



## Defining Your Search Criteria

Your first action in any What's New search is to use the Input Area to define specific criteria that will limit the mass of available articles to leave only those that are of interest.

The What's New Input Area is arranged as follows:

Find the news you are looking for by clicking on the buttons below.

Industry Sector

Country

Company Name

Word Search

You may search the database on any combination of Industry Sector, Country, Company Name or a specific word.

Send

Clear

Add to Alert

Ref

Click on the required item for more information.

Your search criteria are formed by choosing one, or more, of the buttons on the left hand side of the Input Area:

- [Industry Sector](#)
- [Country](#)
- [Company Name](#)
- [Word Search](#)

[Return to Previous](#) ◀

▶ [Go to Next](#)



## Search Criteria Summary

When you have chosen your search criteria, the program will display a summary such as this just below the Input Area:

Building What's New in Business Enquiry - The search criteria so far are:	
Industry Sectors:	Computer Books & Manuals
Countries:	United States
Company Names:	Any Company
Word Search:	Interfaces

Click on the required item for more information.

### You can then:

- Edit any of the criteria by clicking the appropriate button(s) in the Input Area,
- Clear all of the search criteria and start again,
- Create a regular search operation by clicking the **Add to Alert** button,
- Begin the Headline Search by clicking the **Send** button.

**Return to Previous** ◀


▶ **Go to Next**




## Performing a Headline Search

Once your criteria are selected you can begin the initial search for appropriate article headlines. To begin this process, simply click the **Send** button.

An enquiry will be made and providing there are articles available that meet your criteria, a list of headlines are presented below the Input Area in the following way:

<b>International Company News: Rodime debt restructuring raises Bank of Scotland stake to 49.7%</b> [Financial Times (London)]	24 Feb 96 178 words
 <b>InfoTech Marketing joins SAS Institute's Quality Partner Program.</b> [Business Wire]	23 Feb 96 485 words
<b>Armchair house-hunting system rolls out this week.</b> [Business Wire]	22 Feb 96 488 words

[Retrieve Items](#) [Un-Tag](#) [Tag All](#) [More Titles \(38\)](#) 

Click on the required item for more information.

### You can then:

- [Retrieve appropriate articles](#),
- [View more headlines](#), if available,
- Begin a new search with adjusted criteria if no appropriate headlines were returned.

[Return to Previous](#) ◀

▶ [Go to Next](#)



## Viewing Articles

**To view a retrieved article, either:**

- Double-click on the headline,
- Move the highlight bar to the headline and click the Expand button.

Either way, the article will be displayed in the following format:



Click on the required item for more information or on the Headlines tab to view the Headlines page.

**You can:**

- [View another retrieved article,](#)
- [View the headlines,](#)
- [Print the current article,](#)
- [Return to the Input Area.](#)





## Viewing Headlines

This page is displayed when you click on the Headlines tab:

**Headlines** **Full Texts**

 <b>Satellite lost as 12-mile link snaps</b> [Financial Times (London)]	27 Feb 96 239 words
 <b>Low-Cost Exploration Effort Nears First Test</b> [Space News]	05 Feb 96 84 words
<b>ESA Moving Station Program to Holland</b> [Space News]	05 Feb 96 75 words

**Retrieve Items** **Expand** **Tag All** **More Titles (0)**

Click on the required item for more information or on the Full Texts tab to view the Full Texts page.

### You can:

- [Select more articles for downloading.](#)
- [View the downloaded articles.](#)
- [Return to the Input Area.](#)

### See also

[Viewing Articles](#)

[Setting Alerts](#)

[What's New Menus and Toolbar](#)

[Return to Previous](#) ◀



## Industry Sector

To define part or all of your search criteria by one or more subjects or sectors within a particular industry, click the **Industry Sector** button within the Input Area. The following dialog will be displayed:

**Industry Sectors**

1. Enter a keyword, eg Banking, and press "Select Word" button.

COMPUTER

2. Select an Industry Sector, and press "Select Sector" button.

Computer Engineering Services  
Computer Facilities Management  
Computer Field Engineers  
Computer Furniture  
Computer Graphics Systems

3. Add more Industry Sectors (maximum 3) or click OK if finished.

Computer Label Printers  
Computer Leasing

Searching on multiple sectors returns articles that appear against any of the sectors chosen.

Click on the required item for more information.

Follow the numbered steps displayed within the dialog and then click OK when you have specified the required industry and sectors within.

### See also

[Performing a Headline Search](#)



## Country

To define part or all of your search criteria by one or more (up to three) countries, click the **Country** button within the Input Area. The following dialog will be displayed:



The dialog box is titled "Countries" and contains the following elements:

- Step 1: "Enter a country name and press the 'Select' button." Below this is a text input field containing "United States" and a "Select" button.
- Step 2: "Add more countries (maximum 3) or press OK if finished." Below this is a list box containing "United Kingdom" (highlighted in blue) and an empty space. To the right of the list box are "Remove" and "Remove All" buttons.
- Instructions: "Searching on multiple countries returns articles that appear against any of the countries chosen."
- Buttons: "OK" and "Cancel" at the bottom.

Click on the required item for more information.

Follow the numbered steps displayed within the dialog and then click OK when you have specified the required country or countries within.

### See also

[Performing a Headline Search](#)

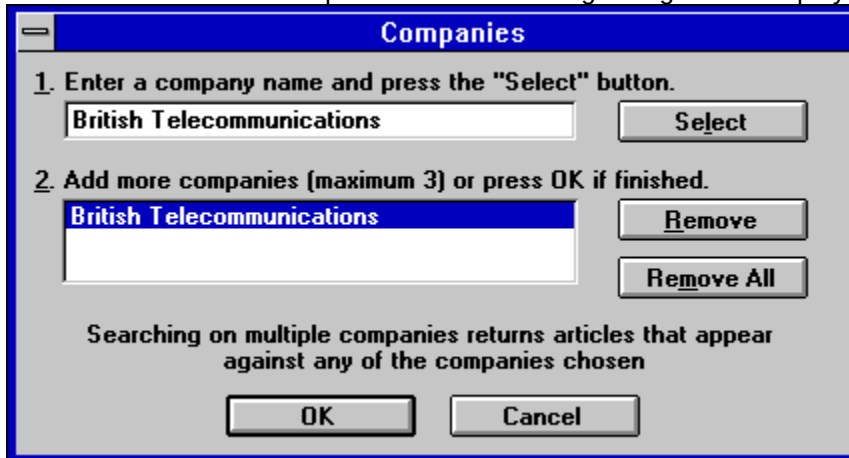
[Viewing Articles](#)





## Company Name

To define part or all of your search criteria by one or more (up to three) companies, click the **Company Name** button within the Input Area. The following dialog will be displayed:



The dialog box is titled "Companies" and contains the following elements:

- Step 1:** "Enter a company name and press the 'Select' button." Below this is a text input field containing "British Telecommunications" and a "Select" button.
- Step 2:** "Add more companies (maximum 3) or press OK if finished." Below this is a list box containing "British Telecommunications" (highlighted in blue) and an empty space. To the right of the list box are "Remove" and "Remove All" buttons.
- Instructions:** "Searching on multiple companies returns articles that appear against any of the companies chosen"
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Click on the required item for more information.

Follow the numbered steps displayed within the dialog and then click OK when you have specified the required company or companies within.

### See also

[Performing a Headline Search](#)

[Viewing Articles](#)

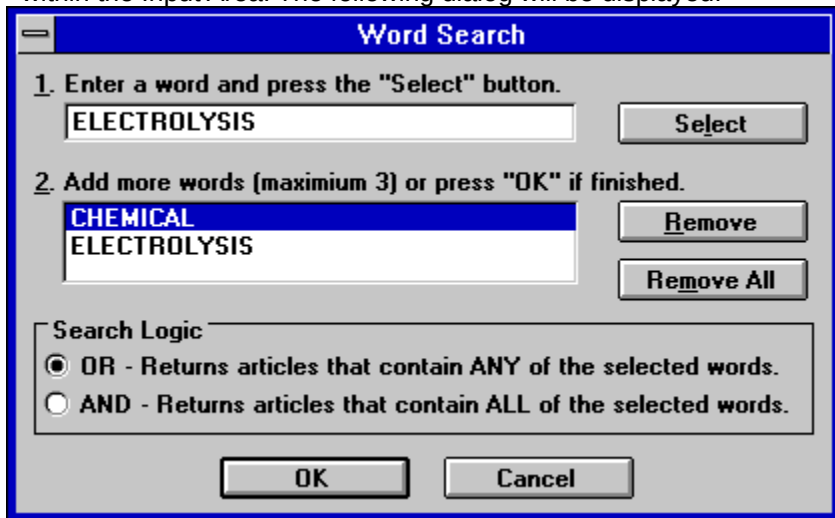






## Word Search

To define part or all of your search criteria by one or more (up to three) words, click the **Country** button within the Input Area. The following dialog will be displayed:



The Word Search dialog box has a blue title bar and a grey body. It contains two numbered steps. Step 1 shows a text input field with 'ELECTROLYSIS' and a 'Select' button. Step 2 shows a list box with 'CHEMICAL' and 'ELECTROLYSIS', with 'CHEMICAL' selected. To the right of the list box are 'Remove' and 'Remove All' buttons. At the bottom is a 'Search Logic' section with two radio buttons: 'OR - Returns articles that contain ANY of the selected words.' (selected) and 'AND - Returns articles that contain ALL of the selected words.'. At the very bottom are 'OK' and 'Cancel' buttons.

**Word Search**

1. Enter a word and press the "Select" button.

ELECTROLYSIS **Select**

2. Add more words (maximum 3) or press "OK" if finished.

CHEMICAL  
ELECTROLYSIS **Remove**

**Remove All**

**Search Logic**

☒ **OR** - Returns articles that contain **ANY** of the selected words.

☐ **AND** - Returns articles that contain **ALL** of the selected words.

**OK** **Cancel**

Click on the required item for more information.

1. Follow the numbered steps displayed within the dialog.
2. Select the required Search Logic (when more than one word are selected).
3. Click OK when you have specified the required word(s) within.

### See also

[Performing a Headline Search](#)

[Viewing Articles](#)



## **Industry Sector**

Displays a dialog that assists you in specifying up to three sectors of an industry upon which to perform a search.

## **Country**

Displays a dialog that allows you to select up to three countries with which to limit a global search.

## **Company Name**

Displays a dialog that allows you to select up to three company names to search for.

## **Word Search**

Displays a dialog that allows you to select up to three key words to use as search criteria.

**Send**

Initiates an enquiry using the configured criteria.

## **Clear**

Returns the input fields to their default settings.

## **Add to Alert**

Displays the Alert dialog and inserts your current search criteria ready for you to create a new alert.

Alerts are intended for those who need to regularly remain updated on particular subjects. An Alert stores your search criteria and prompts you to at selectable intervals to make a new enquiry. When you make the enquiry, the stored criteria are applied and only fresh articles since the last download are retrieved.



**Ref**

An optional field for entering a reference for the enquiry. The characters entered here will be used as the heading for the enquiry within the library. If no reference is entered, one will be generated automatically.

## Keyword Field

Enter a word in this field that is related to, or part of, an industry sector (or subject) that you wish to search for.

Typing the first character makes a list of possible matches appear. Further typing refines the list until a single match is left. Alternatively, scroll through the list using the cursor up/down or page up/down keys to highlight the required word. Use the TAB key, or click on the **Select Word** button to select the highlighted word.

**Select Word**

Selects the currently highlighted word within the keyword field and causes related industry sector headings to be displayed in the field below.

### **Available Industry Sector(s) Field**

Once a keyword has been selected, one or more related industry sectors are displayed within this field. You can scroll through the list using the cursor up/down or page up/down keys to highlight the required sector. Use the TAB key, or click on the **Select Sector** button to choose the highlighted sector. The chosen sector is then transferred to the field below.

You can choose up to three sectors in a single search, either from the same industry selection or by entering other keywords and repeating the process.

**Chosen Industry Sector(s) Field**

Displays the industry sector(s) that has/have been chosen for use in searching for articles.

### Select Sector

Selects the currently highlighted industry sector within the available industry sectors field and transfers it to the field below.

**Clear Sectors**

Removes all displayed sectors from the available industry sectors field.

**Remove**

Removes the currently highlighted sector from the chosen industry sectors field.



**Remove All**

Removes all sectors from the chosen industry sectors field.

**OK**

Exits from the dialog box and saves any changes made.

**Cancel**

Exits from the dialog box and discards any changes made.

## Available Countries Field

Enter the name of a country in this field to which you wish to limit your article search.

Typing the first character makes a list of possible matches appear. Further typing refines the list until a single match is left. Alternatively, scroll through the list using the cursor up/down or page up/down keys to highlight the required country name. Use the TAB key, or click on the **Select** button to select the highlighted country name.

### **Chosen Countries Field**

Displays the country or countries that has/have been chosen for use in searching for articles.

You can choose up to three countries in a single search.

**Select**

Selects the currently highlighted country name within the available countries field and transfers it to the field below.

**Remove**

Removes the currently highlighted country name from the chosen countries field.

**Remove All**

Removes all country names from the chosen countries field.



## **Available Companies Field**

Enter the name of a company in this field to which you wish to limit your article search.

Continue typing the name until the text changes to green. At this point an initial enquiry is made and a list of possible matches is returned.

When the response is returned, highlight the required company name using the cursor keys or the mouse pointer. Select it by double-clicking on it, clicking the Select button or pressing the TAB key. The selected name will be transferred to the field below.

You can choose up to three companies in a single search.

**Chosen Companies Field**

Displays the company or companies that has/have been chosen for use in searching for articles.

You can choose up to three companies in a single search.

**Select**

Selects the currently highlighted company name within the available companies field and transfers it to the field below.

**Remove**

Removes the currently highlighted company name from the chosen companies field.

**Remove All**

Removes all company names from the chosen companies field.

## **Available Words Field**

Enter a word in this field that you wish to search for within all available articles.

Continue typing the name until the text changes to green. At this point an initial enquiry is made and a list of possible matches is returned.

When the response is returned, highlight the required word using the cursor keys or the mouse pointer. Select it by double-clicking on it, clicking the Select button or pressing the TAB key. The selected word will be transferred to the field below.

You can choose up to three words in a single search.

### **Chosen Words Field**

Displays the word(s) that has/have been chosen for use in searching for articles.

You can choose up to three words for use in a single search.

## Select

Selects the currently highlighted word within the available words field and transfers it to the field below.



**Remove**

Removes the currently highlighted word from the chosen words field.

**Remove All**

Removes all words from the chosen words field.

## Search Logic

The setting of these options becomes relevant when you have selected more than one word to search upon:

- If you wish to gather articles containing ANY of your entered words, select the **OR** option.
- If you wish to search only for articles that contain ALL of your selected words, select the **AND** option.

## **Chosen Industry Sectors**

Displays the currently chosen industry sector(s) for use within the search.

## **Chosen Countries**

Displays the currently chosen country or countries for use within the search.

## **Chosen Company Names**

Displays the currently chosen company or companies for use within the search.

## **Chosen Word Search**

Displays the currently chosen word(s) for use within the search.

## **Headlines Tab**

Selects this page when you are viewing the Full Texts page.



## **Full Texts Tab**

Selects this page when you are viewing the Headlines page.

## **Article Listing**

Lists the other articles that have been fully downloaded and are currently available for viewing. To view another article simply click on its entry within this area.

## **Main Article Display Area**

This area displays the full text of the currently selected article.

## Maximise/Restore Article

This button controls the display of the Article Listing area above the Main Display area. When the button states **Maximise Article**, pressing it will remove the Article Listing area to provide maximum space for the currently displayed article. When the button states **Restore Article**, pressing it will add the Article Listing above the currently displayed article.

## Expand/Tag/Un-Tag

The function (and title) of this button changes according to the currently highlighted headline:

- When the headline of a retrieved article is highlighted (signified by colour document icon), this button reads **Expand** and pressing it will display the corresponding article.
- When an un-tagged headline is highlighted, this button reads **Tag** and pressing it will place a tag icon next to the headline ready for downloading.
- When a tagged headline is highlighted, this button reads **Un-Tag** and pressing it will remove the tag icon from the headline.

## **Previous**

Displays the text of the previous article.

## **Next**

Displays the text of the next article.

**Number of Available Articles**

Indicates the quantity of articles that are currently downloaded and available for viewing.



## **Retrieve Items**

Initiates an enquiry to download the articles that correspond to the currently tagged headlines.

## Headlines Display Area

This listing displays article headlines that have been found using your search criteria. Alongside each headline is the publication date, the number of words within the article and the name of the originating news service.

## **Magnifier**

Transfers to the Extended Information Screen so that you can view long headline lists more clearly.

## Tag/Un-Tag

The function (and title) of this button changes according to the currently highlighted headline.

- When an un-tagged headline is highlighted, this button reads **Tag** and pressing it will place a tag icon next to the headline ready for downloading.
- When a tagged headline is highlighted, this button reads **Un-Tag** and pressing it will remove the tag icon from the headline.

## Tag All/Un-Tag All

The function (and title) of this button changes according to the current state of the displayed headlines.




This button will read **Tag All** until all of the headlines are tagged at which point it will change to show **Un-Tag All**. Pressing it when it reads **Tag All** will place a tag icon next to each headline in the list. Conversely, pressing it when it reads **Un-Tag All** cause all tags to be removed.

## **More Titles**

This button becomes available only when more than fifty headlines are returned from a search. The number of extra headlines is then displayed on the button and when you press it a further headline enquiry is made to retrieve the extra entries.

## Selecting More Articles

### To select more articles:

1. Tag the appropriate headlines.
2. Click the Retrieve Items button in lower left hand corner of the screen.
3. For each selected headline, the adjacent tag  changes immediately to a grey document icon . As each article is retrieved in full, the grey document icon then changes to a colour document icon  to indicate its availability.

As soon as the grey document icon beside a headline becomes colour, you can view the corresponding article immediately by, either:

- Double-clicking on the headline, or
- Moving the highlight bar to the headline and clicking the Expand button, or
- Clicking on the Full Texts tab.

## **Viewing the Articles**

To view the articles that have already been downloaded, click on the Full Texts tab.

To see the help for the full texts page, click on the Full Texts tab within this page now.



## Clearing the Input Area

To clear the Input Area:

Click the Clear button.

## **Viewing More Headlines**

If more than fifty headlines were originally retrieved, then the More Titles button in the lower right hand corner of the screen will show a number other than zero in brackets. To view these extra headlines:

Click the More Titles button. A follow-up enquiry will be made and the remaining headlines will be retrieved for viewing.

## Viewing Another Article

### To view another article:

- Click on an article headline displayed within the listing that is just below the tabs (if the headline listing is not displayed, click the **Restore Article** button.), or
- Click on the Previous or Next button to view adjacent articles.


## **Viewing the Headlines**

To view the full list of headlines, click on the Headlines tab.

To see the help for the headlines page, click on the Headlines tab within this page now.

## Printing the Current Article

To print the currently displayed article:

Click on the  button, or  
Select the **Print...** option from the File menu.

## Returning to the Input Area

To return to the Input Area:

Click on the  button, or  
Select the **Exit** option from the File menu.

