

# WPL NEWSPAPER ARCHIVE

## Using the Clip Tool



### First,

Find the Clip button with a pair of scissors at the top left of your screen. This will allow you to select the clipping you want to save or print. You can move the sides and corners of this rectangle to select the content you need.

### Then,

Click on the arrow at the bottom right of your selection. This will take you to a new menu, where you can go through a 3-Step process to save or print your clipping. Step 3 of this process, which allows you to identify the date and page of the clipping, is under construction. If you need this information, we recommend you write it down.

### Finally,

Select either the Print or Download buttons on the bottom left of your menu.

