BILL'S HOME TECH
Home & Small Business Tech Solutions

BILL'S COMPLETE MANUALS

News Apps & Digital Newspapers

E-editions, local papers, Apple News, paywalls and subscriptions — explained in plain English, one step at a time

A plain-English guide for readers of every age

Take your time — you can't break it

Written for you by Bill — Bill's Home Tech

(330) 200-8042 · BillsHomeTech.com

For phones, tablets and computers · facts current November 2026

What's Inside

This is your guide to reading the news on a phone, tablet or computer. Read it in any order and at your own pace. Whether your hometown paper has started steering you toward its e-edition, you'd like to try Apple News, or you just want to stop paying for a subscription you don't use, every feature here comes with what it actually does *for you* and slow, step-by-step directions. Newspapers and apps change their screens often, so if something looks a little different on yours, the idea is still the same.

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PART 1

Getting Started

What a digital newspaper is, how it differs from a news website or app, and what you need before you begin. Start here.

CHAPTER 1

A Note from Bill

Hello, and welcome. Maybe your newspaper bill arrived with a note about the "e-edition." Maybe the paper doesn't land on the porch as many days as it used to, and someone told you the rest is "online." Or maybe your grandchildren keep sending you links to stories and you'd like to read the news the way they do. Whoever you are, this guide is for **you**.

I'm Bill. Helping people in Portage County feel at home with their technology is what I do every day, and I've written this guide the way I'd explain it sitting next to you at the kitchen table: plainly, patiently, and without the jargon. When a word like "paywall" or "e-edition" comes up, I'll stop and tell you what it means.

You can't break it by exploring

A news app or a newspaper website can look busy, with headlines, pictures and buttons everywhere. But you cannot hurt your phone, your tablet or your subscription by tapping around. The worst that happens is you open a story you didn't mean to. Close it and try again. The only things that really deserve care are buttons that say **Subscribe**, **Buy** or **Confirm**, because those can cost money, and I'll point them out as we go.

WHAT THIS DOES FOR YOU

Why this matters

Once you know how your paper works on a screen, you can read it the moment it's ready, make the print as large as you like, have stories read aloud, and look up last week's obituaries without a stack of old papers. And you'll know exactly what you're paying for, and how to stop paying when you want to.

What's in this guide

- **The basics**: print, website, app and e-edition, and what you need to get started (Part 1).
- **Your local paper**: the Record-Courier, the Akron Beacon Journal and cleveland.com / The Plain Dealer, and how to use the online access your print subscription may already include (Part 2).
- **National news apps**: Apple News, Google News, MSN and the big national papers (Part 3).
- **Paying for news**: paywalls, your library card, and managing or canceling subscriptions (Part 4).

- **Comfortable reading**: bigger text, read-aloud, fewer alerts and saving stories (Part 5).
- **Staying safe**: fake news sites, AI look-alikes, fake renewal notices and fixes for common problems (Part 6).

And I'm only a phone call away

If you get stuck, you're never stuck alone. Call me at **(330) 200-8042**. No question is too small and no one will make you feel silly for asking. Now let's sort out what all these words mean.

— Bill

CHAPTER 2

Print, Website, App or E-Edition: What's the Difference?

Most newspapers now come in four forms. They often carry the same stories, but they look and behave differently. Knowing which is which clears up a lot of confusion, because a subscription may include some of them and not others.

Form	What it is	Feels like
Print	The paper delivered to your door or bought at the store.	The newspaper you've always known.
Website	The paper's site in a web browser, like record-courier.com or cleveland.com. Updated all day.	Scrolling a long list of headlines. Stories appear as soon as they're written.
App	The paper's own program for your phone or tablet, downloaded from the App Store or Google Play.	Like the website, but tidier, with alerts.
E-edition	An exact digital copy of the printed pages, same layout, same ads, same puzzles.	Turning the pages of the real paper, on a screen.

The e-edition, in plain words

An **e-edition** (papers also call it the **eNewspaper**, **ePaper**, **digital replica** or **print replica**) is a picture-perfect copy of the printed newspaper. You see the whole front page, then the next page and the next, just as they were printed. You can zoom in on a story, tap it to open it in larger type, and flip through sections. For readers who like the order and feel of the printed paper, the e-edition is usually the most comfortable digital choice.

WHAT THIS DOES FOR YOU

What the e-edition does for you

It arrives the moment the paper is ready, rain or snow, with no wet driveway walk. It never piles up in the recycling bin. And you can make the print as big as you need, which no printed paper can do.

Why the website and the e-edition don't always match

The website changes all day as news happens. The e-edition is fixed: it shows the paper as it went to press. So a story you saw on the website at lunchtime may appear in the next day's e-edition, and a late ballgame score may be on the website but not in the e-edition. Neither one is wrong; they work on different clocks.

GOOD TO KNOW

"Digital subscription" can mean different things

Some papers sell a digital plan that covers the website and app but not the e-edition, or the other way around. Before you pay, look for the words **e-edition** or **eNewspaper** in the plan's description if the page-by-page copy is what you want.

CHAPTER 3

What You'll Need Before You Start

You don't need anything fancy to read the news digitally. Here's the short list.

What	Why
A screen	A tablet such as an iPad is the most comfortable for an e-edition, because the pages are big. A phone works well for quick headlines. A computer works for everything.
Internet	Home Wi-Fi is best. Most e-editions can be downloaded at home and read later without a connection, but that varies by paper.
An email address	Almost every newspaper account uses your email address as your user name.
A password	One you'll remember, kept somewhere safe. Use a different one from your email and bank.
Your account number	For print subscribers, it's on your paper bill or renewal statement. It helps link print and digital (Chapter 8).

An account is not the same as a subscription

Many news sites let you create a free **account** just by giving an email address. That account may give you a few extra free stories or newsletters. A **subscription** is what you pay for. When a paper says "sign in," it wants the account; when it says "subscribe," it wants money. Signing in is always safe to try; subscribing deserves a look at the price first.

TIP

Write it down once

Use the cheat-sheet in Chapter 28 to note which email address each paper uses, and keep your passwords in a password manager or a notebook kept somewhere private at home. Most "I can't get in" problems are really "which email did I use?" problems.

HEADS UP

Newspaper apps are free to download

The official apps for local papers, Apple News, Google News and MSN cost nothing to download. If an app store page asks you to pay just to install a "newspaper reader" for your paper, stop. Search the store for the paper's exact name and check that the developer listed is the newspaper company.

CHAPTER 4

Choosing How You Want to Read

There's no single right way to read the news. Here's a simple way to decide which form fits you best. Many people end up using two: the e-edition with morning coffee, and an app for headlines later in the day.

If you mostly want...

You want	Try this
The paper, just like it was printed	The **e-edition** of your local paper (Chapters 5 to 9).
Local news as it happens	Your paper's **app** or website, with only the alerts you want (Chapter 22).
Headlines from many sources, for free	**Apple News**, **Google News** or **MSN** (Chapters 11 to 13).
Magazines as well as newspapers	**Apple News+** (Chapter 11) or your library's free digital magazines (Chapter 17).
To pay as little as possible	Your library card, free articles and newsletters (Chapters 15 and 17).
Bigger print or listening instead of reading	Chapters 20 and 21.

WHAT THIS DOES FOR YOU

Why it's worth it

Picking on purpose, instead of saying yes to every offer, means you pay for one or two things you actually read, and nothing else.

A gentle way to try it

1. Keep your print delivery for now, if you have it.
2. Use the digital access that may already come with it (Chapter 8) for two or three weeks.
3. Notice what you reach for: the e-edition, the app, or the printed paper.
4. Then decide whether to change your subscription. You'll be choosing from experience, not from a sales pitch.

FROM BILL

There's no wrong answer

Plenty of people keep the printed paper for good, and that's perfectly fine. Digital is a choice, not a test. This guide is here so the choice is yours.

PART 2

Your Local Paper Online

The Record-Courier, the Akron Beacon Journal and cleveland.com / The Plain Dealer on a screen, how to use the online access your print subscription may include, and how to read an e-edition page by page.

CHAPTER 5

The Record-Courier Online

The **Record-Courier** is Portage County's daily paper, covering Kent, Ravenna, Streetsboro, Aurora and the communities around them. Its website is **record-courier.com**. The paper is part of the USA TODAY Network, the group of local papers owned by Gannett, so its website, app and e-edition work much like those of other Gannett papers, including the Akron Beacon Journal (Chapter 6).

Where to find the e-edition

The Record-Courier calls its e-edition the **eNewspaper**. The printed paper itself points readers to **record-courier.com/enewspaper** for the full pages, and describes it as subscriber-only. In other words, you'll need to sign in with a subscriber account to open it.

1. Open a web browser (Safari, Chrome or Edge) on your tablet, phone or computer.
2. Type **record-courier.com/enewspaper** in the address bar at the top and go.
3. If you're asked to sign in, use the email address and password on your Record-Courier account. If you don't have one yet, see Chapter 8.
4. Today's paper appears. Tap the front page to open it, then follow Chapter 9 to move around.

TIP

Make it one tap next time

Once the eNewspaper is open, save it to your home screen or bookmarks so you never have to type the address again. On an iPhone or iPad in Safari, tap the **Share** button and choose **Add to Home Screen**. In Chrome, use the three-dot menu and choose **Add to Home screen** or the star for a bookmark.

The app

Gannett's local papers each have an app with the paper's name, and the eNewspaper section inside those apps shows the printed pages. Gannett describes its local apps' eNewspaper section as also including USA TODAY and more than 200 other local eNewspapers. Search the App Store or Google Play for the paper's name and check that the developer is Gannett before installing.

GOOD TO KNOW

Print days and delivery

Like many papers, the Record-Courier's print schedule and delivery method have changed over the years. Your bill or your account page shows the days you receive a printed paper. The e-edition is generally the place to read the paper on the days it isn't delivered. If you're unsure, ask the paper's customer service, using the contact details on its website or your bill.

CHAPTER 6

The Akron Beacon Journal Online

The **Akron Beacon Journal** covers Akron and Summit County and is read by many people in western Portage County too. Its website is **beaconjournal.com**. It's also a Gannett paper in the USA TODAY Network, so the steps feel very similar to the Record-Courier's.

Finding the eNewspaper

1. Go to **beaconjournal.com** in your browser.
2. Look in the menu at the top of the page for **eNewspaper**. On a phone, the menu may be hidden behind three short lines; tap them to open it.
3. Sign in with your Beacon Journal account when asked.
4. Bookmark the page or add it to your home screen, as in Chapter 5.

A Beacon Journal article for readers describes the eNewspaper as a link in the site's top menu that subscribers can bookmark. The paper also has an app for iPhone, iPad and Android with an eNewspaper section; its App Store listing describes that section as the print edition made available on mobile devices.

WHAT THIS DOES FOR YOU

Why it's worth it

If you take both local papers, or used to, the steps you learn for one work for the other. Same buttons, same layout, same sign-in idea.

GOOD TO KNOW

Two papers, two accounts

Even though both papers are owned by the same company, each subscription is its own. Paying for the Record-Courier doesn't automatically unlock the Beacon Journal's subscriber-only stories, or the other way around. Check what your plan includes before assuming.

CHAPTER 7

cleveland.com and The Plain Dealer

The Plain Dealer is Cleveland's daily paper, and **cleveland.com** is the news website that goes with it. Both belong to the same company, Advance Local. Since 2020, the stories in the printed Plain Dealer have been produced by the cleveland.com newsroom, and the paper said at the time that it would keep its print schedule. When we checked in November 2026, we found no announcement that The Plain Dealer has stopped printing.

What that means for you

- **cleveland.com** is where the news appears first, updated all day.
- **The Plain Dealer** in print and its e-edition carry stories that first appeared on cleveland.com.
- Print delivery days for The Plain Dealer have changed over the years, so your account or bill is the place to check which days you receive a paper.

Getting to the e-edition

Look for **e-edition** or **Subscriber Services** in the menu on cleveland.com, sign in with your subscriber account, and bookmark the page once it opens. If the site asks you to link a print subscription, have your bill handy for the account number (Chapter 8).

HEADS UP

Papers are changing quickly

Around the Midwest, several newspapers have cut print days, moved delivery to the U.S. Mail, or announced an end to printing in 2026. If your paper sends a notice about changes, read it from the paper's own website or the bill you already trust, not from a phone call or a mailer you didn't expect (Chapter 25).

CHAPTER 8

Getting Digital Access with Your Print Subscription

Many print subscriptions include the website, the app and the e-edition at no extra charge. But the paper can't connect your doorstep delivery to your tablet until you tell it who you are online. This is often called **activating** or **linking** your digital access. It's a one-time job.

Before you start, have these ready

- Your most recent bill or renewal statement, with your **account number**.
- The phone number and address the subscription is under.
- The email address you'd like to use for signing in.

The usual steps

1. Go to your paper's website and look for **Subscribe**, **Sign In**, **Account**, **Activate** or **Subscriber Services**. It's often at the top right.
2. If you've never made an online account, choose the option to create one. Use the email address you'll remember and make a password.
3. Look for wording like **Already a print subscriber?** or **Link my subscription**.
4. Enter the account number, phone number or address it asks for, exactly as it appears on your bill.
5. When it says your access is linked or activated, open the e-edition (Chapter 9) to check it works.

HEADS UP

Don't pay twice

If the site keeps showing you a **Subscribe** offer after you've linked your print account, stop before entering a card number. You may be signed in with a different email address, or the link may not have finished. Sign out, sign in with the right email, or call customer service. Buying a second, digital-only plan by accident is one of the most common money mistakes with newspapers.

If it won't link

Call the paper's customer service and ask them to connect your print account to your email address. Use the phone number printed on your bill or listed on the paper's own website, never a number from a search ad or an unexpected letter. Customer service can also tell you whether your plan includes the e-edition at all.

TIP

One email for everything

Use the same email address for each newspaper account. When you forget a password, the reset link goes to that email, and you'll know where to look.

WHAT THIS DOES FOR YOU

Why it's worth it

You're probably already paying for this access. Linking it means you can read the paper when you're away visiting family, when delivery is late, or when you'd like the print larger, at no extra cost.

CHAPTER 9

Reading an E-Edition, Page by Page

Every newspaper's e-edition looks a little different, but they all work the same basic way. Here are the moves you'll use every day.

Finding today's paper

When the e-edition opens, you'll usually see the newest paper first, shown as a picture of its front page. Older papers are lined up beside it or in a list called something like **Past Issues** or **Archive**. Tap the front page to open it.

Moving around

To do this	Try this
Next page	Swipe left on a phone or tablet, or click the arrow on the right side on a computer.
Previous page	Swipe right, or click the left arrow.
Zoom in	Spread two fingers apart on the screen, or double-tap. On a computer, use the + button.
Zoom out	Pinch two fingers together, or double-tap again.
Jump to a section	Look for a **Sections** or **Pages** button that shows little pictures of every page. Tap one to go straight there.
Read one story in big type	Tap the headline or the story. Many e-editions open it in a plain, easy-to-read text view.

WHAT THIS DOES FOR YOU

The text view is the secret

Squinting at a tiny printed column isn't necessary. Tapping a story to open it as plain text, then making the text bigger (Chapter 20), is usually the most comfortable way to read an e-edition.

Reading without the internet

Some e-edition apps can download the whole paper so you can read it later with no connection, such as on a trip. Look for a **Download** button or an arrow pointing down next to the paper. If you don't see one, your paper may not offer it.

TIP

Puzzles and comics

The crossword, word games and comics are often in the e-edition exactly where they are in print. Some papers also offer puzzles you can play right on the screen; look in the menu for **Puzzles** or **Games**.

CHAPTER 10

Finding Obituaries, Local Sections and Past Papers

Some of the most-read parts of a local paper are the obituaries, the high school sports, the police and court notes, and the community calendar. Here's how to find them digitally.

Obituaries

- In the **e-edition**, they're on the same pages they're on in print. Use the page thumbnails to jump there.
- On the **website**, look for **Obituaries** in the menu. Many papers' obituary pages are free to read and let you search by name.
- Many papers also let families add a guest-book message online. Read the page carefully; some services charge for things like flowers or printed keepsakes, and that's optional.

Searching for a story

1. Look for a magnifying glass at the top of the website or app.
2. Type a few words you remember, such as a name and a town.
3. Scroll through the results; the newest are usually at the top.

Past papers

The e-edition usually keeps recent past issues. For older papers, years or decades back, your library is the best help. Libraries often have newspaper archives and research databases you can use for free with a card (Chapter 17).

TIP

Share a story with family

Found a write-up about a grandchild's game? Use the **Share** button on the story to send a link by text or email. If the story is for subscribers only, the person you send it to may hit the paywall (Chapter 16). A screenshot of the page is a simple alternative for a family keepsake.

PART 3

National News Apps

Apple News and Apple News+, Google News, MSN, the big national papers, and ways to read good news without paying for every source.

CHAPTER 11

Apple News and Apple News+

Apple News comes already installed on every iPhone, iPad and Mac. Its icon is a white square with a red and white "N." It gathers headlines from many newspapers, magazines and TV news outlets in one place. The basic app is free. **Apple News+** is an optional paid add-on.

Free Apple News

- **Today**: a front page of top stories picked for you and by Apple's editors.
- **Following**: the channels (publications) and topics you choose to follow, plus your saved stories.
- Many stories are free to read. Some are marked as News+ stories and need the subscription.

Make it yours

1. Open **News**.
2. When you see a story from a source you like, tap the source's name at the top of the story and choose to follow it.
3. If a source keeps showing up that you'd rather not see, tap the **More** button (three dots) on one of its stories and look for the option to block that channel or suggest fewer stories like it.

WHAT THIS DOES FOR YOU

Why it's worth it

In a week or two, the Today screen fills with what you care about: your teams, your town, your hobbies. It's a little like having a newspaper edited just for you.

Apple News+ and what it costs

Apple News+ adds hundreds of magazines and some newspapers' subscriber-only stories, plus extras such as puzzles and audio stories. As of November 2026, Apple's U.S. price is **$12.99 a month**, and new subscribers get one month free. Apple has also offered three months free with a new iPhone, iPad or Mac. Apple News+ is also included in Apple's most expensive bundle, **Apple One Premier**.

HEADS UP

Free trials turn into charges

When a free month ends, Apple starts charging $12.99 a month automatically unless you cancel. If you're trying it out, set a reminder a few days before the trial ends, and see Chapter 18 for how to cancel. Apple's own guidance is to cancel at least 24 hours before a trial ends.

GOOD TO KNOW

Does Apple News+ include my local paper?

Not usually. Apple News+ includes a selection of publications chosen by Apple, and those change over time. Before subscribing for a particular newspaper, open that paper's channel in Apple News and see whether its stories are marked as part of News+. Your local paper's own subscription is still the way to get its e-edition.

CHAPTER 12

Google News

Google News is a free app for Android phones, iPhones and iPads, and a website at **news.google.com**. It collects stories from thousands of sources and groups coverage of the same event together, so you can see how different outlets reported it.

Getting started

1. On Android, Google News may already be installed. If not, open **Google Play** and search for **Google News**. On an iPhone or iPad, use the **App Store**. Check that the developer is Google LLC.
2. Open it and sign in with your Google Account (the same one you use for Gmail, if you have it).
3. Look around the tabs at the bottom: **For you** is chosen for you, **Headlines** is the big news, and **Following** holds the topics, places and sources you've chosen.

Follow your town

In **Following**, you can add places, such as Kent, Ravenna or Akron, and topics like a favorite team. Stories about them then show up more often. On a story you don't care for, the three-dot menu lets you see fewer stories like it or from that source.

WHAT THIS DOES FOR YOU

Why it's worth it

One free app shows you the same news from several outlets side by side. That makes it easier to spot a story that only one unfamiliar website is reporting, which is often a sign to be careful (Chapter 24).

GOOD TO KNOW

Google News doesn't remove paywalls

Google News shows you the headline and sends you to the publisher's site to read. If that site has a paywall (Chapter 16), you'll meet it there.

CHAPTER 13

MSN (Once Called Microsoft Start)

If you use a Windows computer, you've probably seen news headlines on the Microsoft Edge new-tab page or in the Windows widgets. That news comes from **MSN**, Microsoft's free news service. For a few years Microsoft called it **Microsoft Start**, but in late 2024 the website and app went back to the familiar MSN name. If someone tells you to open "Microsoft Start," they mean MSN.

Ways to see MSN

- The website **msn.com** in any browser.
- The new-tab page in **Microsoft Edge**, which shows MSN headlines by default.
- The free **MSN** app for phones and tablets.

Turn it down if it's too much

Some people find the busy feed on Edge's new-tab page distracting. Open a new tab, click the gear icon on that page, and look for options to hide or reduce the content. The exact choices change from time to time, but there's always a way to make the page quieter.

HEADS UP

Ads that look like stories

News feeds on MSN and elsewhere include advertisements dressed up to look like stories, often with "Sponsored" or "Ad" in small print. Many promise miracle cures, unbelievable deals or shocking secrets. Treat those as ads, not news.

CHAPTER 14

The Big National Papers: NYT, WSJ and Washington Post

The **New York Times**, the **Wall Street Journal** and the **Washington Post** each have their own website and app. All three are subscription papers with paywalls, and each sells several kinds of plans. We don't recommend one over another; read the paper that suits you.

What to know before subscribing to any of them

- **Introductory rates are low on purpose.** The first months or year are often a fraction of the regular price, which then jumps automatically (Chapter 19).
- **Plans differ.** The New York Times, for example, sells news, Games, Cooking and other products, alone or bundled. Read what's included.
- **The e-edition may cost extra or be a separate plan.** Look for "print replica" or "e-edition" in the plan description if you want the page-by-page paper.
- **Your library may offer free access** to one or more national papers (Chapter 17).

TIP

Write down the regular price

Before you subscribe, scroll to the fine print and find the price after the introductory period. Write it on your calendar next to the date it starts. Then you decide, on that date, whether it's worth it.

WHAT THIS DOES FOR YOU

Why it's worth it

A few minutes with the fine print before you sign up is the difference between a bargain and a bill that quietly doubles a year later.

CHAPTER 15

Good News Without a Big Bill

You can stay well informed without paying for every source. Here are the honest, low-cost options.

- **Free news apps**: Apple News, Google News and MSN (Chapters 11 to 13) are free to use.
- **Your library card**: libraries offer newspaper and magazine databases at no cost to cardholders (Chapter 17).
- **Free newsletters**: many papers send a free daily headlines email. You give an email address, not a card number. Look for **Newsletters** on the paper's website.
- **Local TV and radio station websites and apps**: most are free and supported by ads.
- **Free article allowances**: many paywalled sites let you read a few stories before asking you to subscribe (Chapter 16).

WHAT THIS DOES FOR YOU

Why it's worth it

You can keep up with your town and the world while paying for just the one paper you love most, or none at all.

HEADS UP

"Free" sites that want your card

A site that promises free access to every newspaper but asks for a credit card "to verify your age" or "for a free trial" is a red flag. Legitimate free sources don't need your card.

PART 4

Paying for News

Paywalls and free-article limits, getting news free with your library card, and managing, changing and canceling subscriptions, whether you pay Apple, Google or the newspaper itself.

CHAPTER 16

Paywalls and Free-Article Limits

A **paywall** is the message that appears partway through a story asking you to subscribe to keep reading. It's how newspapers pay their reporters now that fewer people buy printed papers. It's not an error, and it's not a scam on its own.

The kinds you'll meet

Type	What it means
Metered	You can read a few free stories each month, then the paywall appears. The count usually resets the next month.
Subscriber-only stories	Some stories are always locked, often marked with a small icon or the word "Subscriber." Others on the same site are free.
Free with an account	Some sites unlock a story if you just make a free account with your email.
Hard paywall	Nothing past the headline without a subscription.

When you hit one

1. First, check whether you're **signed in**. If you already subscribe, the paywall often just means the site forgot you. Look for **Sign In** at the top.
2. If you don't subscribe, decide whether the story is worth it. Your library (Chapter 17) or a free source may have the same news.
3. If you do want to subscribe, read the price and the renewal terms before you enter a card (Chapter 19).

HEADS UP

Paywall look-alikes

A real paywall comes from the newspaper's own website and offers subscription plans. A pop-up that says your device is infected, that you've "won" free access, or that tells you to call a phone number is **not** a paywall. Close the tab and don't call.

GOOD TO KNOW

Private browsing isn't a free pass

You may hear that opening stories in a private window gets around the free-article limit. Many papers block that now, and it doesn't work on subscriber-only stories. If you read a paper often, a subscription or your library is the fair and reliable route.

CHAPTER 17

Your Library Card and Newspapers

Your library card is one of the best-value news tools you have. Libraries pay for newspaper and magazine services so cardholders can use them at no charge. What's offered varies by library and changes over time, so check your own library's website.

Here in Portage County

- **Portage County District Library** lists research databases on its website at **portagelibrary.org/research**, including the newspaper database **Newspaper Source**. Its digital library also offers **Flipster** digital magazines, along with Libby and hoopla.
- **Kent Free Library** offers Libby through the Ohio Digital Library, along with other digital services listed on its website.

Libraries elsewhere in Northeast Ohio offer newspaper collections too; some, for example, provide access to the Akron Beacon Journal and its archive with a card. If you have a card from another library system, look at its online resources page or ask at the desk.

How to find what your library offers

1. Go to your library's website.
2. Look for **Research**, **Databases**, **eResources** or **Digital Library** in the menu.
3. Look for newspapers, magazines or news.
4. Choose one and sign in with your library card number and PIN when asked.

WHAT THIS DOES FOR YOU

Why it's worth it

Instead of paying for several subscriptions, you may be able to read a paper or a stack of magazines for free with a card you already have.

TIP

Ask the librarian

Library staff know exactly which newspapers their card unlocks and how to sign in from home. A quick call or visit saves a lot of searching. Our separate guide, **Libby, Hoopla & Your Library Card**, covers getting a card and using the library's other digital services.

CHAPTER 18

Managing Subscriptions: Apple, Google or the Publisher

This is the chapter that saves people the most money. The key fact: **where you cancel depends on where you signed up and who bills you**. A news subscription can be paid three ways, and each is managed in a different place.

How you signed up	Who bills you	Where to manage or cancel
In an app on an iPhone or iPad, paying with your Apple Account	Apple	iPhone or iPad Settings (below)
In an app on an Android phone, paying through Google Play	Google	The Google Play Store app (below)
On the newspaper's website, by phone or by mail	The newspaper	The paper's website account or customer service

GOOD TO KNOW

How to tell who bills you

Look at the charge on your bank or card statement. A charge from Apple usually mentions **APPLE.COM/BILL**. A Google one mentions **Google**. A charge with the newspaper's or its parent company's name came straight from the publisher.

On an iPhone or iPad

1. Open **Settings**.
2. Tap **your name** at the top.
3. Tap **Subscriptions**.
4. Tap the subscription you want to manage, such as Apple News+ or a newspaper app.
5. Tap **Cancel Subscription** (you may need to scroll down). If there's no Cancel button and you see red text with an end date, it's already canceled.

On an Android phone

1. Open the **Google Play Store** app.
2. Tap your **profile picture** at the top right.
3. Tap **Payments and subscriptions**, then **Subscriptions**.
4. Tap the subscription, then **Cancel subscription**, and follow the prompts.

HEADS UP

Deleting the app doesn't cancel

Removing a newspaper app from your phone does **not** stop the payments. Google says so plainly. Always cancel in the places above.

Directly with the newspaper

If you subscribed on the paper's website, by phone, or with a printed form, sign in on the paper's website and look for **Account**, **My Account** or **Subscriber Services**. Some papers let you cancel online; others ask you to call customer service. Our separate guide, **Subscriptions**, covers subscriptions of every kind.

WHAT THIS DOES FOR YOU

Why it's worth it

Knowing the three places means no subscription can hide from you. Look in all three once, and you'll know everything you pay for news.

CHAPTER 19

Promo Rates, Price Jumps and How to Cancel

Newspapers, like streaming services, often start with a low introductory rate, sometimes just a dollar or two for the first months. After that, the price rises to the regular rate automatically. That's legal and it's in the fine print, but it surprises a lot of people.

Before you sign up

1. Find the **regular price** in the fine print, the amount after the introductory period ends.
2. Note the **date** it changes.
3. Put a reminder on your calendar a week before that date.

If the price went up

- **Check your statement** to see exactly what you were charged and by whom (Chapter 18).
- **Call or chat with the paper's customer service**, using the contact details on its website or your bill. Ask politely whether a lower rate is available. Many papers have one, especially for long-time readers.
- **Consider a smaller plan**, such as digital-only or fewer print days, if it fits how you read.
- **Cancel** if it's no longer worth it to you. You can always come back later.

Canceling with the newspaper

1. Sign in on the paper's website and look under **Account** or **Subscriber Services** for a cancel option. If there isn't one, call customer service.
2. Expect an offer to stay at a lower price. It's fine to say "No, thank you, please cancel."
3. Ask for a **confirmation number** or email, and write down the date and the name of the person you spoke with.
4. Check your next statement to make sure the charges stopped.

TIP

Canceling usually lasts until the end of the period

With app-store subscriptions, you generally keep access until the end of the period you've already paid for. Newspapers each have their own policy on refunds for unused time; ask when you cancel.

FROM BILL

Write down what you pay

Use the cheat-sheet in Chapter 28 to list every news subscription, how much it costs, who bills you and when it renews. Ten minutes once a year with that list keeps the surprises away.

PART 5

Comfortable Reading

Bigger text, having stories read aloud, turning down news alerts, and saving stories to read later.

CHAPTER 20

Bigger Text and Easier Reading

This is where digital news beats print: you can make the words as large as you need. There are three layers, and you can use any of them: inside the news app, in the web browser, and for the whole device.

1. Inside the news app or e-edition

Many news apps and e-editions have a text-size button, often shown as two letter A's of different sizes (**Aa**) or as a gear icon. Open a story, look along the top or bottom of the screen, and tap it. In an e-edition, tap a story to open it in plain text first (Chapter 9).

2. On an iPhone or iPad (the whole device)

1. Open **Settings** > **Accessibility** > **Display & Text Size**.
2. Tap **Larger Text**.
3. Turn on **Larger Accessibility Sizes** if you want the very biggest choices, then drag the slider to the right.
4. While you're there, **Bold Text** on the same Display & Text Size screen can make words easier to read.

3. On an Android phone or tablet

1. Open **Settings** and type **font size** in the search box at the top.
2. Tap the font size result and drag the slider to the right. Android allows text up to 200% of normal.
3. Try **Display size** too, which makes buttons and pictures bigger as well as text.

> GOOD TO KNOW
>
> **On Samsung phones**
>
> Samsung Galaxy phones have the same idea under **Settings** > **Display** > **Font size and style**. Samsung notes the very largest sizes aren't supported in every app.

4. On a newspaper website in Chrome

In Google Chrome you can zoom any page, or turn on **Reading mode**, which shows the story in a clean panel without ads, with its own controls for font, size, colors and line spacing. On a computer, open the three-dot **More** menu, choose **More tools**, then **Reading mode**. Page zoom and font size are also in Chrome's **Settings** > **Appearance**. Our separate **Google Chrome** guide covers these in more detail.

WHAT THIS DOES FOR YOU

Why it's worth it

No more reading glasses on top of reading glasses. Once text size is set, every story opens at a size you can read comfortably, for as long as you like.

TIP

Turn the phone sideways

In an e-edition on a phone, turning the phone sideways often makes the page wider and the words bigger.

CHAPTER 21

Having the News Read Aloud

If your eyes are tired, or you'd like to listen while you do the dishes, your phone can read stories out loud. Some e-editions and news apps have their own listen button, often a small headphone or speaker icon. If yours doesn't, the device can do it.

On an iPhone or iPad: Speak Screen

1. Open **Settings** > **Accessibility**.
2. Tap **Read & Speak** (on older versions of iOS this is called **Spoken Content**).
3. Turn on **Speak Screen**.
4. Now open a story and swipe down from the top of the screen with **two fingers**. Your iPhone reads the page aloud, and a small controller appears to pause, skip or change the speed.

On Android: Select to Speak

1. Open **Settings** > **Accessibility** > **Select to Speak**.
2. Turn on the **Select to Speak shortcut**.
3. Open a story, tap the Select to Speak shortcut, and tap **Play** to hear the whole screen read, or tap a paragraph to hear just that part.

In Chrome on Android: Listen to this page

On an Android phone, Chrome can read a whole web page aloud. Open the story, tap the three-dot **More** menu and choose **Listen to this page**. Google notes it needs the setting "Make searches and browsing better" turned on.

WHAT THIS DOES FOR YOU

Why it's worth it

You can keep up with the news with your eyes closed, while you walk, cook or rest. It's like having the paper read to you over breakfast.

TIP

Slow it down

Both Speak Screen and Select to Speak let you change the speaking rate. If the voice is too fast, use the turtle or speed control on the little player, or adjust the rate in the same Settings screen.

CHAPTER 22

Turning News Alerts Down

News apps love to send **notifications**: the little messages that pop up on your lock screen with a ping. A few are useful. Dozens a day are stressful, and they can wake you at night. You're in charge of how many you get.

Inside the news app

Most news apps have their own **Notifications** or **Alerts** settings, usually in the app's menu, profile or gear icon. There you can often choose which kinds you want, for example only breaking news or only local stories, and turn the rest off. Try this first; it keeps the useful alerts.

On an iPhone or iPad

1. Open **Settings** > **Notifications**.
2. Scroll down and tap the news app's name.
3. Turn **Allow Notifications** off to silence it completely, or leave it on and change how the alerts appear and whether they make a sound.

On an Android phone

1. Open **Settings** > **Notifications** > **App notifications**.
2. Find the news app in the list.
3. Turn it off, or tap its name to choose which kinds of alerts it may send.

WHAT THIS DOES FOR YOU

Why it's worth it

A calmer phone. You read the news when you choose to, instead of the news interrupting you all day.

TIP

Quiet hours

Both iPhone and Android have a Do Not Disturb or Focus mode that silences most alerts overnight while still letting calls from favorite contacts through. It's a good partner to trimming news alerts.

GOOD TO KNOW

Websites can send alerts too

Some news websites ask "Allow notifications?" in the browser. If you said yes and now get pop-ups, you can turn them off in the browser's site settings. If a pop-up from a site you don't recognize claims your phone has a virus, that's a scam; don't tap it (Chapter 24).

CHAPTER 23

Saving Articles for Later

Found a recipe, a long feature, or a story about someone you know? Save it so you can find it again.

Inside news apps

- **Apple News**: on a story, tap the **More** button (three dots) and choose to save it. Saved stories are listed in the **Following** tab.
- **Google News**: tap the three-dot menu on a story and choose to save it for later.
- **Newspaper apps**: look for a bookmark or ribbon icon on the story, and a **Saved** list in the app's menu.

Ways that work everywhere

- **Bookmark** the page in your web browser.
- **Share** the story to yourself by email or text, so it's in your inbox.
- **Take a screenshot** of the part you want to keep. This also works for subscriber-only stories you may not be able to reopen if you later cancel.

WHAT THIS DOES FOR YOU

Why it's worth it

No more cutting out clippings and losing them. A saved story is there whenever you want it, and you can send it to family in a moment.

TIP

Keeping a family clipping for good

For an announcement you'd like to keep for years, such as a wedding or an obituary, a screenshot or a printout from the e-edition is safest. Websites rearrange their pages, and old links sometimes stop working.

PART 6

Staying Safe & Fixing Problems

Fake news sites, AI-made look-alikes, fake subscription renewal notices, and the fixes for the most common newspaper headaches.

CHAPTER 24

Spotting Fake News Sites and AI Look-Alikes

Anyone can build a website that looks like a newspaper. Some are made to sell products, some to collect clicks for advertising money, and some to fool people. Lately, artificial intelligence (AI) makes it cheap to fill such sites with hundreds of stories a day, and even to copy the look of a real local paper. You don't need to be an expert to protect yourself; a few habits do most of the work.

Five quick checks

1. **Look at the web address.** Real papers use their own familiar address, such as record-courier.com, beaconjournal.com or cleveland.com. A look-alike may add a word or change a letter.
2. **Look for real people.** Real news stories name a reporter, and the site has an "About" or "Contact" page with a real address and phone number.
3. **Check whether others are reporting it.** Search the headline in Google News (Chapter 12). If no established outlet has the story, be cautious.
4. **Watch for strong feelings.** A headline built to make you furious, frightened or thrilled is a reason to slow down before sharing.
5. **Look at the pictures.** AI-made images can have garbled writing on signs, odd hands, or lighting that doesn't make sense.

SCAM ALERT

Fake "news" that sells something

A common trick is a page dressed up like a news story, sometimes even borrowing a real paper's logo or a famous person's photo, that ends by selling a pill, a gadget, an investment or "free" government money. Real newspapers don't end stories with an order form. Close the page and don't enter a card number.

GOOD TO KNOW

This isn't about politics

These checks work the same no matter which outlets you like. They help you tell a real news organization from a website pretending to be one.

WHAT THIS DOES FOR YOU

Why it's worth it

You'll share stories with family confidently, and you won't be led to a checkout page by a headline that was never news in the first place.

CHAPTER 25

Fake Renewal Notices and Subscription Scams

Newspaper readers get a special kind of scam: notices that look like a subscription renewal but don't come from the paper. Some arrive by mail, some by phone, email or text. They're built to look official, and they count on the fact that you really do subscribe to something.

The usual forms

- **Renewal mailers** from a company you've never heard of offering to renew your newspaper or magazine, often at a higher price than the paper charges. Even when the subscription does arrive, you may pay far more than going directly to the paper.
- **Phone calls** saying your subscription is about to lapse or that you're owed a refund, then asking for your card number or for you to install a program on your computer.
- **Emails or texts** claiming your subscription "auto-renewed" for a large amount and giving a phone number to call to cancel. Calling leads to a fake refund and a demand for payment by gift card, wire or cryptocurrency.

SCAM ALERT

The refund trap

The Federal Trade Commission warns about fake renewal notices that push you to call about a charge. The caller asks to connect to your computer, claims to send a refund, says they "refunded too much," and asks you to send the difference back with gift cards, a wire or a payment app. No real company does that. Hang up.

How to check any renewal notice

1. Don't call the number or use the link or return envelope on the notice.
2. Find your paper's customer service number on its own website or on a bill you already trust.
3. Call and ask: "Did you send this? What's my current rate and renewal date?"
4. Pay only through the paper's own website, its customer service line, or its official bill.

STAY SAFE

If you already paid or gave a card number

Call your bank or card company right away using the number on the back of your card. Ask them to stop the charge and send a new card. If someone connected to your computer, turn it off and get it checked. Report the scam at **ReportFraud.ftc.gov**. Our guides **Spotting and Avoiding Scams** and **I Think I've Been Scammed** walk through the next steps.

WHAT THIS DOES FOR YOU

Why it's worth it

One habit, calling the paper on a number you already trust, defeats nearly every renewal scam. You never have to decide on the spot whether a letter or caller is real.

CHAPTER 26

Fixing Common Hiccups

Most newspaper and news-app problems have a simple fix. Work down the list calmly; you can't make anything worse by trying these in order.

"My paper stopped coming" or comes on different days

- Check whether your paper has **changed its print days or delivery**. Gannett, which owns the Record-Courier and the Beacon Journal, has moved many of its papers from carrier delivery to the U.S. Mail, often with fewer print days. A notice may have come with your bill.
- Check whether a **vacation hold** is still on, or whether a payment was missed.
- Call customer service using the number on your bill or the paper's website.

"I forgot my password" or "It won't let me sign in"

1. On the sign-in page, tap **Forgot password?** and enter your email address.
2. Check your email (and the junk or spam folder) for the reset message. It usually arrives within a few minutes.
3. Still nothing? You may have used a different email address. Try the others you use.
4. Call customer service and ask which email is on your account.

The e-edition won't load or is blank

1. Check that you're connected to Wi-Fi: open any other website.
2. Close the e-edition and open it again.
3. Make sure you're signed in; a sign-in that expired can show a blank page.
4. Update the app from the App Store or Google Play.
5. Restart the phone or tablet.

"I got charged a higher price"

That's usually an introductory rate ending. Check who billed you (Chapter 18), then follow Chapter 19 to ask for a better rate, change plans or cancel.

"I'm being asked to subscribe, but I already pay"

You're probably signed out, or signed in with a different email than the one linked to your subscription. Sign in again, then see Chapter 8 if it still asks. Don't buy a second subscription.

"I canceled, but I'm still being charged"

Check all three places in Chapter 18: you may have canceled with the paper while Apple or Google is the one billing you, or the other way around. Keep your confirmation number handy when you call.

PART 7

When to Call Bill & Your Cheat-Sheet

An honest word about when a hand is worth it, and a one-page summary to keep near your reading chair.

CHAPTER 27

When to Call Bill

I've written this guide so you can handle most of your digital news on your own. But part of being helpful is being honest about when a hand saves you time or worry. Here's my plain advice.

Times it's worth a call

- **Linking your print subscription** to a new tablet so the e-edition opens with one tap.
- **Setting up a tablet for reading**: big text, read-aloud, the right apps and only the alerts you want.
- **A subscription check-up**: finding every news charge across Apple, Google and the papers, and canceling the ones you don't use.
- **A renewal letter or call you're not sure about**, before you pay anything.
- **Library access**: getting your library's news and magazine services working on your device.
- **Anything that feels like a scam**, or a charge you don't recognize.

What working with me is like

I work at your pace, in your home here in Portage County or remotely over the phone and internet. I explain what I'm doing in plain words, I don't sell you subscriptions you don't need, and I'll tell you honestly when one isn't worth it. I bring more than 30 years of professional experience to every visit.

FROM BILL

How to reach me

Call **(330) 200-8042** or book a time at **billshometech.com/book**. My help is **$49 remote · $99 in your home**. Bill's Home Tech serves Portage County, Ohio. No question is too small.

GOOD TO KNOW

You may meet Sophie

When you call or visit billshometech.com, you may be greeted by **Sophie**, my AI receptionist. She can answer quick questions and help you book a time with me. The actual help always comes from me.

Thank you for letting me help you keep up with the news. Take your time, explore without fear, and remember I'm only a phone call away.

— Bill

CHAPTER 28

Your News Cheat-Sheet

The whole guide, boiled down. Keep it near your reading chair.

The essentials

To do this	Go here
Record-Courier eNewspaper	record-courier.com/enewspaper (subscriber sign-in).
Beacon Journal eNewspaper	beaconjournal.com, then **eNewspaper** in the top menu.
Plain Dealer	cleveland.com, then **e-edition** or **Subscriber Services**.
Link print to digital	Paper's website > Sign In / Activate > enter account number from your bill.
Bigger text (iPhone/iPad)	Settings > Accessibility > Display & Text Size > Larger Text.
Read aloud (iPhone/iPad)	Settings > Accessibility > Read & Speak > Speak Screen; then two-finger swipe down.
Fewer alerts	Settings > Notifications > the app.
Cancel (iPhone/iPad)	Settings > your name > Subscriptions.
Cancel (Android)	Play Store > profile picture > Payments and subscriptions > Subscriptions.
Report a scam	ReportFraud.ftc.gov

Write it down once

Keep handy	
Paper and account number	_____
Email used for the paper's account	_____
Customer service number (from the bill)	_____
Delivery days	_____
Each news subscription, price, who bills	_____
Renewal or price-change dates	_____
Library card number	_____ (keep this private)

When something's wrong, in order

1. Asked to subscribe when you already pay: sign in with the right email first.
2. E-edition blank: check Wi-Fi, sign in again, update the app, restart.
3. Higher charge: check who billed you, then call the paper and ask for a better rate.
4. Letter or call about renewing: call the paper on the number from your bill, not theirs.
5. Gave a card number to a stranger: call your bank right away.
6. Still stuck: call Bill at (330) 200-8042.