

USING EBLADE ON YOUR COMPUTER BROWSER

Instructional Video Series

Welcome to The Blade Instructional Video Series

Today I am going to show you how to navigate the eBLADE app on mobile devices.

A few things to note before we get started. If you are going to print, you will need a printer that is connected to your computer. It can be black and white or color. Make sure your printer is plugged in and turned on.

Start by opening your Internet browser - We recommend using Google Chrome - or the latest version of Microsoft EDGE on Windows 10

You can visit the eBLADE 24 hours a day 7 days a week from a computer or from our eBLADE App in the Apple App Store and the Google Play store.

To view the eBLADE or you can visit www.toledoblade.com/eblade or directly at <https://eblade.toledoblade.com/pf3>

For printing instructions, we have a separate video that details how to print that is linked in the comments.

Once the edition loads, you will notice the **menu button** in the upper left - I will go through each of the options.

You can click the **menu button** at any time - or open and close it by pressing the "H" key

In fact, all the shortcuts can be accessed by pressing the key that is highlighted in white.

You can scroll up and down the page by using the up and down arrow keys on your keyboard or use the wheel of a wheel mouse.

To jump to a specific section quickly, press the "S" key - you will see a list of sections - *click* the section you want to view.

To quickly jump to pages in the section you can click the menu and go to the Show/Hide Bottom Menu Bar - then click on a page to view.

To look at archived editions, go to the menu and *click* the **Show/Hide Edition List** - on the computer version of eBLADE we keep up to 60 previous editions.

The date of the edition is displayed below the thumbnail. *Click* the edition you want to view and it will load.

You can also show/hide the top menu bar by *clicking* the “T” key - this is a handy tool bar as you can do several key features - the upper left area lets you zoom in or out - if your browser supports it. The **PDF Icon** lets you load a PDF of the edition that you can use to print individual pages or ranges of pages - including the crosswords and puzzles - we have a separate video on the specifics of printing pages.

The next Left and Right buttons let’s you turn the pages

The next icons let you change between **single page view** and **two page view**

Two page view is what we call mouse following so the page moves with your mouse - it takes a little bit of time to get used to.

The next icon let’s you select a story that you can email to yourself or another person.

The **print icon** let’s you select and print a plain text version of the story - I cover this in our how to print video

The **Ads icon** far right icon and when you click it, it opens to our discount coupons website.

Back to the menu - the remaining options were covered by the to tool bar. Note - if you *click* the **Ads button**, it will take you to our website for the discount coupons available in our area - to go back to the eBLADE, *click* the back button on your browser.

That covers the main features - let us know if you have any questions.

Instructional Video Series Navigating - eBLADE Computer Browser