

Getting Started with the Digital Wellesley Townsman 1906-1989

Go to www.wellesleyfreelibrary.org

Select Services

Select Wellesley Townsman under Research

Select Wellesley Townsman 1906-1989

Note that the Wellesley Townsman 1990- July 2005 is currently only available on microfilm. Wellesley Townsman August 2005-Present is on microfilm and Newsbank.



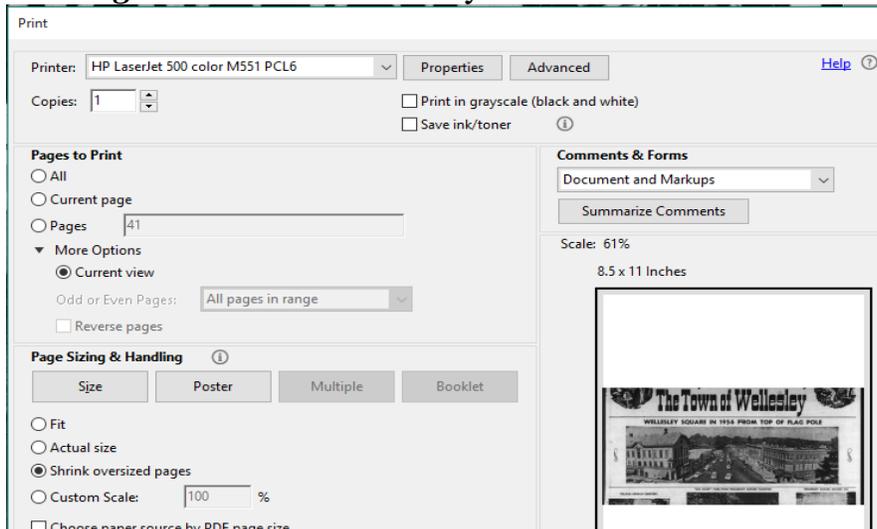
On the upper right you will see a menu. We start you off in the Browse mode. You will usually be in Search, Browse or Viewer mode.

Browse mode Select your year across the top and your month along the side. After you have selected your issue you will notice that it's zoomed in. Move your cursor to the top and a drop down menu appears.

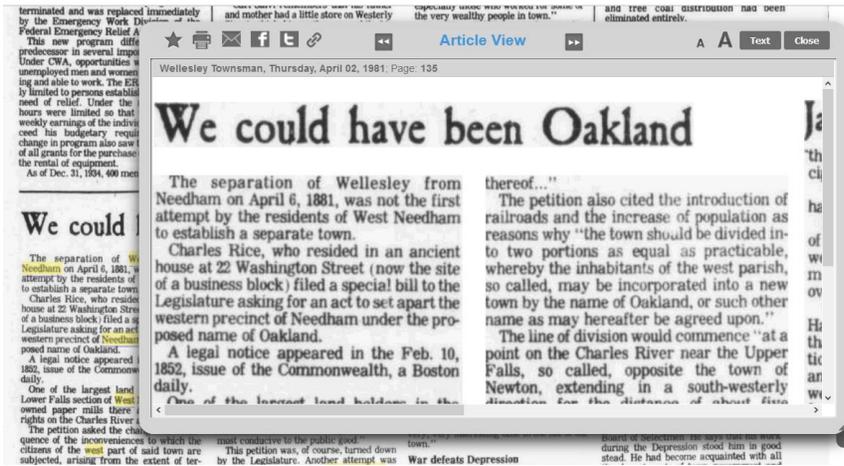


Zoom Click twice on + and then click on – until you get the zoom level you want. Maneuver the page by holding down the left mouse button and drag.

Printing can be done in two ways. You can download the issue as a pdf and print.



Or if you double click on an article it will open in a print window.



Note that when you select an article it will highlight in yellow what will be put in the print window.

Searching On the upper right you will see a Search tab. You can enter your search terms on the top but I recommend using the refine search on the left.

ALL of the words will try to find each individual word in the box in the article.

Exact word or phrase will look for the words in exact order.

Any of these words will look for any of the individual words.

Exclude these words will ignore the words entered.

Byline contains will just search for words in the byline.

You can also limit your search by date range.

TB 10/12/17