#### **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.

	🐱 zignews02   <u>My Profile</u>   <u>Logout</u>
All News Favorite News (0/50)	Expiry date 31/12/50   Renew subscription   Server:Carbon
Issue Date O Latest From	То
Select All Topics	From All Publications Search Tips
Search	Search Clear
Search result from All Topics, All Publications	>> <u>Setting My Topic</u>

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.

			Signews02   My Profile   Logout			
All News Favori	te News (0/50)	Expiry date 31/12/50	Renew subscription Server:Carbon			
Issue Date O Latest	• From 01/03/2018	то 05/03/2018	)			
Select All Topics	¥	From All Publications	Search Tips			
Search			Search Clear			
Search result from All Topics	Search result from All Topics, All Publications >> Setting My Topic					

## 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".

All News Favorite News (0/50)	Signews02   <u>My Profile</u>   <u>Logout</u> Expiry date 31/12/50   Renew subscription   Server:Carbon
Issue Date   Latest  From Select All Topics	To From All Publications Search Tips
Search	Search Clear
Search result from All Topics, All Publications	>> <u>Setting My Topic</u>

All News	Favorite News (0/50)	Szignews02   <u>My Profile</u>   <u>Logout</u> Expiry date 31/12/50   Renew subscription   Server:Carbon
Issue Date	Latest     From	То
Select	All Topics	From All Publications Search Tips
Search	-100 Business 101 Airline/Airport	Search Clear
Search result	- 102 Automotive - 103 Car Accessory/Tire/Spare Part	>> <u>Setting My Topic</u>
News Number	-104 Electrical Appliance	Next>>
🧾 🖬 🖡	105 Radio/Television 106 Petrochemicals/Chemical/Plastic	

-3-

### 3. Search by Newspaper

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

All	News	Favor	ite News (0/50)		Exp	oiry date 31/12/50	Signews02	My Profile   Logout
Issue I	Date	Latest	O From		To From All P			Search Tins
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Search r	result	from All Topics	, All Publicatio	ons			>	> <u>Setting My Topic</u>

All Name Faurrite Name (0/50)	Signews02   <u>My Profile</u>   <u>Logout</u>
Issue Date   Latest   From	То
Select All Topics	From All Publications Search Tips
Search	-All Publications
Startin	Daily Newspapers
Search result from All Topics, All Publications	BANGKOK POST <u>Setting My Topic</u>
	DAILY NEWS
News Number: 1-25 from ~ 13844468	KHAO HOON Next>>
	KHAO SOD
	-KHOM CHAD LUEK

## 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".

All News Favorite Ne Issue Date Latest O Select All Topics Search Energy	Sologian States	news02   <u>My Profile</u>   <u>Logout</u> subscription   Server:Carbon <u>Search Tips</u> Search Clear
Search result from All Topics, BA Query energy News Number: 1-25 from ~ 19206	NGKOK POST	>> <u>Setting My Topic</u> [ [ Add ] My Topic Next>>
	Handbar	Name Cha
05/03/18 BANGKOK POST	Column AROUND ASIA: THE PHILIPPINES	News Clip
05/03/18 BANGKOK POST	SCOOP: GIULIA COUPE TO COME WITH F1 HYBRID TECH	
05/03/18 BANGKOK POST	Column TEST DRIVE: WIND OF CHANGE	🖿 🛃 🗎

# Searching with more than 1 keyword and phrase

Symbols/Signs	Sample	Description
space, +, และ, and, AND	oil energy	Search for ALL ENTRIES that contain
	oil + energy	the 'keyword'.
	oil และ energy	
	oil and energy	
หรือ, or, OR	oil หรือ "renewable energy"	Search for ALL ENTRIES that contain
	oil or "renewable energy"	one or the other 'keyword'.
-, และไม่, and not	oil - "renewable energy"	Search for ALL ENTRIES that contain
	oil และไม่ "renewable energy"	the first "keyword" but do not contain
	oil and not "renewable energy"	the second 'keyword'.
	"renewable energy"	Search for ALL ENTRIES that contain
	"Twarath Sutabutr"	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)  $\square$  or (B&W)  $\square$  or Text  $\square$  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

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



# Remark:

The green tick sign  $\checkmark$  which appears on the (Color) icon  $\bowtie$  or (B&W) icon  $\bowtie$  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)

				Signews02   My Profile   Logout
AI I	News Favorite N	ews (0/50)	Expiry date 31/12/50	Renew subscription   Server:Carbon
Issue D	oate 💿 Latest 🤇	From	то	
Se	lect All Topics	*	From BANGKOK POST	Search Tips
Sea	arch energy			Search Clear
Search re Query er	esult from <b>All Topics, BA</b> nergy	NGKOK POST		>> <u>Setting My Topic</u> [ <mark>Add</mark> ] My Topic
News Nu	mber: 1-25 from ~ 19206			<u>Next&gt;&gt;</u>
Issue	Date Source	Headline		News Clip
05/03	18 BANGKOK POST	Column AROUND AS	IA: THE PHILIPPINES	🗎 ಶ 🗎
05/03	18 BANGKOK POST	SCOOP: GIULIA COU	PE TO COME WITH F1 HYBRID	тесн 📄 🛃 🗎
05/03	18 BANGKOK POST	Column TEST DRIVE	WIND OF CHANGE	🗎 🋃 🗎
05/03	/18 BANGKOK POST	Oil Market Outlook		🗋 🛃 🗎
05/03	18 BANGKOK POST	Macquarie: DW activ	ity to surge 40%	🗋 ಶ 🗎

# 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.

	Section: Business/	Section: Business/First Page				
Bangkok Post	Date: Monday 19	February 2018				
	Volume: -	No: -	Page: B1(Center), B3			
Basgkek Pest	Col.Inch: 226.92	Ad Value: 340,380	PRValue (x3): 1,021,140	Clip: Full Colo		
Ad Rate: 1.500	Headline: ANALYSI:	S: Powering the EV surge				



#### 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.

<b>S A</b>					~
A Save As					~
← → → ↑ 📙 « BACKUP_ >	21) iQNewsClip	ٽ ~	Search 21) iQN	ewsClip	Q
Organize 🔻 New folder					?
This PC     Desktop     Documents     Documents     Documents     Documents     Pictures     Pictures     Videos     Local Disk (C:)		J	te modified	Туре	
🛖 Company (\\app					
Department (\\a     Salar (\)apple\D     Y     <					>
File name: C-18020700618	7.pdf				~
Save as type: Adobe PDF Files	: (*.pdf)				~
∧ Hide Folders	Save to Onlir	ne Account 🔻	Save	Cance	ł .



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