

Welcome to our Electronic Tear Sheet access page. Your tear sheets have been saved in a full-size pdf format which can be viewed and printed using Adobe Acrobat Reader. You will need a user and password to access the Janesville Gazette Tear Sheets, please contact your Sales Representative for access permission.

Our database will contain editions dating back six months at a time. During the first week of every month, the previous months' editions will be uploaded to our tear sheet web page. (For example, during the first week of August, all of the Janesville Gazette July editions will be uploaded.) If you require daily access to your tear sheets, please subscribe to our daily eEdition. If you have any questions or need further assistance please contact us!

Once you have signed into our tear sheet system, all editions can be found in "folders"

organized by month and edition date(s)...

**To View:**

- From Main Menu on left, click on "Tear Sheets"
- Click on "The Janesville Gazette"
- Click on the monthly folder
- Find the date your ad ran, double click on the pdf
- Expand the "bookmarks" tab on the left side of your Acrobat page
- Search for your business name, click to go directly to the page with your ad

**To Print:**

- Choose "Print Setup" from the file menu
  - Best if you print to legal or tabloid size paper if available
  - Choose "Print" / "Current Page" / set page scaling to "Fit to Printer Margins"
- that way you will print the entire page but at a reduced size