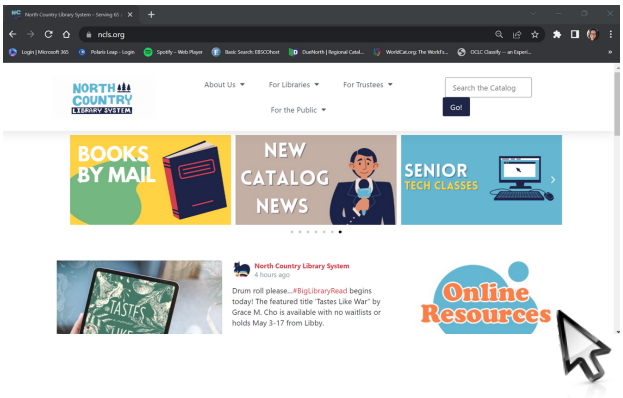
How to Guide

Unlike most of the other the online resources, the Watertown Daily Times subscription available through NCLS is actually paid for by the Northern New York Library Network (rather than Central Library funds!). Currently this subscription allows access to articles published from 1988 to present day.

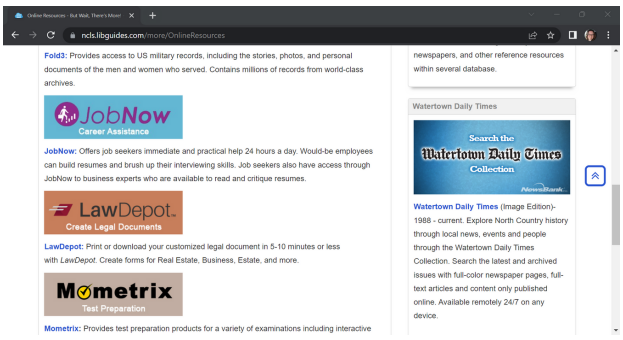
Depending on the access you choose as you log in, you may see only the text of an article or you may view the full newspaper!

- 1988 - current: available as text only, **no** photos
- 2018 - current: available as a full newspaper with full color pages



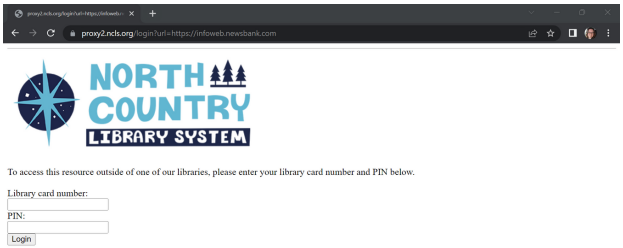
START ACCESSING THE SUBSCRIPTION

To get started, go to ncls.org and click on the Online Resources button at the top of the right side column. The page that opens will feature all of our available online resources.

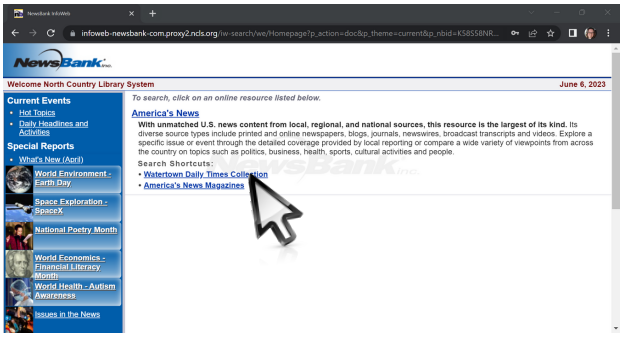


Scroll down the page. On the right side, there is a section that is labeled as Watertown Daily Times. Click on the photo or link.

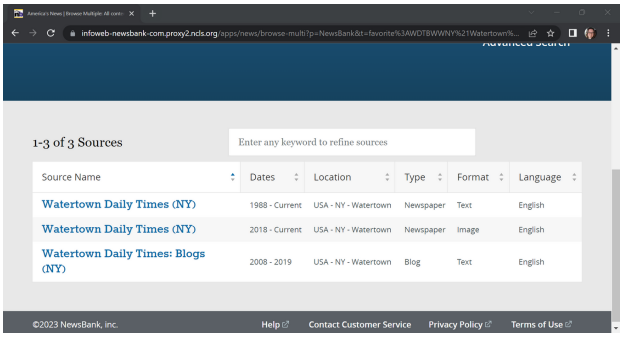
LOOKING TO ACCESS AN ARTICLE FROM 1870-1922?
VISIT NYS HISTORIC NEWSPAPERS ONLINE!



Enter your library card and PIN. Typically, your PIN is the last four digits of your phone number. Click Login.

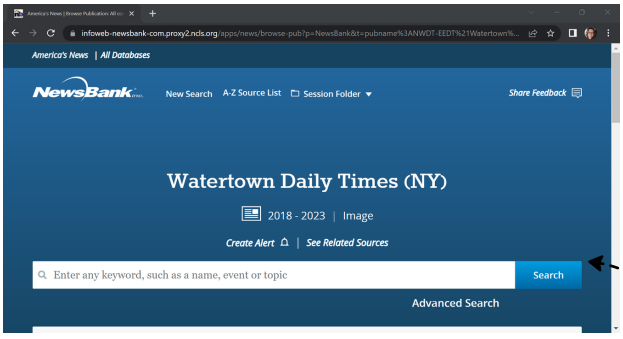


Click on the Watertown Daily Times Collection link.



If your article of interest is from 2018 to present day AND you'd like to view it as a full newspaper page (or paper!) just as it would appear in physical print, scroll down to the bottom of the page. Click on the correct link for **2018 - current**.

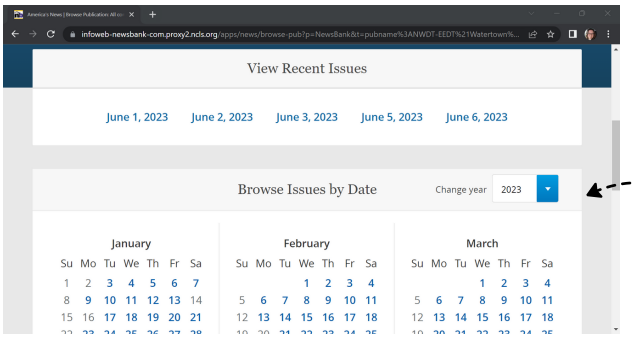
If your article falls in the 1988 - current range, click on that link instead.

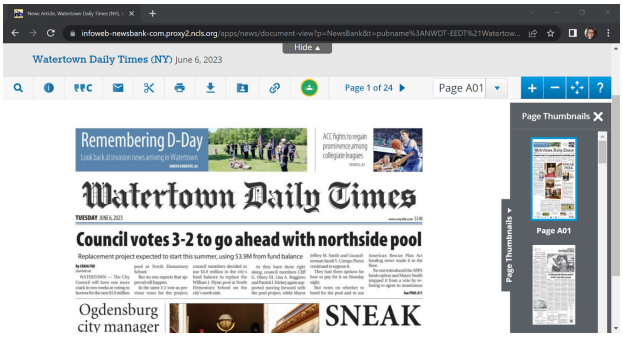


2018 - CURRENT

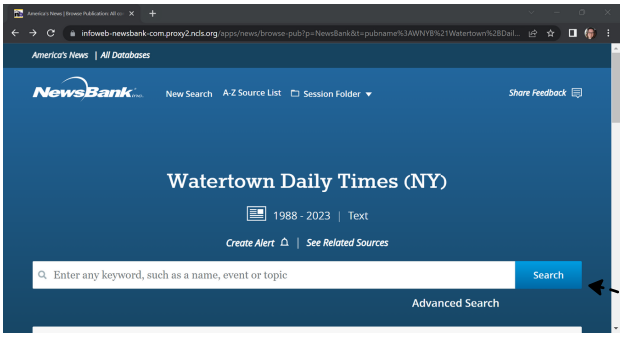
You have options for your search! You may either:

1. Enter your search terms in the search box and click search. Be sure to enter a middle initial if you are searching for a name and know the individual's middle name!
2. Scroll down to the bottom of the page and find the exact date of the article of interest. Click to open the date.





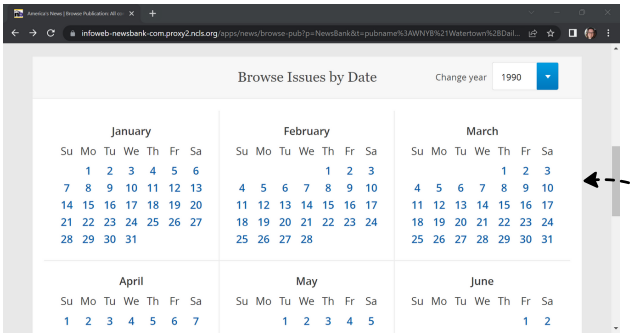
There is a menu bar above the newspaper image that allows you to download a page, create a citation, clip an article, and more!

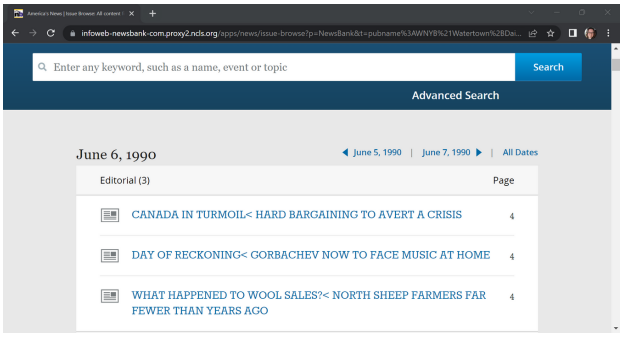


1988 - CURRENT

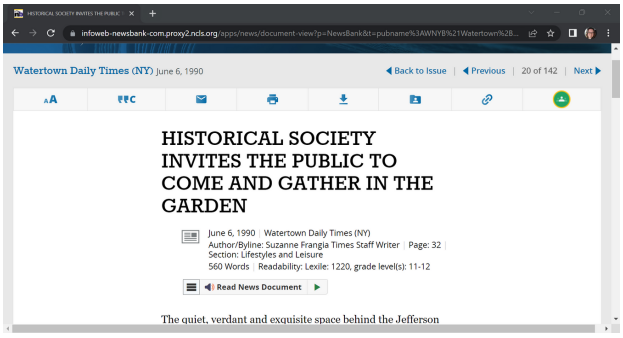
You also have options for your search! You'll simply notice that your search results display differently. You may either:

1. Enter your search terms in the search box and click search. Be sure to enter a middle initial if you are searching for a name and know the individual's middle name!
2. Scroll down to the bottom of the page and find the exact date of the article of interest. *Note that you can change the year using the dropdown menu.* Click to open the date.





Explore the list of articles to find the one(s) of interest. The results list is divided by section.



There is a menu bar above the newspaper image that allows you to download a page, create a citation, print, and more!