

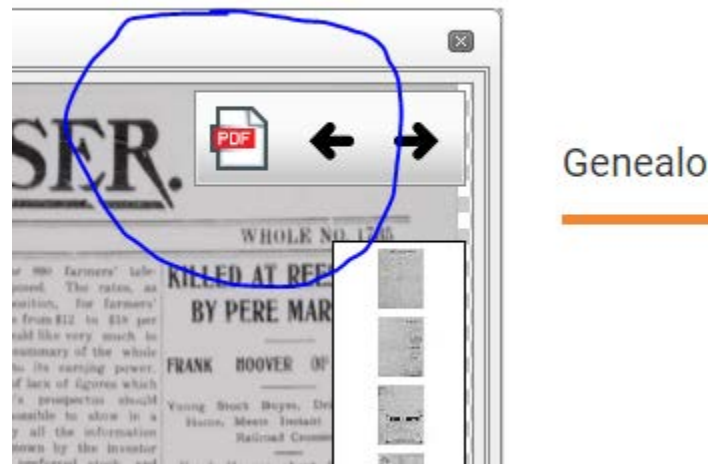
Tips & Tricks for Using Our Online Local History Collection

Go to www.carolibrary.org/eshelf-research/digital-collection

From there you can search for certain names or phrases. If you would prefer to browse a certain yearbook or newspaper, close the search box by clicking the X in the upper right hand corner of the search box.

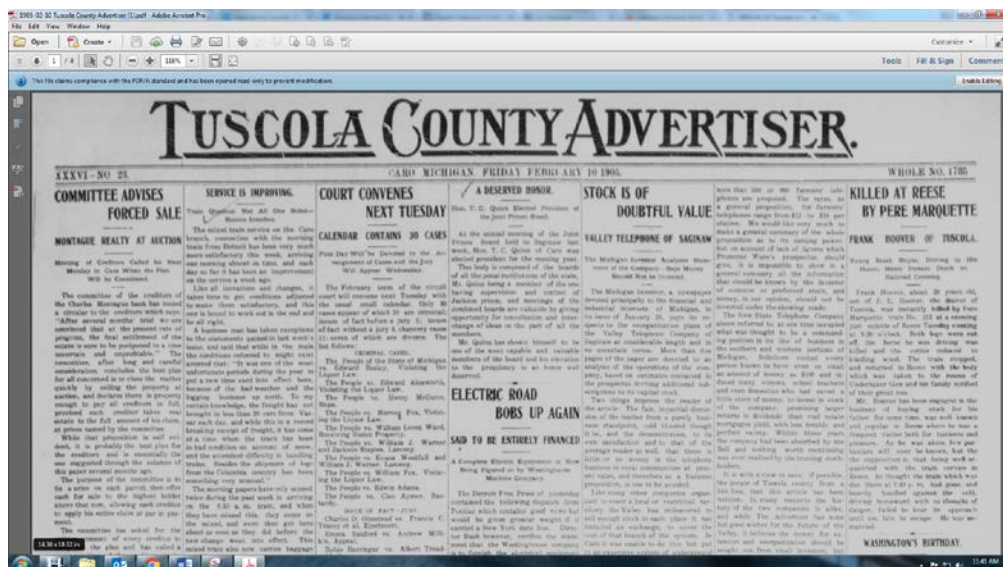
Once you have found the yearbook or newspaper that you want to look at more closely, download the PDF version onto your computer by clicking the PDF icon in the upper right hand corner of the item:

Books from 1922-2006.



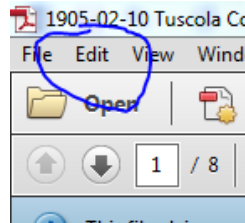
It may take a minute or two to download, but it is worth it because the image is of much higher quality and easier to search.

Open the downloaded file in Adobe Acrobat (this is a free file reading program, it is normally installed on all Windows computers, but if you need it, go to www.adobe.com). It will look like this:

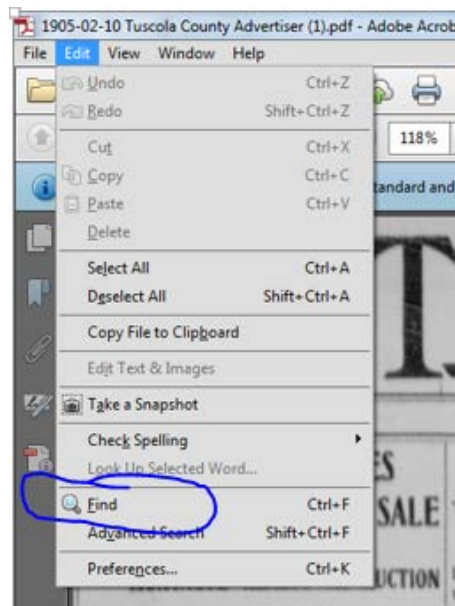


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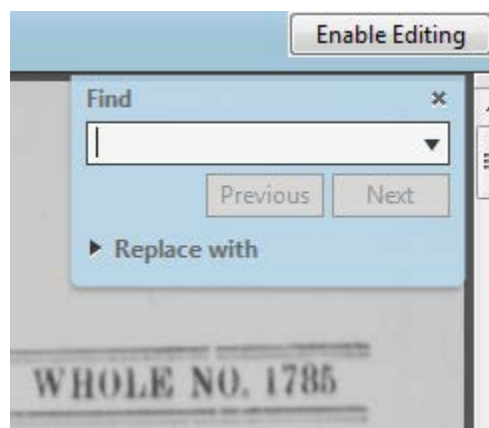
The searching capability within Adobe Reader is very strong. To search within the file, go to 'Edit' near the upper left hand corner:



Within the Edit menu, look towards the bottom of the menu and click on 'Find':



It will pop up a search box in the upper right hand corner:



Then you can search throughout the file and it will highlight instances of the word(s) you are looking for. Once you find something that you would like to snip, you will want to use the Snipping Tool. This is a piece of software that is on all modern Windows computers. It is located in different places depending on what version of Windows you are using, so doing a search for it on your computer is the simplest way to find it. It will allow you to drag a box around the section of your screen that you would like to clip and then save this clip as an image or paste it into another program, such as Microsoft Word.

