

### 13. How to use these cuttings

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Help With...

### NEWSPAPER CUTTINGS ABOUT WORTHING

This helpsheet will show you how to search for, save and print articles from local newspapers digitised from originals held by West Sussex Library Service as part of the Worthing Community Hub project.

The Worthing Newspaper Cuttings collection includes over 20,000 articles in nearly 500 folders from newspapers and some magazines, mainly from the mid-19<sup>th</sup> century to 2016.

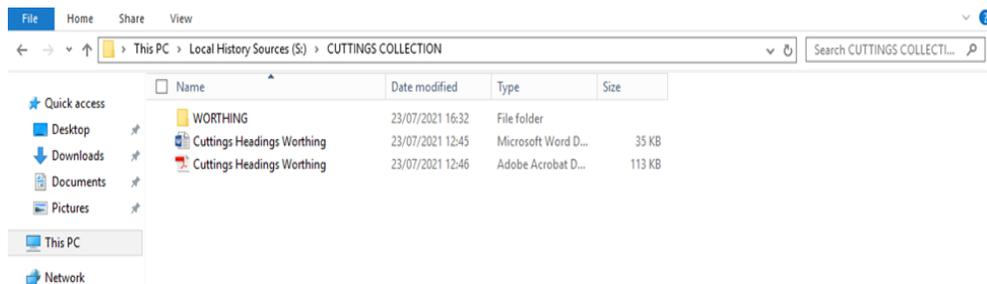
Key subjects include: Worthing Districts (Broadwater etc), Buildings, Businesses, Cemeteries and Memorials, Cinemas, Coast, Crime, Customs and Folklore, Education (including a file on every school), Emergency Services, Employment, Entertainment, Environment and Natural History, Events, Food and Drink, Health, History, Industry, Libraries, Local Government, Media, Museums, Music, Organisations and Societies, Paranormal, Parks and Gardens, Postal Service, Religion, Social Issues, Sport and Leisure, Theatres, Tourism, Transport, Utilities, Waste and Recycling, Weather and Climate and Youth Organisations.

## 1. Searching the Worthing Cuttings Collection

After you have logged on to the public computer, to access the Worthing Cuttings Collection, double-click on the **Documents** icon on the desktop. Choose **This PC** then double-click **Local History Sources**. From the menu shown double-click **Cuttings Collection**.

AUDIO RECORDINGS	29/10/2019 11:05	File folder
CUTTINGS COLLECTION	11/08/2020 09:23	File folder
DIRECTORIES	21/09/2020 13:13	File folder
MAPS	24/07/2020 10:00	File folder
NEWSPAPERS	23/11/2020 09:20	File folder
PHOTOGRAPHS AND PICTURES	02/03/2021 09:18	File folder

## 2. Then double-click on **Worthing**.

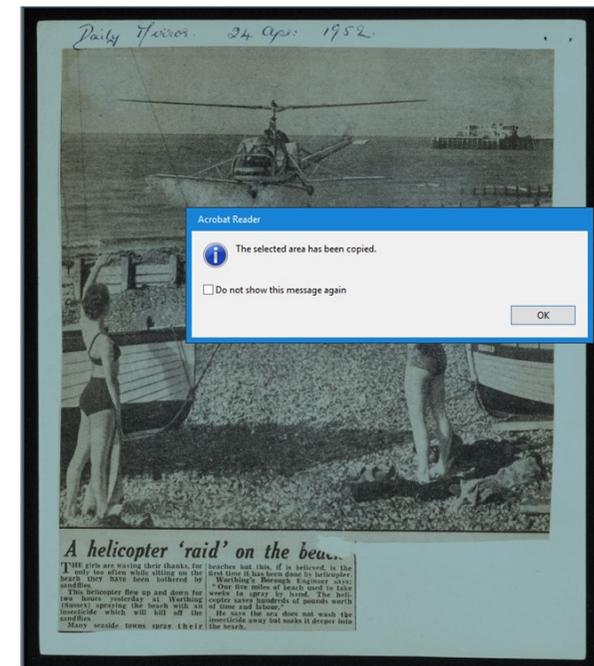


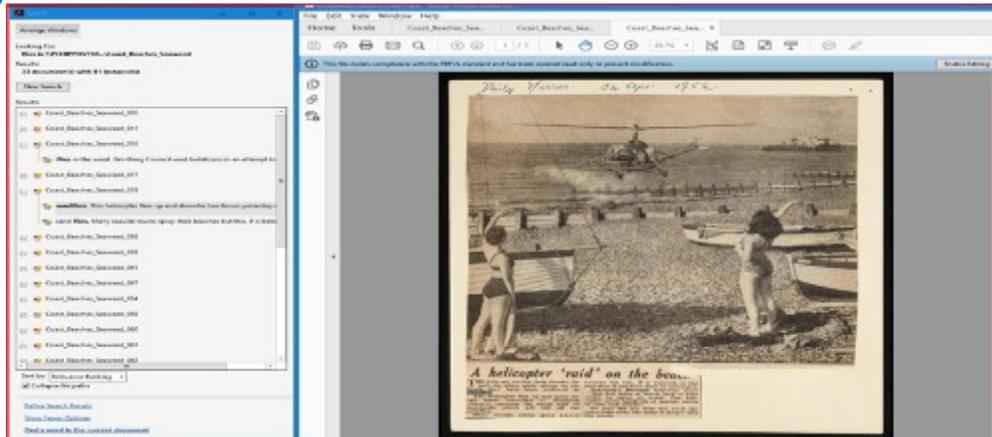
12. If you don't have a memory stick, you could open your web-based email account such as Hotmail or Gmail, then email the file to yourself.

Alternatively, you could take a screenshot of the article, paste it into a blank message and email it to yourself.

To take a screenshot, click on **Edit** then **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 **OK**. The image is then copied to the clipboard so that you can right click to paste it into an email.



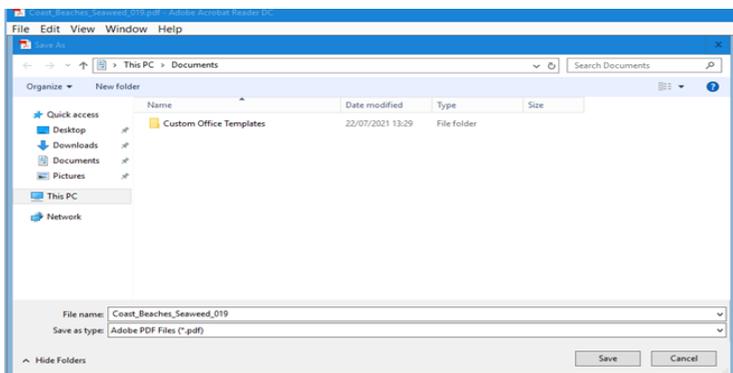


10. To print the article, click **File** from the toolbar, followed by **Print**.

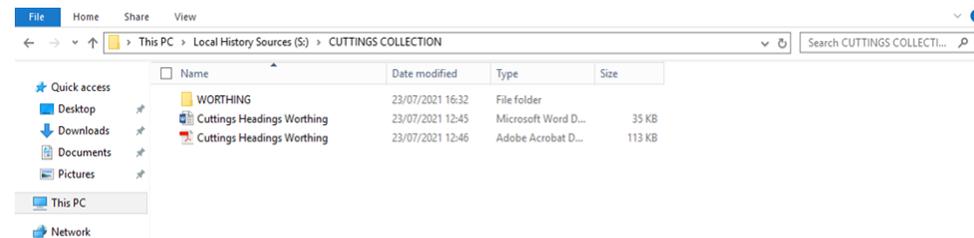
11. To save the article, click **File** from the toolbar, followed by **Save As**.

Click on **My Computer**, then **Choose a Different Folder**.

Save the pdf to **This PC** then **Documents** or if you have a memory stick, insert it into the USB port on the left-hand side of the PC monitor. Then find the location in the column on the left, and save your file there.



3. You can use the list of **Worthing Cuttings Headings** to help you find what you're looking for. For example, if you are looking for cuttings about Seaweed, you need to look in: **Coast: Beaches: Seaweed**.



Cinemas: **Rivoli**

Coast: **Beaches**

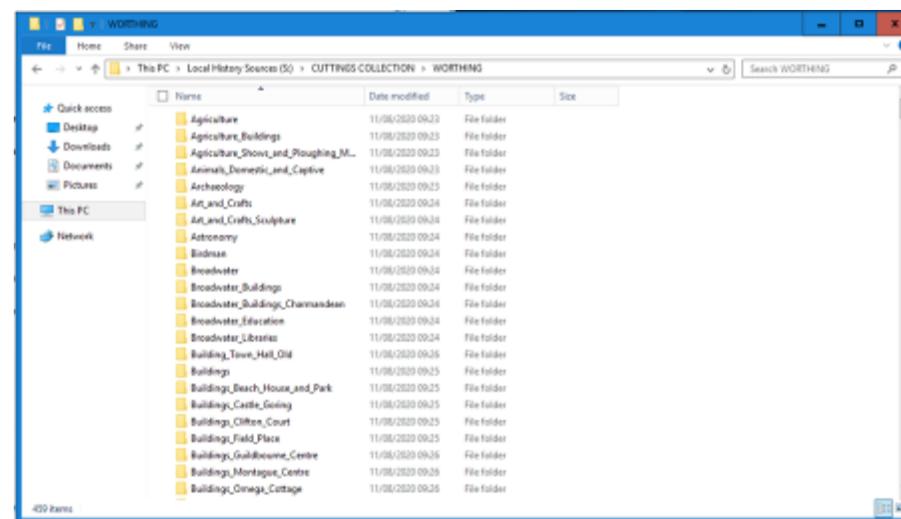
Coast: Beaches: **Seaweed**

Coast: **Erosion and Protection**

Coast: **Piers - see also Theatres: Pier Pavilion**

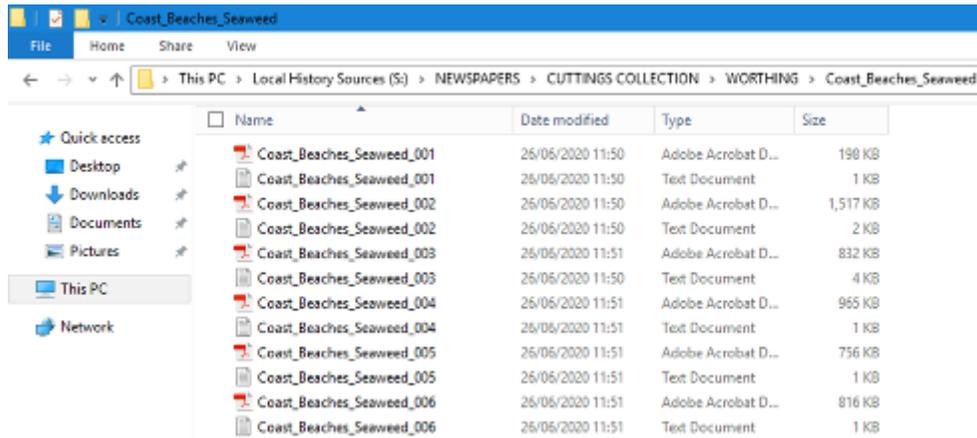
Coast: **Piers: Denton Lounge**

Coast: **Piers: Southern Pavilion**

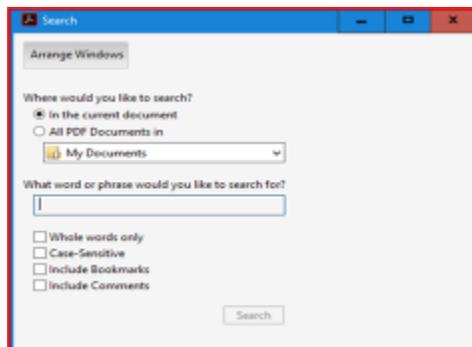


4. Each folder contains two files for each cutting: a pdf of the cutting and a text file containing the keywords from the article. (Please note that files with an 'a' at the end are scans of the back of cuttings).

To view the cutting, double-click on the pdf.

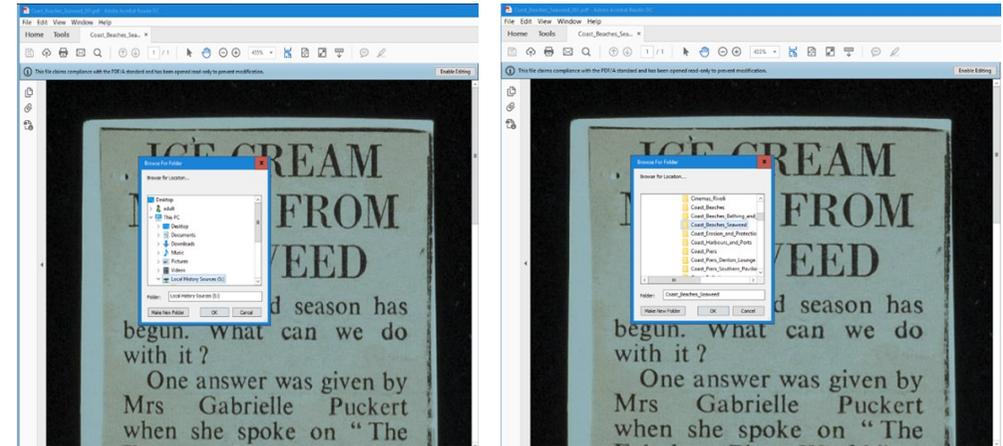


5. To search for specific keywords, you can either search the article that you have just opened, or a whole folder of cuttings. From the toolbar, click on **Edit** then **Advanced Search**.



6. If you want to search a whole folder, click on **All PDF Documents** then the down arrow to choose **Browse for location**.

7. Then click on **This PC**, then choose the **Local History Sources** folder. Then choose **Cuttings Collection**, then **Worthing**. Then select the folder that you would like to search.



8. Type your keyword(s) in the **What word...** box and click **Search**. A security warning box may pop up. Click on **Allow**.

9. 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.