

How to search the digital archives of the Ottawa County Exponent newspapers:

- Recommended web browser: Mozilla Firefox or Google Chrome. The library uses Mozilla Firefox on all computers. As Microsoft no longer supports its Internet Explorer, often times Adobe program will not display correctly when browsing documents using Internet Explorer.
- Use quotation marks “.....” on your keyword search. The search results will be highlighted in purple.
- When performing a search, i.e. names, the more detailed information, the better. Type in names with the middle initials if applicable. You can narrow the years of the publication if you have the information.
- Use Advanced Search option if your keyword search comes with zero results.
- You can crop a section of page that you want to print or simply save it on your computer.
- You can also download the page on to Adobe, crop the section you want, and transfer into Microsoft Word.

Adobe Reader Tips

- Always make sure that you have the most recent version of Adobe Reader for the best possible experience.
- The Adobe Reader comes with some tools enabled and some hidden. The most useful tools that are already enabled are the save, print, text select, zoom, and fit-to-page.



- To enable more tools, just right-click on the Adobe toolbar, and select the tool you would like from the menu.
- We recommend that you add the snapshot tool (under the “edit” menu), the advanced search tool (under the “edit” menu) and the marquee zoom tool (under the “Select & Zoom” menu)



If you have any questions, please call the library at 419-898-7001 or send an email using the contact form on the library’s website.