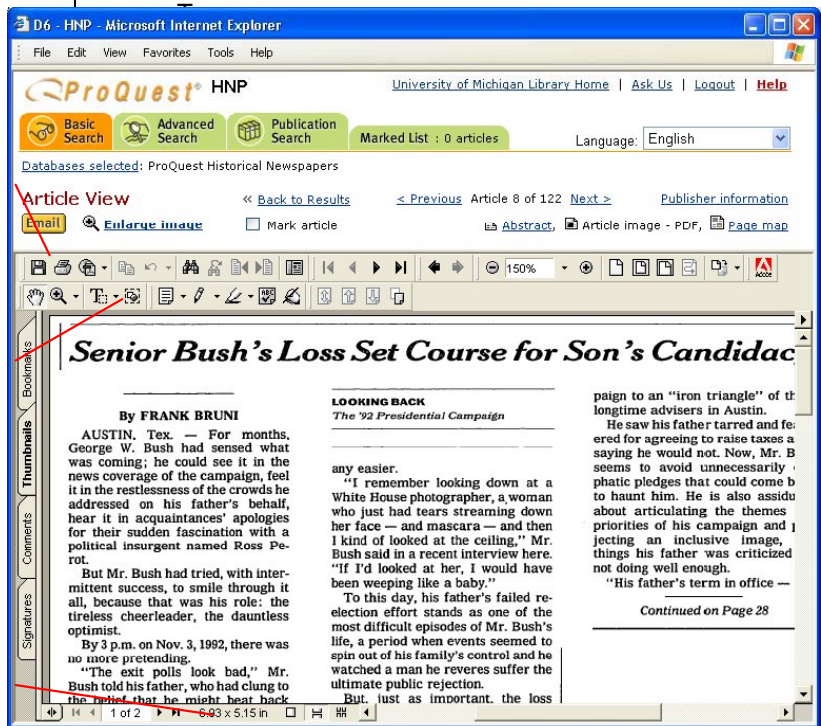


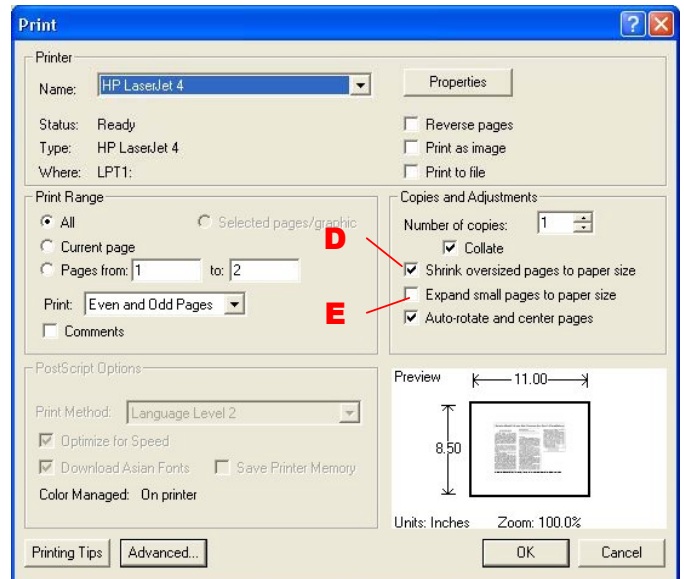
Printing an Article

To print articles in the ProQuest Historical Newspapers database, you must print from within Adobe Acrobat Reader. Follow these steps:

1. View the article as usual within the Adobe Acrobat Reader plug-in (within the browser window). For more information, see Working with Adobe Acrobat Reader.
2. Check the image size of the article (C). The image size appears along the bottom left edge of the Adobe Acrobat Reader window. If the document is slightly larger than your paper size:
 - a. Click the Adobe Acrobat Reader Print button (A). You see the Print Dialog box. (Note: The box may look slightly different if you are using a different printer driver.)
 - b. Check the **Shrink Oversized Pages to Paper Size** option (D) on the Print dialog box. The article will reduce to fit the selected paper size. When you select this option, the Print dialog box will display the percentage of change. (Don't use this option if the document is significantly larger than your paper.)
 - c. Set the print options in the Print dialog box, then click **OK**.



- If the document is significantly larger than your paper size:
- a. Select the Graphics Select Tool (B), then click and drag to select a smaller portion of the page.
 - b. Click the Print button (A).
 - c. Set the print options in the Print dialog box, then click **OK**.
 - d. Repeat steps a through c as many times as necessary, selecting a different section of the larger image for printing each time.



If the document is smaller than your paper size:

- a. Click the Print button (A).
- b. Check the **Expand small pages to paper size** option (E) on the Print dialog box. The article will expand to fit the selected paper size.
- c. Set the print options in the Print dialog box, then click **OK**.

Print Options

The Adobe Acrobat Reader print dialog options let you control how your document will print.

- To change the paper size (for example, to print on legal size paper), click **Properties** on the Print dialog box. Then, select the desired paper size.

change the page orientation, click **Properties** on the Print dialog box. Within the Properties dialog, select the desired orientation (landscape or portrait).

- To center the page on the paper, check the **Auto-rotate and center pages** option.
- To enlarge an article/page map for printing, select **Expand small pages to paper size** on the Print dialog box. The article will expand to fit the selected paper size.
- To shrink an article/page map for printing, select **Shrink oversized pages to paper size** on the print dialog screen. The zoom percentage will be displayed below the print preview, on the bottom right of the window.