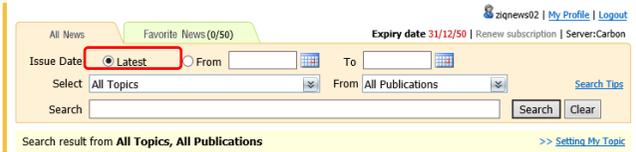## New Search

After logging on, iQNewsClip will show headlines of news under the topics you subscribe listing from the most current to the oldest. There are many ways for you to search for news clippings. You can search for any specific news clippings by specifying the conditions as follow:
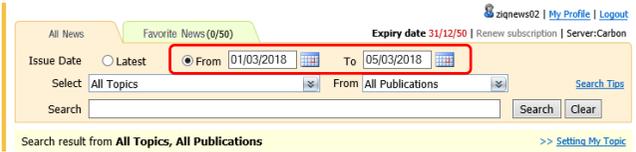
1. Search by Period

There are 2 ways for viewing your requested news clippings:

1) <u>Non-Specific Period:</u> You can select "Latest" then click "Search" and you will get news clippings sorted from the latest to the oldest date.
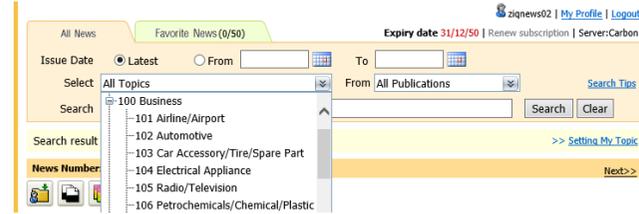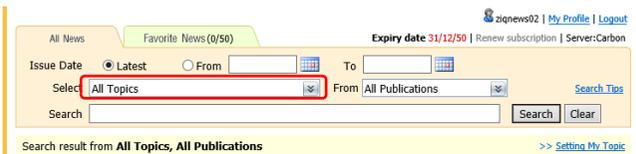

2) <u>Specific Period:</u> You can specify "From ... To...." period with specific dates.

Click and a calendar will appear for you to specify dates, After that click "Search" and you will get news headlines list of the specified period sorted by the dates selected.
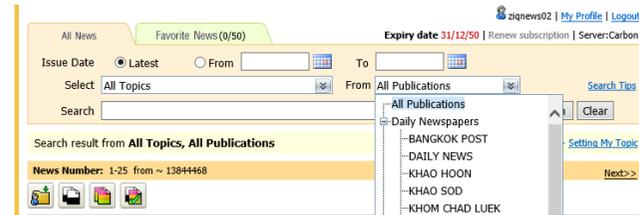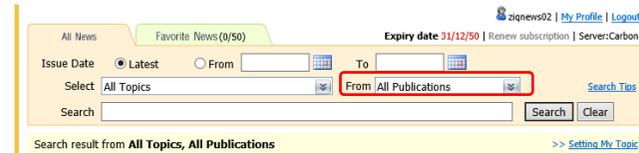

2. Search by Topic

To view news clippings under any specific topic you subscribed, click the "Select" box and choose the topic you wish to search then click "Search".
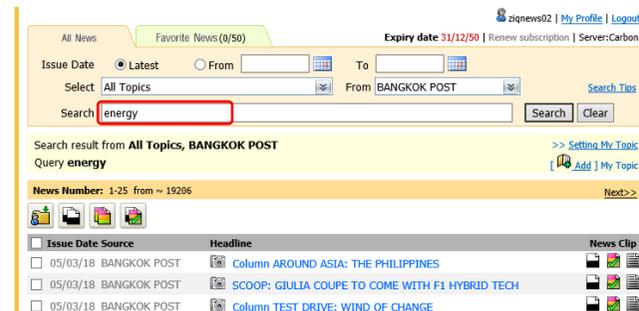
3. Search by Newspaper

To view news clippings of any specific newspaper, click the "From" box and click ⊞ to select the newspaper you wish to search then click "Search".

4. Search by Keyword

You can type a keyword or phrase into the Search box. To narrow down search result, you may specify more than 1 keyword and use operands such as AND / OR / AND NOT then click "Search".
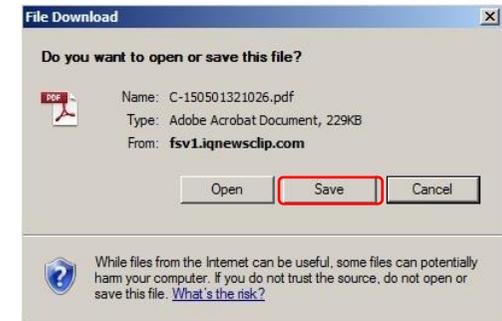
Searching with more than 1 keyword and phrase

Symbols/Signs	Sample	Description
space, +, และ, and, AND	oil energy oil + energy oil และ energy oil and energy	Search for ALL ENTRIES that contain the 'keyword'.
หรือ, or, OR	oil หรือ "renewable energy" oil or "renewable energy"	Search for ALL ENTRIES that contain one or the other 'keyword'.
-, และไม่, and not	oil - "renewable energy" oil และไม่ "renewable energy" oil and not "renewable energy"	Search for ALL ENTRIES that contain the first 'keyword' but do not contain the second 'keyword'.
" "	"renewable energy" "Twarath Sutabutr"	Search for ALL ENTRIES that contain a phrase, person's first name and last name by using quotation mark.

Single News Clip Downloading

You can download your required news clip in color or B&W or Text formats by clicking the (Color) or (B&W) or Text icon.

To download news clips, File Download window will appear then you can select Open or Save.

You can also click Headlines to download news clips in color or B&W as set on your profile.
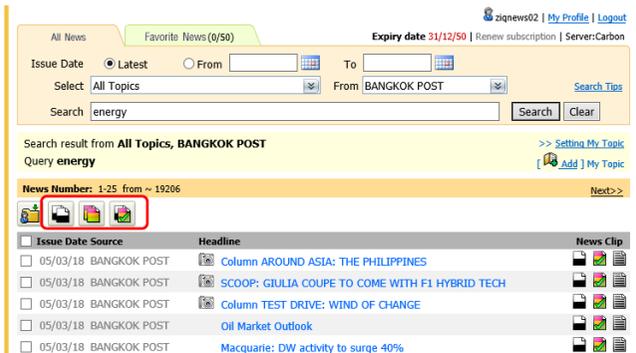

Remark:

The green tick sign which appears on the (Color) icon or (B&W) icon indicates **RECOMMENDED CHOICE** for downloading; you will get the news clip format as its original source published.
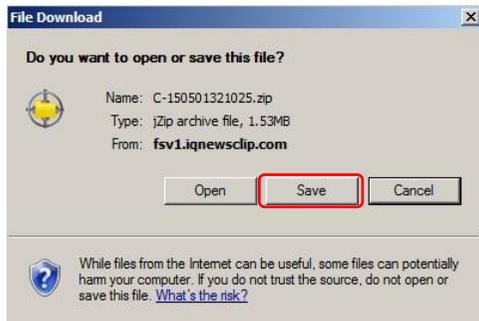
Multiple News Clips Downloading

If you would like to download multiple news clips at the same time you can follow these steps:

1. Click ☐ in front of headline that you would like to download. The tick mark will appear ☑

2. After selecting all of your required news clips (a maximum of 10 news clips per one time of downloading), you can select to download the news clip in

Color or B&W by clicking (Color) 🎨 **or (B&W)** 📄

3. After clicking the Color or B&W icon, the File Download window will pop up.
You have to click "Save" to save your news clips in Zip file format as illustrated.
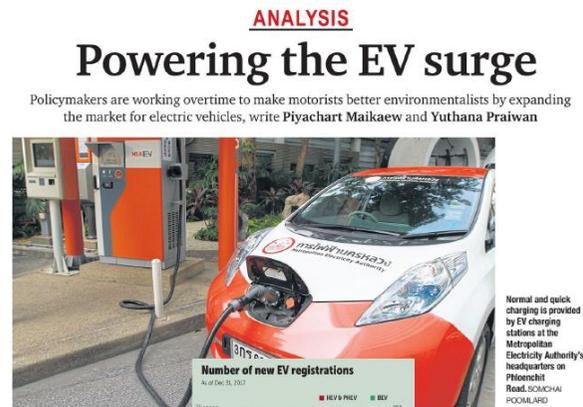

4. After downloading is complete, you can unzip the file and get all news clips you have selected.
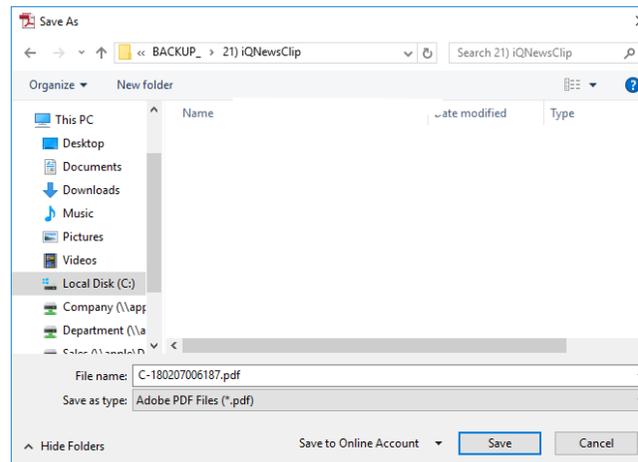
File opening

By default, news clip either in color or B&W will be opened in PDF format.

File Saving

On the File Download window, you can choose to save your news clip file for further use. After clicking Save in File Download window, the Save As window will appear and you can specify the Folder that you would like to store your news clips.

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02-651-4700 Ext 444
http://www.iqnewsclip.com