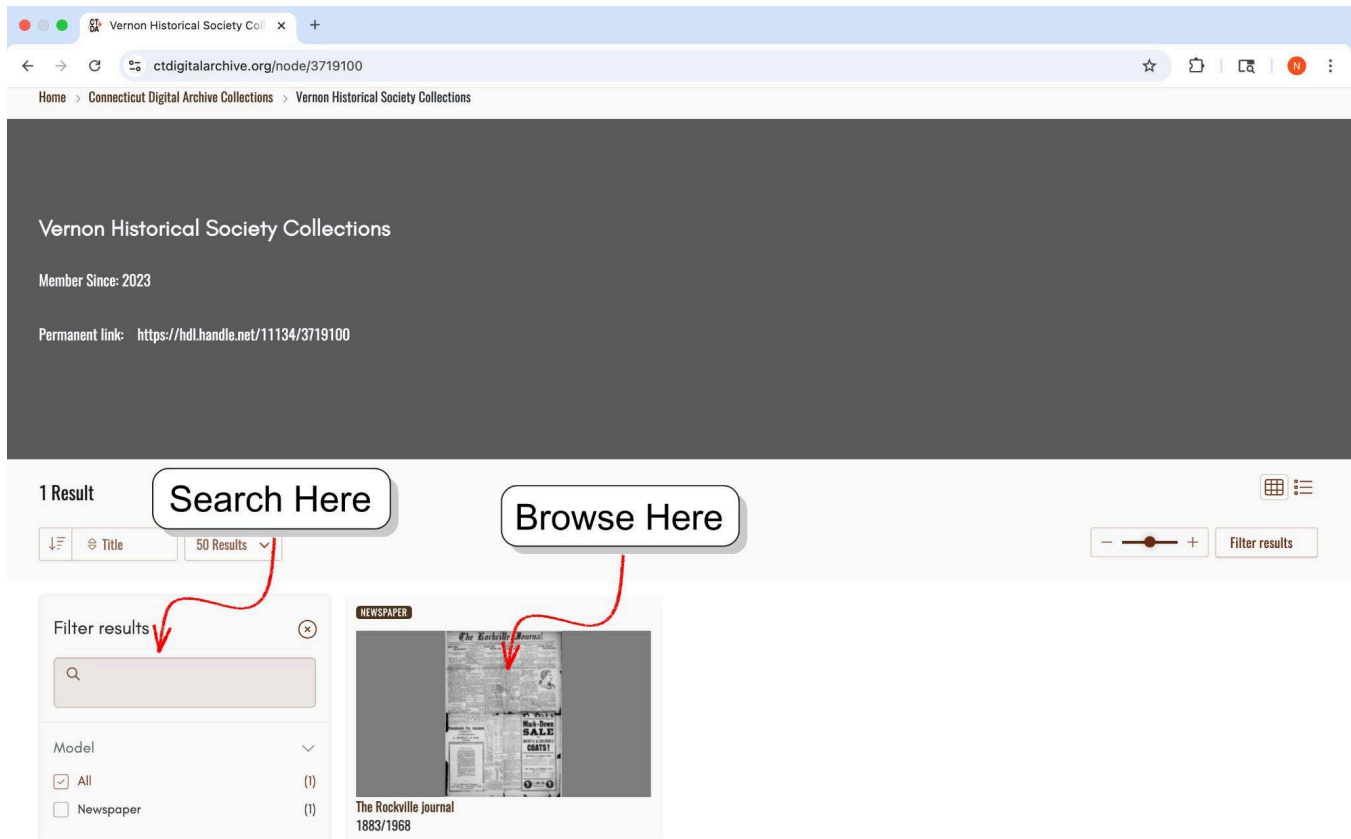














## Instructions for Accessing VHS Newspapers on CTDA

1. To access the Vernon Historical Society (VHS) Collection page on CTDA, visit this link - <https://ctdigitalarchive.org/node/3719100> (link can be clicked or copied and pasted).
2. From the VHS Collections page there are two ways to engage with the digitized newspapers - a) by searching or b) by browsing (see image below). See item a. below to learn about the search option and item b. for browsing.

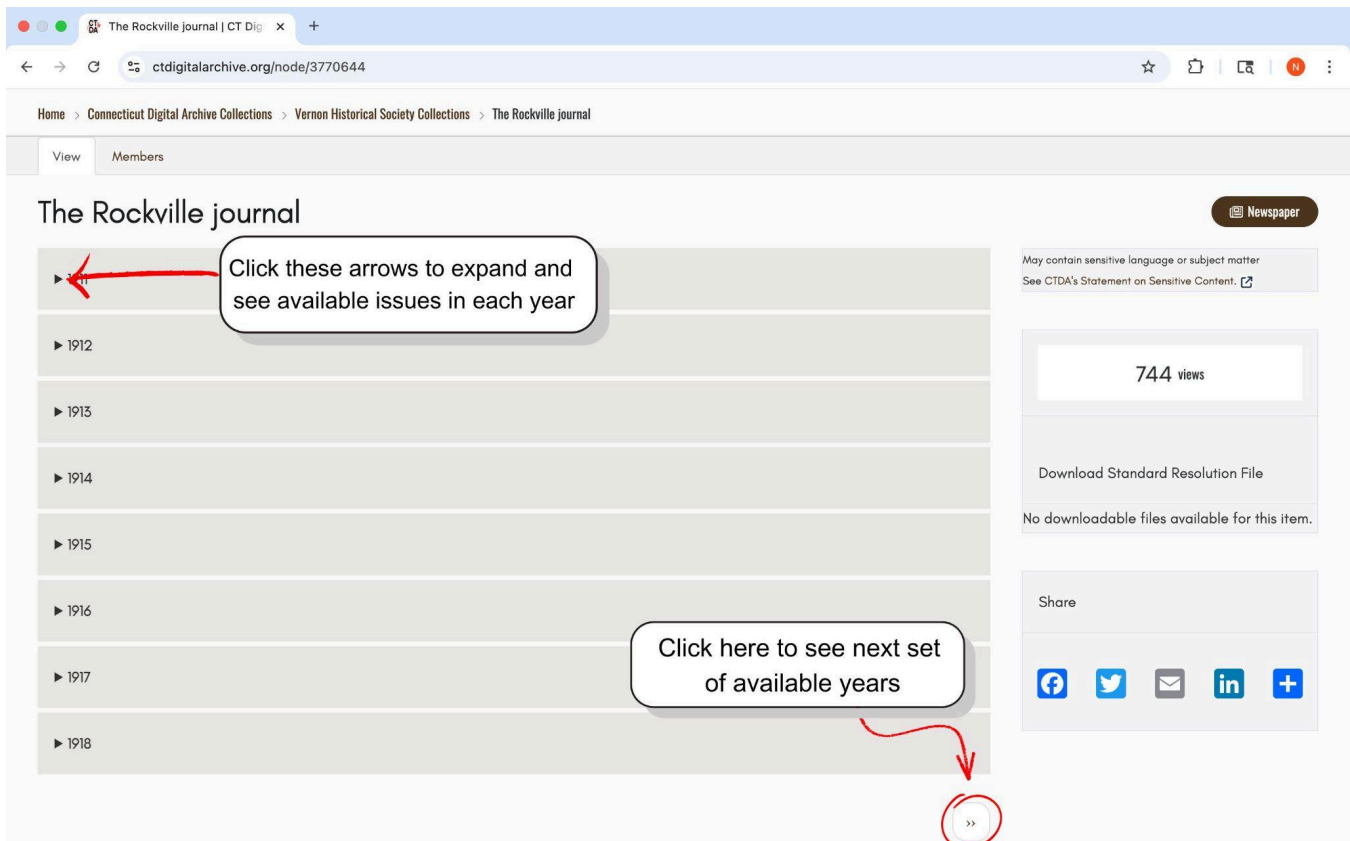


- a. To search the newspapers, navigate to the left side of the Collections page to the “Filter results” heading and search box (see image above).
  - i. Enter your search terms in the light brown search box that also has a magnifying glass, and then hit “Enter” on your keyboard or press the magnifying glass.
  - ii. *Tip* - use quotation marks (“ ”) to search for terms with more than one word, i.e. a name.
  - iii. The search results will consist of individual pages where your search term appears - click each page to view. Your search term will be highlighted yellow or blue.
  - iv. See the “Tips for Using Mirador Viewer” box underneath the image viewer for tips on navigating the viewer that shows the pages; these instructions also work when viewing a full issue (see image below and item b. below for browsing full issues).

### Tips for Using the Mirador Viewer

- The panel along the left side of the viewer includes a full screen option  to view the object at the full size of your screen.
- To alter the layout options, click the window views & thumbnail display icon .
- To search text within the object you are viewing use the search icon .
- To rotate or to alter the contrast of an image you can use the Mirador Image settings (to the right of the object)         

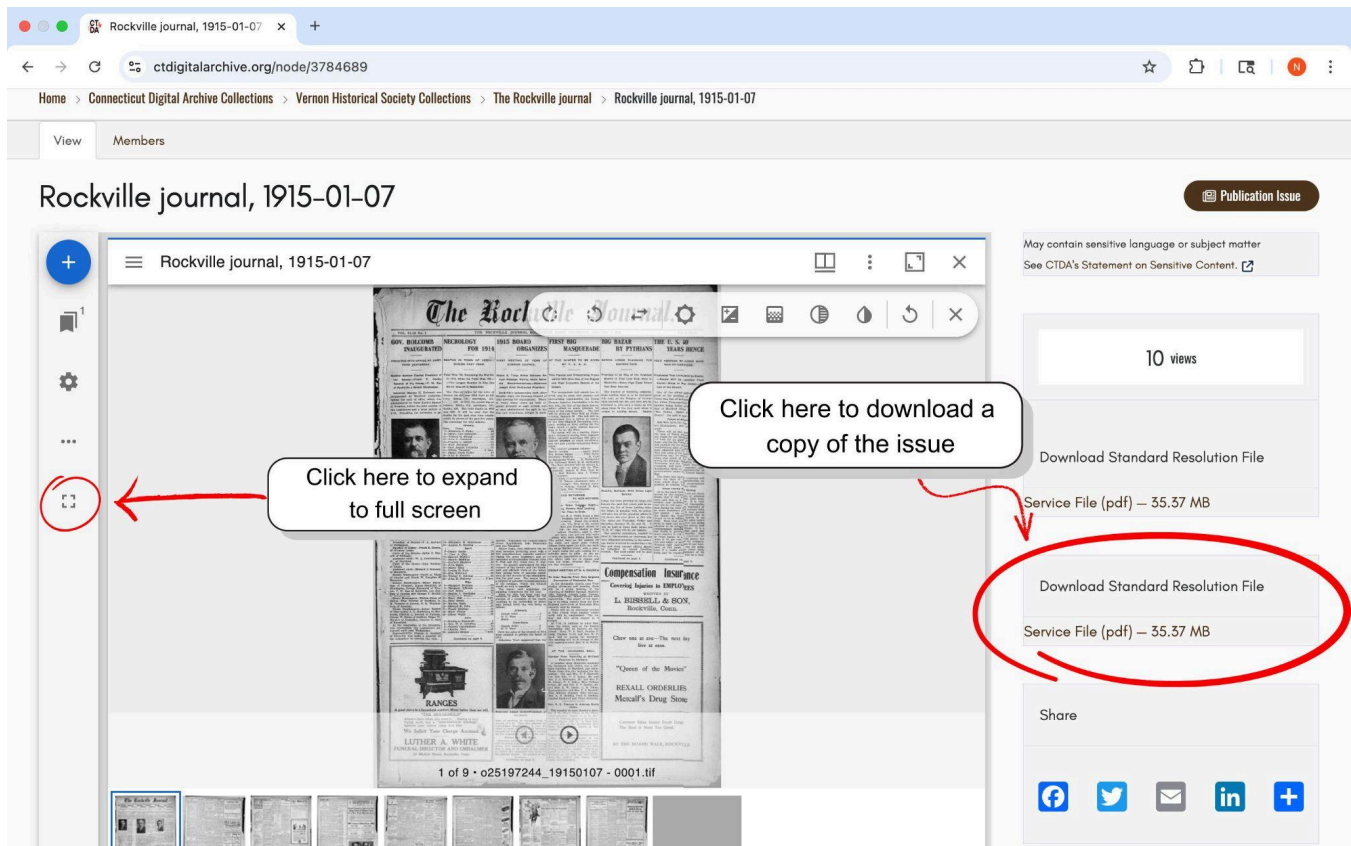
- b. To browse the newspapers, navigate to the box in the middle of the VHS Collections page with the image of a newspaper page and then the newspaper title underneath - click on the image or newspaper title to open the newspaper (see first image above).
- The list of available years will show up - a maximum of 8 years displayed at a time. If additional years are available, there will be a small double arrow visible at the bottom right of the list of years - click this to see the next set of years (see image below).
  - When looking at the available years, click the arrow to the left of the year to open (see image below) and then click “Expand all months” to see the issues available in that year.
  - Click on the issue date to open the issue. Click the page images at the bottom of the image viewer to view each page.



The screenshot shows the 'The Rockville journal' page on the Connecticut Digital Archive website. The page has a breadcrumb trail: Home > Connecticut Digital Archive Collections > Vernon Historical Society Collections > The Rockville journal. Below the breadcrumb, there are tabs for 'View' and 'Members'. The main content area is titled 'The Rockville journal' and features a list of years from 1912 to 1918. A red arrow points to the left arrow of the first year (1912) with a callout: 'Click these arrows to expand and see available issues in each year'. Another red arrow points to the double right arrow at the bottom right of the year list with a callout: 'Click here to see next set of available years'. The page also shows a 'Newspaper' tab, a view count of 744, and social media sharing options.

- c. *Tip* - Whether you're viewing a single page or entire issue, it's helpful to expand the viewer to full screen. Do this by going to the bar on the left side of the page/issue, to the

square icon (the last of 4 icons in the bar) that says “Full Screen” when you hover over it and then click (see image below). The viewer will expand to take up the full screen. When you wish to leave full screen mode, use the “Esc” key on your keyboard, in the top lefthand corner.



3. To download an issue or page, navigate to the right side of the page where you're viewing the item - just under the number of views for the issue or page, there will be the option to “Download Standard Resolution File” and/or “Download High Resolution File.” (see image above) Click “Service File” or “Original File” to download the file. \*Note - the Service File for individual pages is a JP2 file, which may not be viewable on Windows computers; a TIF file (Original File) is also available.