

Adobe Reader Instructions

When searching a digital image newspaper database, such as the New York Times (ProQuest Historical Newspapers) or America's Historical Newspapers (Readex), you may need to print an article that is longer than a 8 ½ x 11 page. If you use the default print option in the Adobe Reader, you may get a print that is too small to read. These instructions will show how to create a readable print by taking “snapshots” of parts of the article and pasting them into a document.

Different Versions

There are different versions of Adobe Reader. The versions do not work the same way. The most recent version is XI (11).

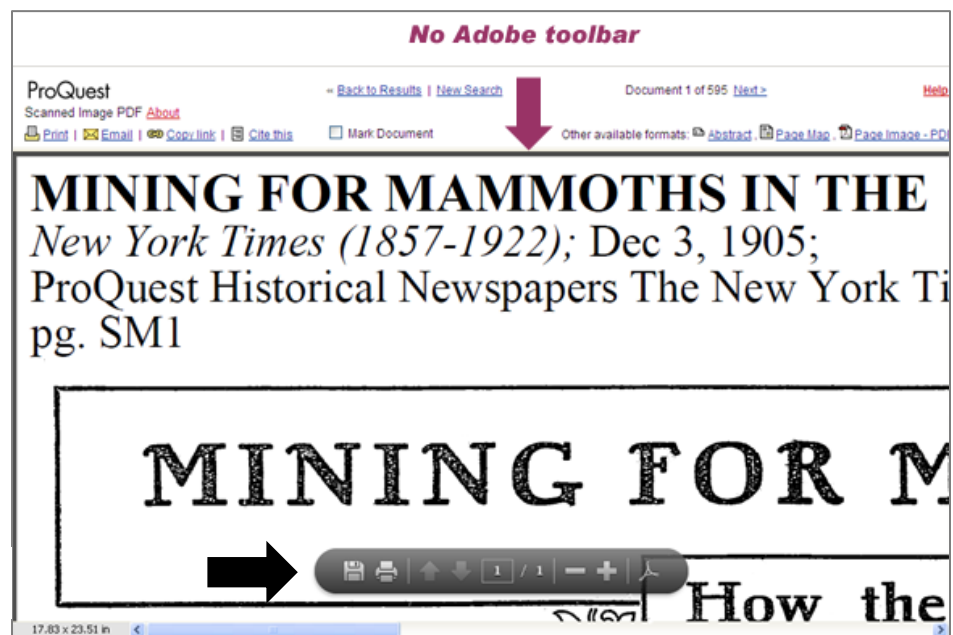
No Toolbar

Newer versions Adobe Reader will typically open without a toolbar.

There is a small gray menu bar that will only be visible when you move the cursor near it. Move the cursor towards the gray menu bar and click the Adobe symbol on the right.



Floating toolbar



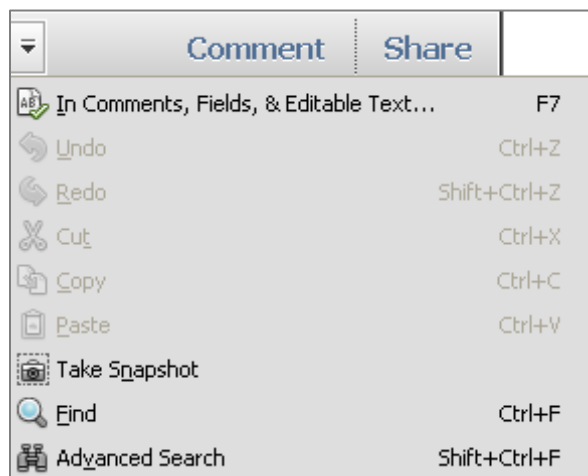
Snapshot Tool

To copy part of an article, you need the “Take Snapshot” tool; the icon is a camera.



If the snapshot tool is not on the menu bar, right click on an empty spot on the menu bar. Select “Edit” from the list.

Select “Take Snapshot” from the next menu.



To Create a Readable Print of the Article

Select the “Take Snapshot” icon.



Move the cursor over the article; the crosshair symbol will appear. 

Click and drag to surround a part of the article. Release the cursor. A blue selection box will appear around your selection.

A message will appear: “The selected area has been copied.”

Open a document and paste the image. Return to the article. Click once to close the blue selection box.

Then copy the next piece and paste into the document. Continue until all the needed pieces have been pasted.

Arrange the pieces, enlarging or reducing as needed.