. To search in the current edition of the paper simply type your keyword(s) in the **What word ...** box and click **Search**.



Note that the **Search** box displays various options including **Whole words only** (eg a search for **stick** will only find **stick** not **sticky**) and **Case Sensitive** (eg a search for **May** will omit the word as a preposition eg “It *may* be true”). Selecting **Whole words only** can reduce the time taken to perform the search. Below are the results of a search for “demobilisation” in the January 1922 **Mid-Sussex Times**.

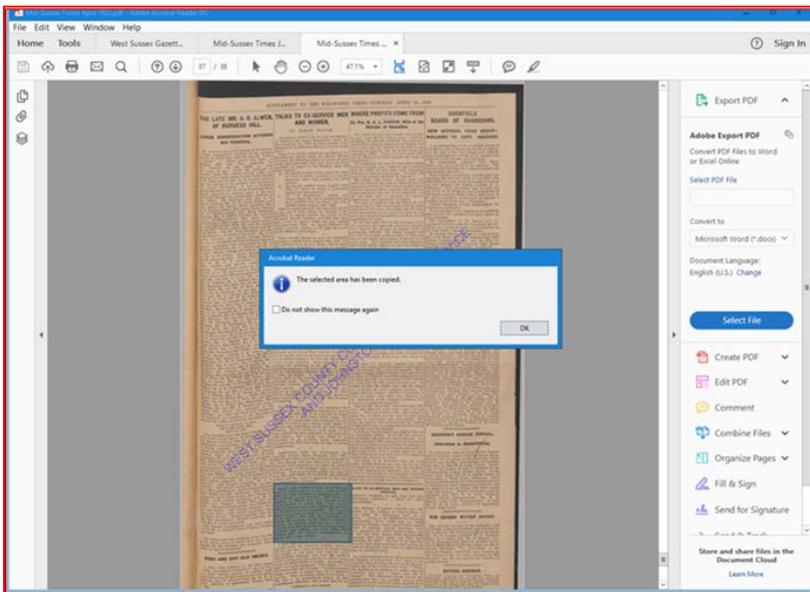


Click on the link to view the results. Note that the keyword(s) will be highlighted in blue in the displayed article. To enlarge the article so that you can read it use the zoom controls.

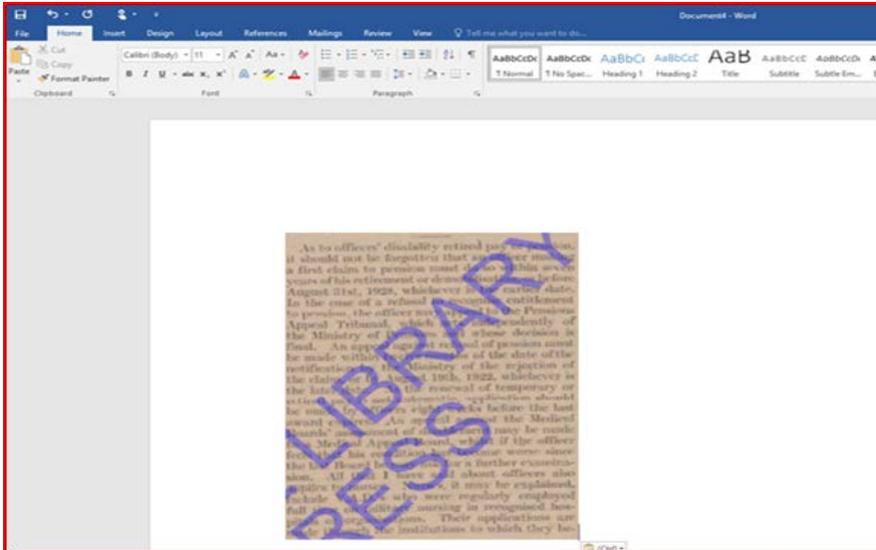
To print or save the article, click **Edit** from the toolbar, followed by **Take a snapshot**.



The cursor will change to a cross-shape. Position it above and to the left of the extract that you wish to save or print. Then left click and hold the button down. Now drag the cursor across the extract so that it is highlighted in blue. When you release your finger an onscreen message will confirm your edit.

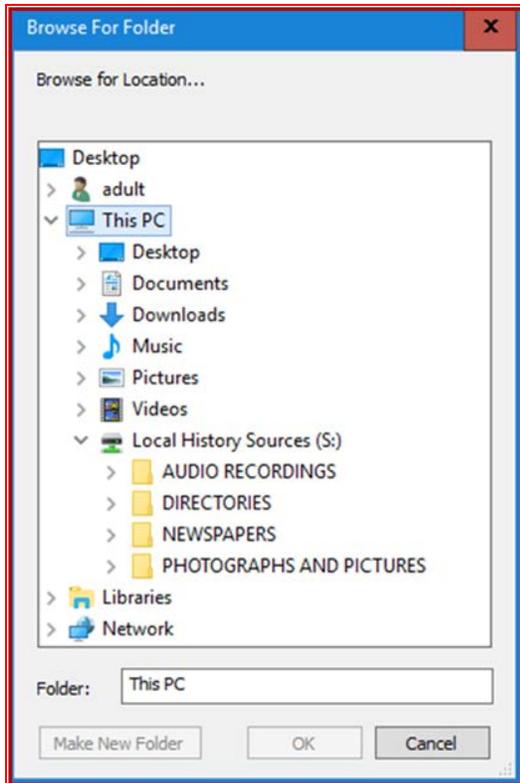


Click on the **Start** menu (bottom left of the screen) and from the **A-Z list of programs** select **Word**. Open a blank document, then right click on the mouse. Your extract will now appear and you can print or save the page. Note that you can also paste your selection into **PowerPoint**. Instead of opening **Word** open a blank presentation and paste your extract onto a blank slide.

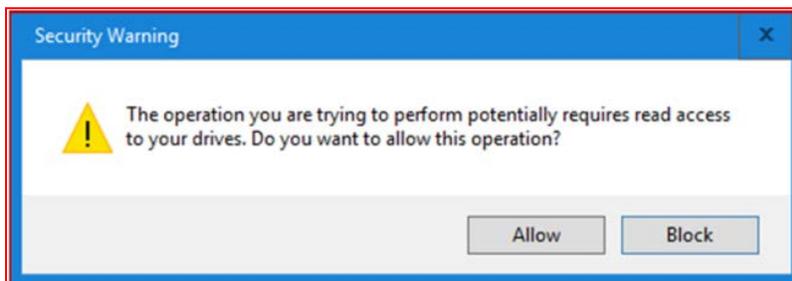


Above is an example of a newspaper edit, copied into **Word** using the snapshot tool. Note that all digitised newspapers are watermarked in this way but they are still easy to read, especially by using the zoom facility.

If you prefer to search a whole year of the same newspaper begin by repeating steps 1 to 6 of this guide. When you arrive at the **Search** box, instead of entering keywords click the down arrow by the **My Documents** box. Then single click **Browse for Locations**, followed by **This PC**, then double-click **Local History Sources**, followed by **Newspapers**.



Once again select the newspaper and year that you wish to search, followed by **OK**. Enter your keyword(s) and click **Search**. You will see a warning message. Click **Allow**.



Your results will display, but will appear month by month.

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