How to capture news websites and media house Twitter feeds for later study

Saving a single page (with images) is relatively easy. Here are directions for the three most common browsers: Firefox, Chrome, and Internet Explorer.

First, you should create a folder somewhere on your computer that you will save the pages to. Give it a name like GMMP2015-web. Make sure you can find it again, so put it on your desktop or in your home folder.
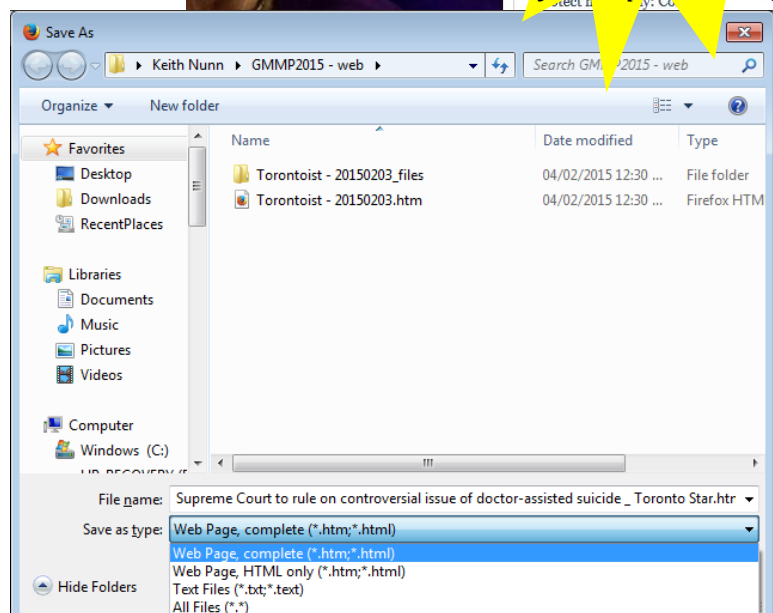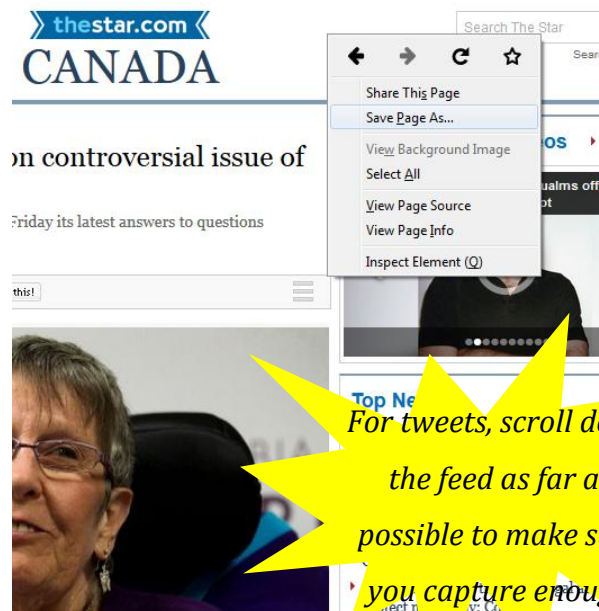
Firefox

View the page you would like to capture for later review. Move your mouse to somewhere in the page that is not clickable (in a blank spot away from images, text and links). Click the right button of your mouse and choose 'Save Page As…'.

You will then have a save dialog box that you can use to navigate to the folder you created to save the pages in.

You can choose the default 'Web page, complete' to save the page and related images, or 'Web page, HTML only' to save just the textual content.

Make sure you give the saved page a good name so you know what you're looking at when you return. Including the date in the file name would be a good idea. You can see in the image to right that the date has been added in the name of the article saved from the *Toronto Star*.

The default file name will be the page title.

For tweets, scroll down the feed as far as possible to make sure you capture enough
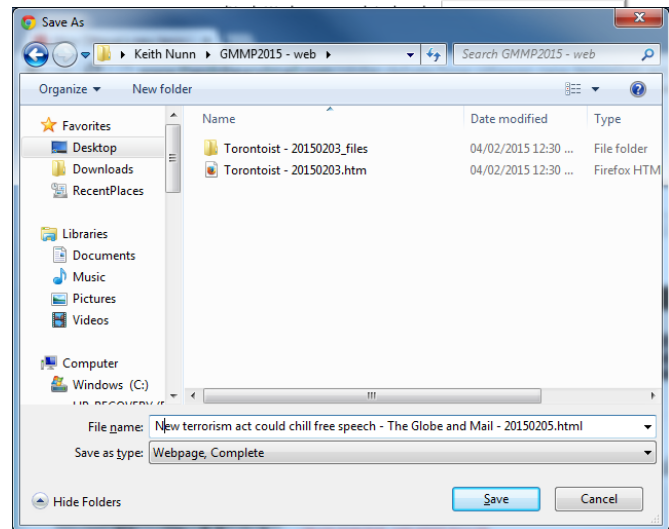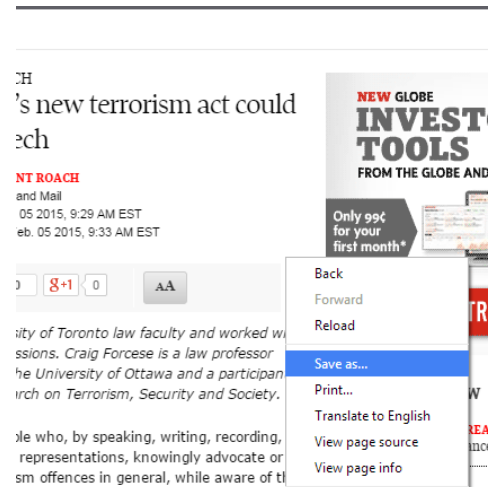
Chrome

View the page you would like to capture for later review. Move your mouse to somewhere in the page that is not clickable (in a blank spot away from images, text and links). Click the right button of your mouse and choose 'Save as...'.

You will then have a save dialog box that you can use to navigate to the folder you created to save the pages in.

You can choose the default 'Web page, complete' to save the page and related images, or 'Web page, HTML only' to save just the textual content.

Make sure you give the saved page a good name so you know what you're looking at when you return. Including the date in the file name would be a good idea. You can see in the image to right that the date has been added in the name of the article saved from *The Globe and Mail*.

The default file name will be the page title.

For tweets, scroll down the feed as far as possible to make sure you capture enough tweets for the coding
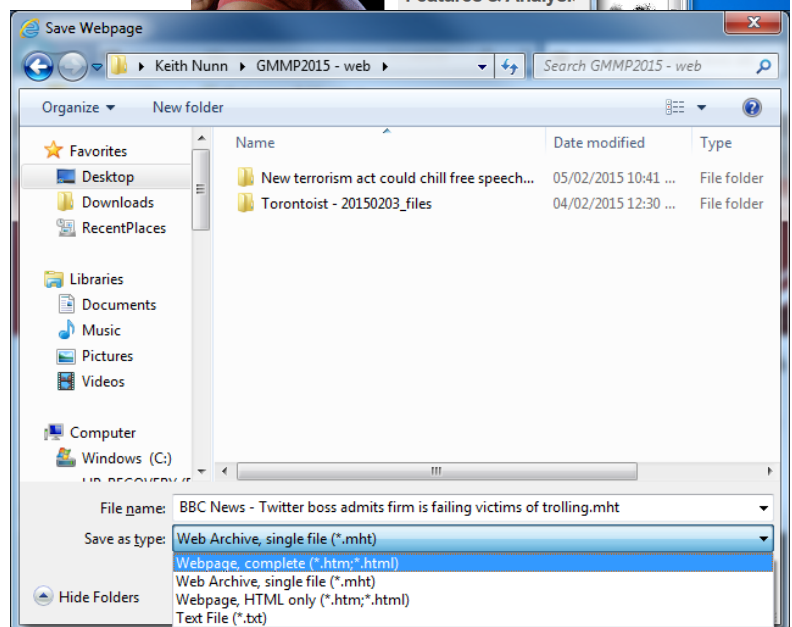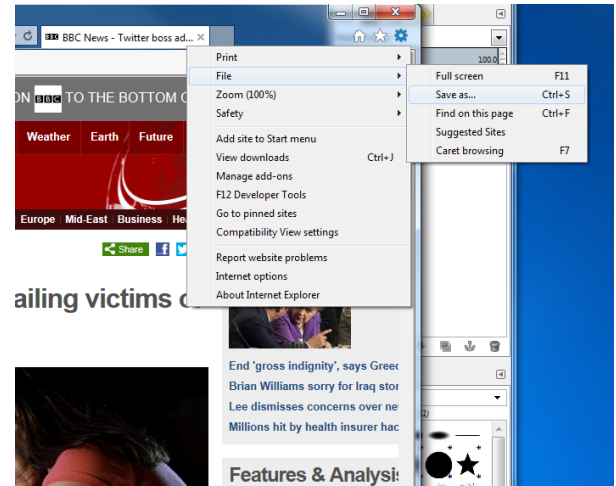
Internet Explorer

View the page you would like to capture for later review. Click on the little gear icon in the upper right corner of Internet Explorer and choose 'File' and in the file menus choose 'Save as...'. Alternatively, you can simply press control-s from the page you wish to save.

You will then have a save dialog box that you can use to navigate to the folder you created to save the pages in.

The default is 'Web archive, single file (*.mht)'. This is a format specific to Internet Explorer and I don't recommend you use it. Instead, choose 'Web page, complete' to save the page and related images, or 'Web page, HTML only' to save just the textual content. These two formats can be viewed with any browser.

Make sure you give the saved page a good name so you know what you're looking at when you return. Including the date in the file name would be a good idea. You can see in the image to right that the date has been added in the name of the article saved from BBC News.
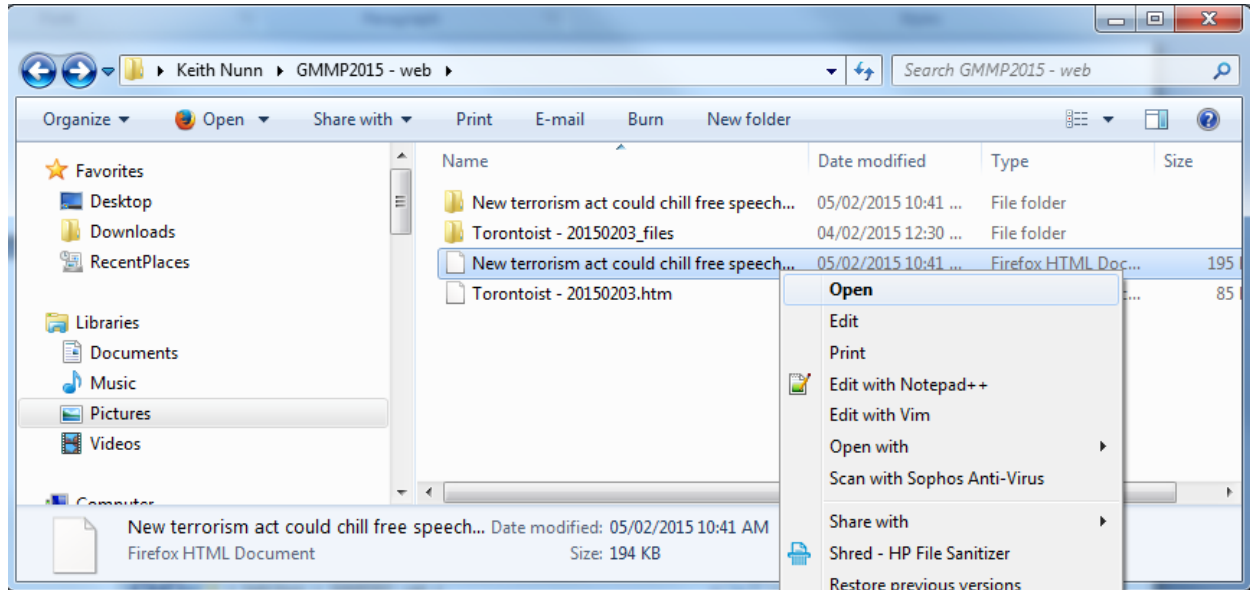
The default file name will be the page title.

For tweets, scroll down the feed as far as possible to make sure you capture enough tweets for the coding

Reviewing a page that you saved

Use the Windows Explorer (or finder on a Mac) to navigate to the file you saved.

Once there, right-click on the file you wish to review (not the folder—the folder contains all the extra information like images that the file needs) and choose 'open'. The file will open in your default web browser for you to view.

You'll see that the page is virtually identical to the original live version. There may be small differences in formatting, but all important textual and image content will be there. You will be able to see that the path in the address bar refers to your local hard drive rather than a web address. This helps you confirm that you are looking at the copy you saved.