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#### Introduction

Welcome! NewsQuest challenges your knowledge of the news reported in TIME Magazine while you uncover the words of the most notable and quotable people of the 20th Century. As a researcher for TIME Magazine, you must acquire three quotes from famous people in the 20th Century before the 5:00 deadline. The three categories in the in-boxes provide you with questions and quotes for your research assignment. As you work, the clock keeps track of your day. Solve the quote in each of the three categories and your assignment is complete!

#### See Also:

Your Assignment Categories Questions Quotes The Clock Using Search to Find Answers Saving Your NewsQuest Game Restoring Your NewsQuest Game NewsQuest Tips

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#### **Your Assignment**

To go to your NewsQuest office, select NewsQuest from the Toolbar. Read a message from your editor by clicking on the computer screen's blinking E-Mail message. Your assignments for the day are in the three in-boxes on your desk.

Begin your assignment by clicking on any of the three in-boxes. Each category in the inbox provides you with 20 questions and a quote. Each question that you answer correctly uncovers letters in the quote. You may also add letters to the quote if you know them.

As you work, the clock keeps track of your day. Once you've finished researching one or two of the categories, feel free to take a coffee break by clicking on your coffee cup! And don't worry about getting lunch because NewsQuest will prompt you when it's lunch time.

Solve the quotes in all three categories and your assignment is complete! So sit down, get comfortable and don't forget, you have a 5:00 deadline!

#### See Also:

Introduction Categories Questions Quotes The Clock Using Search to Find Answers Saving Your NewsQuest Game Restoring Your NewsQuest Game NewsQuest Tips

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#### Categories

NewsQuest contains three categories, all of which must be successfully played to win the game. Each category is a collection of 20 questions and one hidden quote. Your goal as a NewsQuest researcher is to uncover the hidden quote in all three categories before 5:00 p.m.

- **1980s** Questions about events of the 1980s
- 1990s Questions about events of the 1990s
- **EDITOR'S CHOICE** Questions randomly selected by the editor from any category

You may select the categories in any order. In each category, a quote is displayed with all letters replaced with boxes. You can uncover the letters by correctly answering a series of questions. Your goal for each category is to complete the quote by answering questions and adding letters.

You can work with only one category at a time. You must uncover the quote in the current category before selecting another category. If you do not completely uncover the quote in a category, the game is over and you must exit NewsQuest to begin again.

Note: If you exit NewsQuest while attempting to solve a quote, you must play that category again when you restore your game. NewsQuest does not remember the current category's quote information when you leave. Any work in that category will be lost, and you cannot regain any of the time spent researching the quote for that particular category. As a rule, you should only exit NewsQuest when you have completed a category. NewsQuest saves only the FINISHED category information and current clock setting for your NewsQuest day.

#### See Also:

<u>Your Assignment</u> <u>Questions</u> <u>Quotes</u> <u>The Clock</u> <u>Using Search to Find Answers</u> <u>Saving Your NewsQuest Game</u> <u>Restoring Your NewsQuest Game</u>

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#### The Clock

As a newsmagazine researcher, you must complete your work before the 5:00 p.m. deadline. As you work, the clock keeps track of your day. The clock moves ahead:

- 7 minutes for each attempted Question
- 8 minutes for each Hint taken
- 10 minutes for each Multiple Choice option taken
- 2 minutes for each incorrect letter attempted in the Quote

You may use Search for help with questions and quotes without a time penalty.

There is no time penalty for coffee breaks or lunch.

#### See Also:

<u>Your Assignment</u> <u>Using Search to Find Answers</u> <u>Saving Your NewsQuest Game</u> <u>Restoring Your NewsQuest Game</u>

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#### Questions

You can answer up to 20 questions in each category. Correctly answering a question reveals letters in the hidden quote. While uncovering the quote is your ultimate goal, answering the questions can be quite challenging and fun!

When you first select a category from the in-boxes, NewsQuest provides your first question. After answering the question, you must click on the Question button to get the next question.

If you know the answer to the question, type it in the answer box. Click on OK.

If you need help with an answer, you may click the Hint or the Multiple Choice buttons. There are time penalties for hints and multiple choice. A hint adds 8 minutes to the clock and multiple choice adds 10 minutes to the clock.

To save time on your work clock, use Search to look through articles to find the answer or the actual quote. There is no time penalty for using Search.

If you know the quote, you do not have to answer all 20 questions. Each question selected adds 7 minutes to the clock. The best strategy is to answer only enough questions to reveal as many letters as you need to identify the quote.

If you do not solve the quote after attempting 20 questions, the game is over and you must exit NewsQuest to begin again.

#### See Also:

Your Assignment Categories Quotes The Clock Using Search to Find Answers Saving Your NewsQuest Game Restoring Your NewsQuest Game

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#### Quotes

Your assignment is to uncover the hidden quote displayed at the top of each category screen. The author(s) of each quote is identified just below the quote box. Each correctly answered question randomly reveals 1/4 of the remaining hidden letters. The final four letters are never uncovered. You must type in the final letters.

Click on the Add to Quote button and type in the missing letters of the quote. Letters can only be added in correct order. You may not skip around. Each incorrect letter attempted advances the clock 2 minutes.

You may add to the quote at any time. When the last letter is added to the quote, the category is complete. If you do not successfully complete a quote, the game is over and you must exit NewsQuest to begin again.

Complete all three quotes by 5:00 p.m. and you win the game!

#### See Also:

Your Assignment Categories Questions The Clock Using Search to Find Answers Saving Your NewsQuest Game Restoring Your NewsQuest Game

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#### Saving Your NewsQuest Game

You can exit NewsQuest at any time by clicking on the Exit button or on your Out-box. If you have not finished playing all three categories, NewsQuest assigns a password to your game so you can easily restore the current game settings later. Write down the password that appears in the dialog box. You will need it to restore your game.

NewsQuest remembers all FINISHED category information and your NewsQuest time of day, or clock setting, when you exit. If you exit NewsQuest before you solve a quote, you must play that category again when you restore your game. NewsQuest does not remember the current category's quote information when you leave. Any work you have done for that category is lost and you cannot regain any of the time spent researching the quote for that particular category.

As a rule, you should only exit NewsQuest when you have completed a category.

#### See Also:

Restoring Your NewsQuest Game

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#### **Restoring Your NewsQuest Game**

You can restore any previously unfinished NewsQuest game when you enter the NewsQuest office. Click on the NewsQuest computer keyboard. When NewsQuest asks for your password, type in the password you wrote down when you last saved the game. NewsQuest restores your old game, complete with clock settings and finished category information!

#### See Also:

Saving Your NewsQuest Game

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#### **Using Search to Find Answers**

To save time on your work clock, use Search to look through TIME articles to find the answer or actual quote. Using key words that appear in the questions or the quote, you can narrow the search to just a few or even a single TIME article.

Click on SEARCH and type as many key words as you like in the Search box. Deselect everything except Articles from the Include list by clicking on each item. A red X in front of the item indicates that it is not selected. When you click the OK button, Search finds all articles that contain any of the words typed in the Search box.

If you enter two or more words, you can click on the Adjacent Words button to search for articles that contain those words only when they occur next to each other. When you click the OK button, Search finds articles that contain your specific words only in the order that you entered them. This is especially useful when searching for a person's name.

To return to your NewsQuest game from the Search dialog box, click on Close and then select NewsQuest from the Toolbar.

See also: <u>Search</u> Search Dialog

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#### **Using Search**

The Search feature is a tool to help you find specific <u>articles</u> and <u>graphics</u>. Instead of browsing through the TIME Almanac 1990s looking for them, you can enter specific words that describe the information for which you are looking. There are two ways to search the TIME Almanac. The Easy mode is a completely graphical search interface that allows you to find a word or combination of words contained in articles or graphics. It finds adjacent proper names, such as John Kennedy or New York. The Advanced mode allows you to restrict your searches using connecting words to get more precise results.

#### **Easy Search**

- 1. Click on SEARCH on the Toolbar to open the Easy search dialog box.
- 2. Type your search words in the search word box. You may enter up to nine words separating each with a space.
- 3. After you have entered the search words you want, click on OK or press [ENTER].
- 4. If you are satisfied with the number of entries you have found, you can view an item by clicking on its title or using the [Up/Down] arrow keys to highlight the entry and pressing [ENTER]. Selecting a title takes you to the first occurrence in that entry of the first search word. The word appears highlighted. Use the Find function by pressing [F3] to find other occurrences of your search words within the entry.
- 5. Click on the SEARCH button.

#### **Refining Your Easy Search**

If your search results in a long list of entries, you may wish to use several Search features that help refine the results. Return to the Search Dialog by clicking on the Search Button.

1. After your first search results are posted, you may reduce the results by clicking on the Refine Search button then enter new words in the Search word box. Search looks for the new words and the previous search keywords and produces a list of files that contain both sets of words.

*Example:* Searching using the keyword "war" results in over a thousand entries. To search for additional keywords, within these articles, click on the Search button, click on the Refine Search box, then type in other keywords like "Germany". After clicking the OK button, a list of articles including the words "war" and "Germany" will be displayed.

2. Use the "Include" box to select types of files. You may limit your search to words found in articles, charts, video and photo captions, or covers. Click the graphic icon to select or deselect a file type. The green check mark indicates

that the file type is selected. A red X indicates that the file type is not included in the search.

3. Use the "Search for:" feature to search for proper names that appear next to each other. When you type two or more names into the search box, the People and Places button becomes available. Select People and Places your search will be limited to finding the exact phrase that you enter into the search word box.

#### **Advanced Search**

- 1. Click on SEARCH on the Toolbar to open the Easy search dialog box.
- 2. Click on the Advanced button to switch to the Advanced search dialog box.
- 3. The lower portion of the Advanced search dialog box, lists the rules for searching. You may limit your search by connecting several words. NOTE: You do NOT need to use quotation marks around your terms.
  - a. Connect search words with "and", "or", or "not."

#### Examples:

Type "nixon and watergate" to find all items in the database that contain both nixon and watergate.

Type "nixon or watergate" to find all items that contain either nixon or watergate.

*Type* "nixon and not watergate" to find all items that contain nixon but do not contain watergate.

b. Group connected words with parentheses to connect to another search word.

#### Example:

Type "(Bill or William) and Clinton" to find items that contain either Bill and Clinton, or William and Clinton.

c. Limit searches to a media type by using "in" and the name of the media type: photo, video, chart, map, time (for TIME articles), and almanac (for almanac articles).

#### Example:

Type "election in video" to find videos with election in the caption.

Type "election in (video or photo)" to find videos or photos with election in the caption.

d. Search for adjacent names of people and places, by typing the names without connecting words. You may connect two adjacent proper names.

#### Example:

Type "Richard Nixon" to find items in which Richard and Nixon appear directly next to each other. This search will NOT find Richard Milhous Nixon. Type "Richard Milhous Nixon" to find all three names together. Type "Richard Nixon and Spiro Agnew" to find items containing both names.

4. Click on OK or press [Enter] to search for the complete string of connected words.

- 5. After you view your search results, you may further refine your advanced search by returning to the Easy search box and selecting the Refine Search button, then enter new words in the Search word box. Search looks for the new words and the previous search keywords and produces a list of files that contain both sets of words.
- 6. Your most recent advanced search string is saved in the Researcher allowing you to retrieve it later and use it again.

#### See Also:

<u>Word List</u> <u>Search Hints</u> <u>Search Dialog</u> <u>Find</u> All text entries, including TIME articles and Almanac statistical charts are referred to as "articles."

All videos, photos, and covers are referred to as "graphics." Videos cannot be printed or cut to the clipboard.

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#### **Search Hints**

• The more search words you use, the more accurate your search results will be. Entering only one word in the Search word box can result in an unusually long list of items. Many may simply contain your search word but have little to do with your topic of interest.

• If the entries do not provide the information you are looking for, you can change the search words and repeat the process until you find what you want.

• In the Search results list the titles of all the <u>articles</u> appear first, followed by the titles of all photos, videos, charts, and maps, in that order. Since any search most likely finds many more articles than any other type of entry, remember to go to the end of the list to see if there are any <u>graphic</u> entries.

If your search results in no entries, review those words not found and check them against the <u>Word List.</u>

If the words you enter are too vague or general, Search may yield a much greater number of items than you want to look through. By clicking on Search again, then selecting the Refine Search option, you can search for additional words in articles that were found in the previous search. The scope of the search can be further reduced by unchecking items from the include section of the search dialog box.

See Also: Using Search

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## The Search Dialog

Easy Search		
Type <u>w</u> ords or select from list. To narrow search enter additional words.		ОК
captain picard		Cancel
picard picardie picaresque picassian picasso picassos		Help Advanced
✓ Image:   ✓ Image:	Search for O Wo <u>r</u> d(s) O People and places Refine Search	

#### Advanced

Allows a more precise search

#### Refine

Allows you to add additional keywords to your previous search.

#### Search for:

Allows you to search for adjacent words.

#### Include

Allows you to limit your search to text or graphic types: articles, covers, photos, charts, and videos.

#### Word List

A list of words that are indexed in the Almanac. You can use this list as a guide for spelling.

#### Word Box

Enter keyword about the topic to search You can type up to nine words.

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#### The Word List

The Word List contains <u>every word</u> that occurs in the contents of the TIME Almanac. If you type a word, and you're not sure if the word is in the database or if you want to check its spelling, the Word List will automatically display the closest word that matches alphabetically.

- 1. To replace the word you typed with a word from the Word List, press [TAB] or click on the Word List box, then scroll through the list using the [Up/Down] or [PgUp/PgDn] arrows or the mouse. As you scroll through the Word List, the program automatically replaces the word you typed with the highlighted word.
- 2. When you are ready to make your selection, press [SHIFT]+[TAB] to return to the Search word line (or click there with the mouse).
- 3. Press [ESC] to return to the Search form without choosing any words from the Word List.
- 4. At this point you can add more search words or select the OK button to begin your Search

#### See Also

Using Search Search Hints (It does not include words from menus or unimportant words such as a/an, in, the, etc.)

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#### Find

The Find dialog allows you to search for specific words within an <u>article.</u> (If you want to search for specific words within all articles, use the SEARCH function instead.) The search can be case sensitive or insensitive and can be limited to whole words.

To display the Find dialog while viewing an article, press the F3 button. Type the word you would like to find in the "Find What" box. Select the FIND NEXT button to find the first occurrence of that word in the open article. Continue selecting FIND NEXT to advance through all occurrences of your search word in that article. Select CANCEL to escape from the Find function.

#### See Also:

<u>Using Search</u>

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#### **NewsQuest Tips**

Running Out of Time? If you are approaching the 5:00 deadline and need to save some time, use Search to find the answers. Using Search does not advance the clock and is a good way to brush up on your research skills!

Fringe Benefits! There is no time penalty for coffee breaks or lunch.

A Researcher's Instinct! Try to fill in the quote as soon as you can make a good guess, trying incorrectly only adds 2 minutes to the clock rather than the 7 minutes added for another question.

Check Out Your Press Pass! Write down your password when you save an unfinished game.

Your Editor Thinks You Are a Bad Speller! If you don't know how to spell a word for an answer, use Search. Type the first letter or two and then scroll down the word list.

Research Tip! When using Search, include only Articles. Videos, charts, photos, and covers are sources for your quotes.

Don't Lose Your Work! Finish a category before you exit the game.

Fast Lane on the Information Highway! You do not have to read the E-mail message if you are a regular player and understand the game instructions.

A Hot News Tip! The author of the quote is identified on the right of the screen below the quote. Use the author's name as an adjacent search term. Example: If Winston Churchill is the quote's author, type Winston Churchill in the Search box and click on the Adjacent Words button. This could lead you to the actual quote itself!

#### See Also:

<u>Using Search to Find Answers</u> <u>The Clock</u>

Add to Quote Click on the Add to Quote button at any time to type letters to the hidden quote. Remember, NewsQuest advances the clock 2 minutes for each incorrectly typed letter!

#### Hint

Click on the Hint button at any time and NewsQuest provides you with a helpful hint to answer the current question. Remember, NewsQuest advances the clock 8 minutes each time you request a hint!

**Multiple Choice** Click on the Multiple Choice button to view a list of three possible answers. Remember, there is a 10 minute time penalty each time you request the Multiple Choice list!

### **Time Penalties**

As you work, the clock keeps track of your day. The clock moves ahead: 7 minutes for each Question

- .
- 8 minutes for each Hint
- •
- 10 minutes for each Multiple Choice 2 minutes for each incorrect letter attempted in the Quote .
- No time penalty for using Search! •