

Searching 'The Age' 2000 on CD-ROM



Getting Started

To access The Age newspaper open Netscape and go to <http://www.swin.edu.au/lib/database/age.htm>.

Select either *The Age 2000* or *Good Weekend 2000*

If you are asked whether you want to open or save the file choose **Open it**.

From the main menu there are three ways to search:

Browse

Click on **Browse the newspaper**, then on the particular section of the paper you wish to browse.

The oldest article from that section will be displayed.

The most recent will be last.

The **Status Bar** at the bottom of the screen tells you the total number of articles retrieved.

Use the **Next Partition Hit** button (button with two black, right-pointing arrows on white background at bottom of screen) or press the **F5** key to move to the next article.

Use the **Previous Partition Hit** button (left pointing arrows) or press the Shift key and **F5** to move back.

The **Go Back** button (black left-pointing arrow at top of screen) and the **F6** key take you back to the previous function. (In this case the screen where you selected the section you wanted to browse).

Guide to Major Stories

This is a quick way to locate a selection of articles on a topic.

Click on the topic that interests you. The oldest relevant article will appear.

Use the **Next** and **Previous Partition Hit** buttons or **F5** and **Shift F5** to scan through the others.

Search

This option allows you to construct your own search strategy.

Further Information

Contact the library information desks:

<http://www.swin.edu.au/lib/info/phone.htm>

Library web site

<http://www.swin.edu.au/lib>

Author: JCB Date: Sept 2000

From the main menu click **Search the newspaper** to display the dialogue box.

Key search terms into the appropriate fields: headline, writer's name, etc.

Use the **Tab** key to move from field to field, filling in as many boxes as you wish.

Click **O.K.**

The articles will be displayed in date order. Use the **Next Hit button** (symbol with two right-pointing arrows on grey background) or press **F4** to see the next occurrence of any of your search terms. Move backwards by pressing the **Previous Hit** button (two left-pointing arrows) or by pressing **F4** while holding down the Shift key.

Use the **Next and Previous Partition Hit** buttons or **F5** and **Shift F5** to move between articles.

Tagging

Tag articles for printing or saving by the **Control** key and the **T** key simultaneously. A red line will appear to the left of the article.

To clear a tag press **Ctrl. T** again. To remove several tags at once click on **Edit** and select **Clear all Tags**.

Printing

To print the displayed article click on the **Print** button on the **Toolbelt** OR select **File** from the **Menu Bar** and click **Print** OR use **Ctrl. P**.

To print a number of articles, tag them and then select the **tagged articles** option from the Print Document box.

Saving to Disk

Open the **File** menu and select **Export**

Insert a disk, select **A** drive and enter a file name

Select **Rich Text Format** from **List Files of Type** selection box. Click **Export**

Exiting

Select **File** from the Menu Bar and click on **Exit**.

