

## Quick Guide to NewsRoom Plus and NewsRoom Plus 120

Information professionals and the professionals they serve (Marketing, Business Development, Executive Management, and Competitive Intelligence) need access to premium news and open Web content. Until now, information professionals and end-users alike have had to access multiple sources that has led to decreased productivity and the increased likelihood of missing key information.

NewsRoom Plus and NewsRoom Plus 120, Dialog's new current awareness and news products, let all users in the enterprise take advantage of a comprehensive range of global business and news sources, Dialog's precision search capability and access to 35 million hours of video and 20 billion Web documents in the same search. Designed for professional searchers and those who only "google," Dialog NewsRoom Plus makes it easy to get exactly the results you want.

### NewsRoom Plus and NewsRoom Plus 120 - Features

- An intuitive, fast, and easy to learn interface
- Two search forms—easy and advanced—for the novice and experienced searchers
- Tabular results display
- Enhanced article display in multiple formats, including HTML, PDF, Microsoft® Word and XML
- Summary linking
- Scheduled Alerts when you want to receive them
- All of your Alerts viewed in a single table
- Search tips on all screens

### NewsRoom Plus and NewsRoom Plus 120 - Home Page

To begin in NewsRoom Plus, go to the URL which you were supplied at sign-up. At the top of the screen are links to information about Dialog, press releases, support tips and contact information. Enter your Dialog User ID and password and click the  button to get started. A separate ID and password are not needed.

The screenshot shows the Dialog NewsRoom Plus home page. At the top left is the Dialog logo. To the right is the text 'NewsRoom Plus'. Below this is a navigation bar with links: 'About Dialog', 'Press Room', 'Support', and 'Contact Us'. The main content area is divided into several sections. On the left, there is a 'Product Support' section with links for 'Help Topics', 'Training', and 'Conferences and Events'. Below that is a 'Customer Support' section with 'Dialog Search Assistance' and contact information for the U.S. & Canada (1-800 334 2564) and the U.K. (00 800 333 42564). The central part features a 'WELCOME to Dialog NewsRoom Plus' message with a list of features: 'Global News Publications', '35 Million Hours of Video', and '20 Billion Web Documents'. Below this is a section titled 'News, Web Content And Video - All In One Place' with a description of the search capabilities. On the right side, there is a 'LOG IN' form with fields for 'User ID:', 'Password:', and 'Subaccount:', along with 'Remember User ID' and 'Remember Password' checkboxes, and a 'Log in' button. A 'Chronolog' advertisement is visible at the bottom right.

There are two search modes: Easy Search and Advanced Search.

## Easy Search

Easy Search is designed for novice-to-intermediate searchers who want easy access to Dialog's authoritative business news information. Just follow these steps:

- **Step 1** – Begin by entering a search term(s), either words or phrases in the **Search** box. The Search field has a limit of 1,000 characters. Click “Tips” above the box for more search suggestions. The following hints will help you as you enter terms.
  - To search for phrases, use quotes (e.g., "all you can eat").
  - You can use Boolean operators, such as AND, OR, and NOT, between terms (e.g., car or automobile) but you do not have to. If you add two words without a Boolean operator, the system will assume the operator “and,” so *books children* will retrieve instances where both the words *books* and *children* appear.
  - Enter truncations using either an asterisk "\*" or a question mark "?" (e.g., factor\* will retrieve factor, factors, factored, factory).

**Note:** You can also use internal truncation substituting a question mark for each letter you omit (e.g., wom?n retrieves woman, women) and restricted truncation adding a ? at the end of a word for each letter omitted, (e.g., transport??? retrieves transporting).

- **Step 2** – Leave the **Publication Date** as the default at "1 Week" or select from the drop-down list of date ranges.

**Note:** From the drop-down list you can also select “Specific Date.” Choose a date by clicking the calendar icon that displays.

- **Step 3** - Choose to **Include All Content** from "News, Video, and Web" or uncheck "All." By default "News" content will remain checked. You can manually uncheck any checkbox as needed. Then click the  button.

The screenshot shows the Dialog NewsRoom Plus interface. At the top, there are navigation links for "My Alerts", "My Saved Searches", "Help", and "Contact Us". Below this is a search bar with the text "EASY SEARCH" and "You are logged on as: 300065". The search criteria are displayed as follows:

- Search:** mortgage crisis
- Publication Date:** 1 Week
- Include Content from:**
  - All
  - News
  - Video
  - Web

At the bottom of the search form, there are two buttons: "Search" and "Clear". The "Search" button is circled in red. On the left side of the page, there is a "Tips" section with instructions on how to use the search features.

## Review Results

Your search results are retrieved from the areas that you chose—news, video, Web. You are shown the News results, the first ten records to a page as the default. Notice under each title are the four options for viewing complete records—HTML, PDF, Word and XML. Check boxes in front of titles of interest and the format you want. You can also click the title link to see a particular record.

The best method to view results is to either **"Print"** your results or use a format like **"Word or PDF"** and save the records to your hard drive. You can then attach your results using any email client. Use the XML output when you want to upload content into your own repository so that you can manipulate the content.

On the left side of the screen, you can click the **Search Again** button, perform a new search, save a search strategy or create an Alert.

**Note:** News results can be sorted by "Date, Author, Relevance, Title, or Source." Sorting results is particularly useful when you are trying to analyze your results.

The HTML format provides a "Summary" of content where you can view the vital information from your articles.

Links to related material are available at the beginning of the record and some may appear in the text.

**SUMMARY**

<b>Title</b>	Muted mania for the iPhone 3G Review
<b>Company</b>	CORIOLIS TELECOM SAS MICROSOFT CORP
<b>Date</b>	October 7, 2008
<b>Author</b>	David Pogue
<b>Format</b>	Fulltext
<b>Journal Subject</b>	General News
<b>Location</b>	OCEANIA MEDITERRANEAN BELGIUM EUROPE WESTERN EUROPE
<b>Source</b>	International Herald Tribune
<b>Industry</b>	INTERNET COMPUTER SOFTWARE ELECTRONICS INDUSTRY CONSUMER ELECTRONICS MUSIC MULTIMEDIA SOFTWARE ENTERTAINMENT COMPUTERS LEISURE MOBILE COMMUNICATIONS ELECTRONIC COMMERCE TELECOMMUNICATIONS SATELLITE COMMUNICATIONS
<b>Document Type</b>	Newspaper
<b>ISSN</b>	0294-8052
<b>Language</b>	English
<b>Word Count</b>	1,391

- News Results
- Video Results
- Web Results
- All Results

## Advanced Search

For more precise searching, you can use Advanced Search, which gives you the ability to narrow your searches to specific content. First, enter your search strategy as you did in Easy Search.

My Alerts      My Saved Searches      Help      Contact Us

Home  
Advanced Search

Tips

In addition to the features available on the easy search form, select the collapsible panel for "More Search Options" to further narrow your search criteria.

Open the "Source" panel to search by specific publications.

Home: Advanced Search

**ADVANCED SEARCH**  
You are logged on as: 300065

Search

Search: [Tips]  
subprime mortgage crisis

Publication Date:  
1 Week

Search    Clear

## More Search Options Pane

In the "More Search Options" collapsible pane, you can search specific indexes such as "Title, Author, or Company."

You can also "Remove Duplicates" as needed from results.

You can check availability of content in 10 languages, or narrow further to an Industry, a Subject, or a Geographic Location by selecting from the multiple drop-down lists.

When you have narrowed your search, click the  button.

More Search Options

Title:

Lead Paragraph:

Author:

Company:  
rbc

Remove Duplicates:

Language Selection:

Danish       German       Portuguese  
 English       Italian       Spanish  
 Finnish       Norwegian       Swedish  
 French

Industry:  
INTERNET SERVICE PROVIDERS  
INVESTMENT  
JEWELLERY  
JEWELLERY  
JOINT VENTURES

Subject:  
GOVERNMENT  
INTERNATIONAL ISSUES  
INVESTMENT  
JOINT VENTURES  
LABOUR RELATIONS

Geographic Location:  
USA  
USSR  
VENEZUELA  
VIETNAM  
VIRGIN ISLANDS BRITISH

Search    Clear

## Source Pane

Below **More Search Options** in Advanced Search, a **Source** collapsible pane gives you the ability to refine your search to specific publication(s). You can search by Publication, by Country, Region or U.S. State and/or Description, and you can browse by title by clicking the appropriate alphabetical or numerical listing.

### Publication Title

Enter a publication title in the Publication Title box and click .

Sources will display in the Source Title List. Check the title(s) you want and they will automatically be added to the Source Title Builder below the Source Title List.

### Geographic Look Up

You can look up a publication from the drop-down list by Country/Region or U.S. State/Region. To narrow your search further, select from the "Description" checkbox list below. Click the  button.

### Browse By Title

Click the appropriate alphabetical or numerical listing to browse by title.

*\*\* Please note NewsRoom Plus and NewsRoom Plus 120 have different title lists. In the 120-day product there are only updating sources from the past 120 days. In the full archive current and archival sources can be searched.*

When you have entered all the information in the Source Pane, click the  button to execute the search.

**Note:** To get more details about a source, click the source title name.

## Other Features

### Dialog Alerts

You can also set up Dialog Alerts from your searches in NewsRoom Plus. Here's how.

**Step 1** – Click the Create Alert link on the Search Page.

**Step 2** – When the Alert form displays, enter an Alert Name.

**Step 3** – Select an existing email address or create a new email in the New Address field.

**Step 4** – Click an email format (HTML or Text).

**Step 5** – Choose whether you want to be notified even if there are no documents found.

**Step 6** – Select the number of titles you want from 20 to 500.

**Step 7** – Select the "Delivery Frequency" – Daily, Weekly, Biweekly, or Monthly.

**Step 8** – If you choose weekly "Delivery Frequency," select "Day of the Week" and "Delivery Time."

**Note:** Alerts can be edited by clicking the link "My Alerts" on the top navigation bar or click the Edit Alert button. On the "Alert List" page, you can also "Delete" the Alert.

### Saved Searches

You can save a search strategy and run it again at any time until you decide to delete it.

Click the Saved Search link in the left pane of the Search Page. On the Save Search Details page, enter a name and click Save.

Edit a Saved Search by clicking My Saved Searches on the top navigation bar

## Other Features

NewsRoom Plus has other features that make it a unique database on Dialog. The screens below illustrate the video and Web results you can retrieve through NewsRoom Plus.

Video searches the indexed audio as text.

The Video tab at the top of the screen shows the number of results. Click the video thumbnail to see the actual video.



Web results show thumbnail images of sites to help you make quick decisions about the results that are useful to you and those that are not.

Click the link on the title list to go to the Web site.

