
Chicago Tribune Digital Edition



User Guide

Features

The Digital Edition offers readers a powerful and enjoyable reading experience with the following features at their fingertips:

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Technical Information

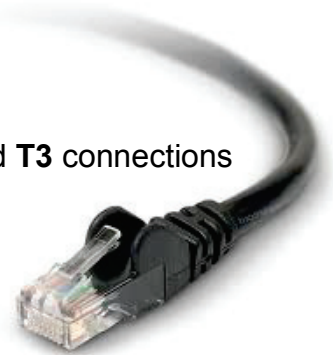
All you need to access Digital Edition is ...

Internet access, a Web browser with **Adobe Flash Player**, and an **email** account.






Tips for connecting to Digital Edition

The Digital Edition works best with high-speed **Cable**, **DSL**, **T1**, and **T3** connections however, it is easily accessible using a dial-up modem connection.



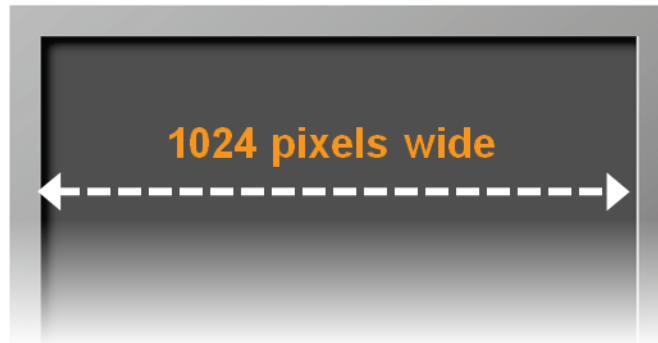
Tips for choosing an internet browser

The following browsers are recommended for enhanced performance.

Platform	Browser	Minimum Version	Recommended Version
Windows/ Macintosh	 Internet Explorer	Version 6.0 or higher	Version 7.0 or 8.0
	 Firefox	Version 3.0 or higher	Version 3.6
Macintosh	 Safari	Version 3.2 or higher	

Tips for setting screen resolution

For optimal viewing, it is recommended that you set your screen resolution to a pixel width 1024.



How to set your screen resolution

To change the screen resolution on a **Windows** system:

- Right-click anywhere on the **Desktop** background and **select >Properties>Settings Tab**

To change the screen resolution on a **Mac OS X** system:

- Go to the **Apple Menu** and **select>System Preferences>Display Icon**

To change the screen resolution on a **Mac OS 8** or **OS 9** system:

- Go to the **Apple Menu** and **select>Control Panel>Monitor**

Tips for creating and using alternate options to access Digital Edition

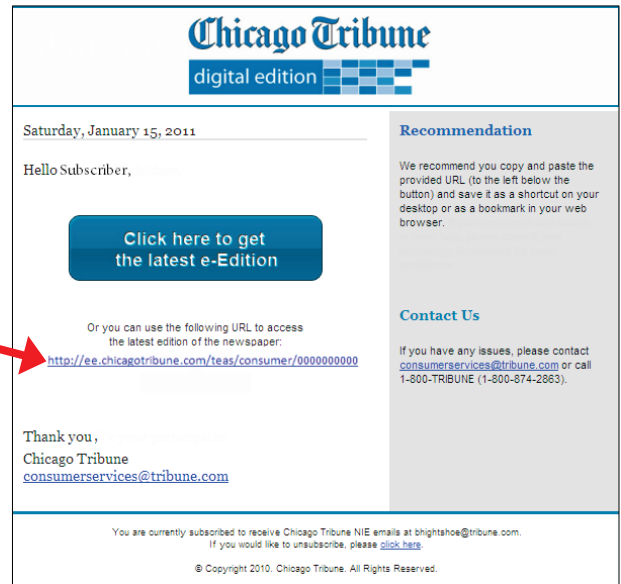
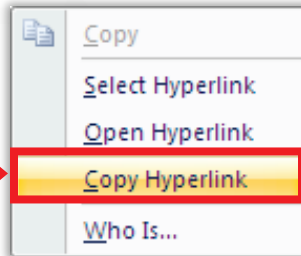
How to access Digital Edition using a desktop shortcut

To create a desktop shortcut:

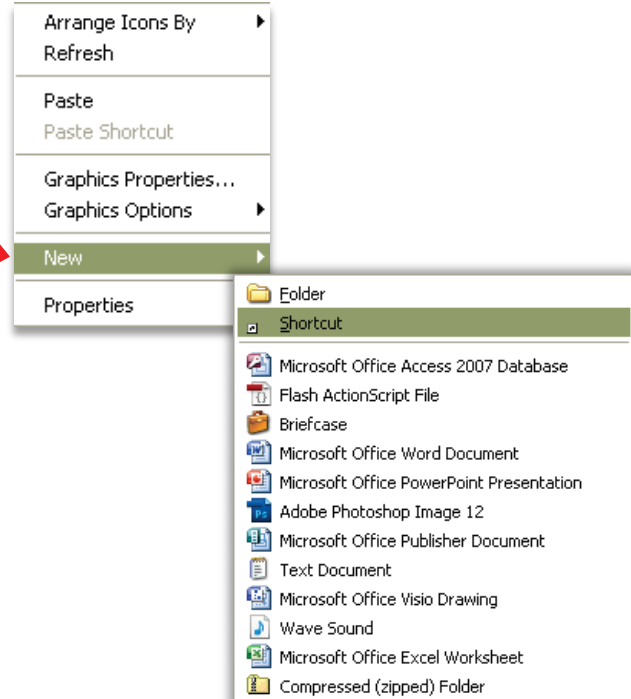
1. Open your alert notification email.
2. Right-click on the **website URL** in the message to display a drop-down menu.

Or you can use the following URL to access the latest edition of the newspaper:

<http://ee.chicagotribune.com/teas/consumer/0000000000>



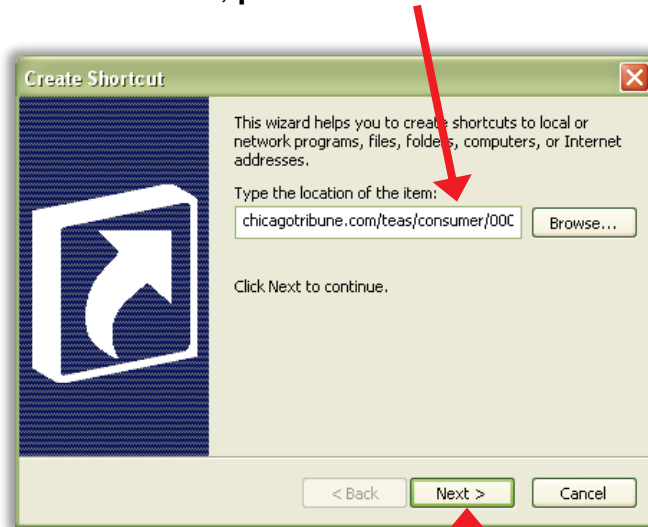
3. Select the **C**opy Hyperlink option.
4. Right-click on an empty part of your desktop.
5. Select, **New > Shortcut**.



The **Shortcut Wizard** will display.

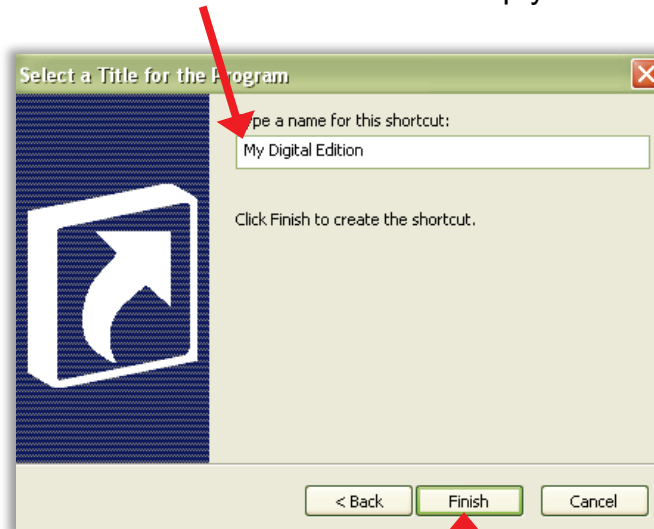
Continued next page ...

6. In the Shortcut Wizard, **paste the URL** of the website into the location field.



Click **Next**.

7. Type a **name for the shortcut** that will help you remember what it's for.



Click **finish**.

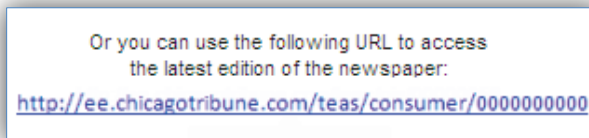
That's all there is to it! Now when you want to bring up the site you visit frequently just **double-click** on the new **shortcut** on your desktop!

How to access Digital Edition using a bookmark in your browser favorites

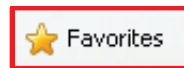
The **best way** to create a bookmark in your web browser is to:

1. Access the Digital Edition website from the link included in your email.

Note: The URL shown is similar to the actual URL you will receive in your email notification.



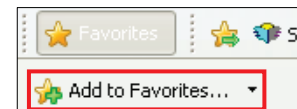
1. **Click** on the URL link to go to Digital Edition home page.
2. After the home page has loaded, click the **Favorites** button (shown) located above the URL address field to create a standard bookmark for the page.



IMPORTANT: Do not click this button! →

Using this feature will save the bookmark to the Favorites toolbar.

3. Instead, click the **Add to Favorites** button located underneath the Favorites button in the drop-down panel.

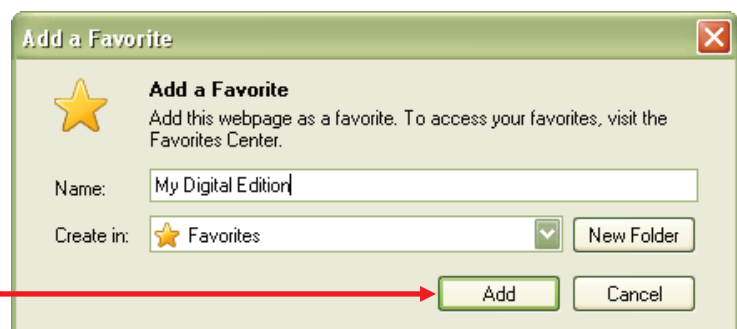


The **Add a Favorite** window will display. The name of the bookmark appears as the URL code. You should rename the bookmark to easily distinguish it from other bookmarks in the **Favorites Center** as shown in the example.

Click the **Add** button to save your bookmark.

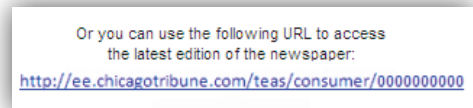
Close the Digital Edition tab in the browser.

Note: You do not have to quit out of the browser.

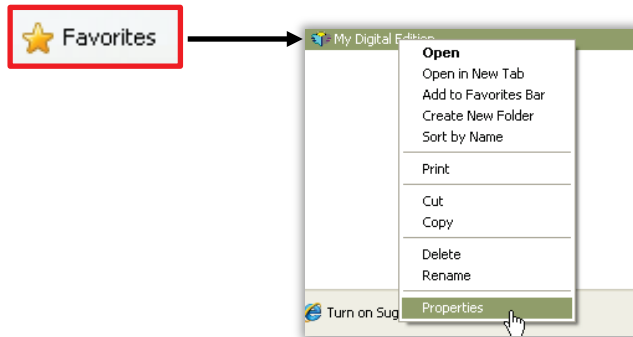


- Go back to the email notification and **right-click** on the URL link as if you were going to create a desktop shortcut.

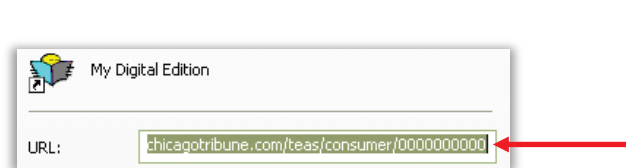
Select the **Copy Hyperlink** option and release the button.



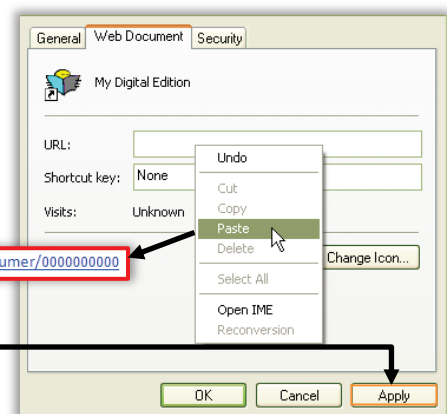
- Return to your browser and right-click on the bookmark you saved in the **Favorites** list and select the **Properties** option. In this example, the bookmark is named "My Digital Edition."



When the properties window displays, note that the URL field will be highlighted.



Click the **delete** key to remove the current information. Note that your text cursor will be active in the field. Next, right-click your mouse and select the **paste** option.



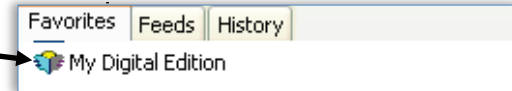
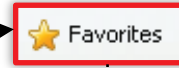
Click **Apply**.

Then click **OK**.

- You are now ready to use your bookmark to access your Digital Edition.

To access Digital Edition using the bookmark you just created ...

- Click the **Favorites** button to display the Favorites drop-down menu.
- Locate and click on your bookmark in the drop-down menu to go to the Digital Edition home page.



IMPORTANT: Each browser creates bookmarks differently. If you experience problems accessing Digital Edition using bookmarks, please contact Customer Service for assistance.

Customer Service contact information may be found in your daily email alert and on the Digital Edition Help page.

Access to the Digital Edition

Digital Edition can be accessed using the links included in your daily email notification, by creating a desktop shortcut, or by bookmarking the page in your browser. This section discusses how to access Digital Edition using your email notification.

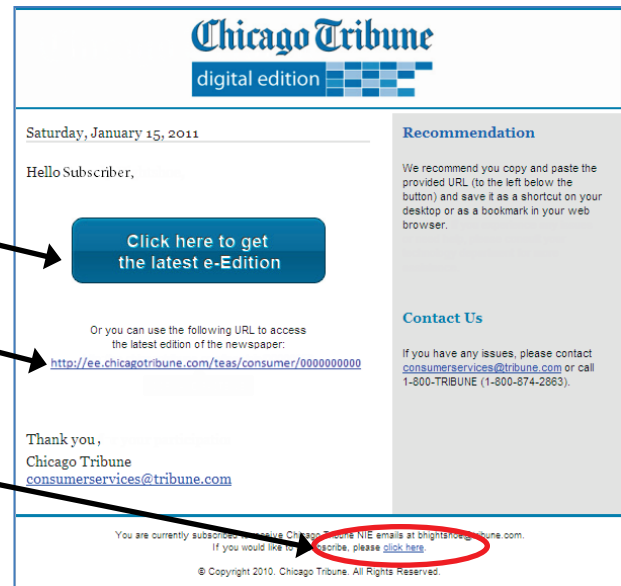
You will receive **daily email notifications** to inform you that the latest edition is available for viewing. Your email notification is your “initial” access to Digital Edition.

When you receive your email notification, choose one of these options to be routed to the Digital Edition homepage:

- Press the “Click here” button, or
- Click on the URL link

If you want to stop receiving email alerts, select the [click here](#) link at the bottom of the email message.

Note: Choosing to unsubscribe only stops the daily email notifications. It **does not** cancel your subscription.



IMPORTANT!

If you prefer to access Digital Edition using a desktop shortcut or a bookmark favorite, you must create it **before** stopping your email notifications.

Refer to **pages 5-9** of this user guide for information on how to create desktop shortcuts and bookmark favorites.

The Home Page Interface

The home page interface is comprised of the following elements: (1) The **Information pane** is divided into two tabbed sections, **Contents** and **Search** and two drop down menus for searching content, (2) The **Navigation Toolbar**, (3) The **Flash Viewer** or **Newspaper Viewing pane** and (4) The **Breaking News pane** as shown below.

The screenshot shows the Chicago Tribune digital edition home page. The interface is divided into several sections:

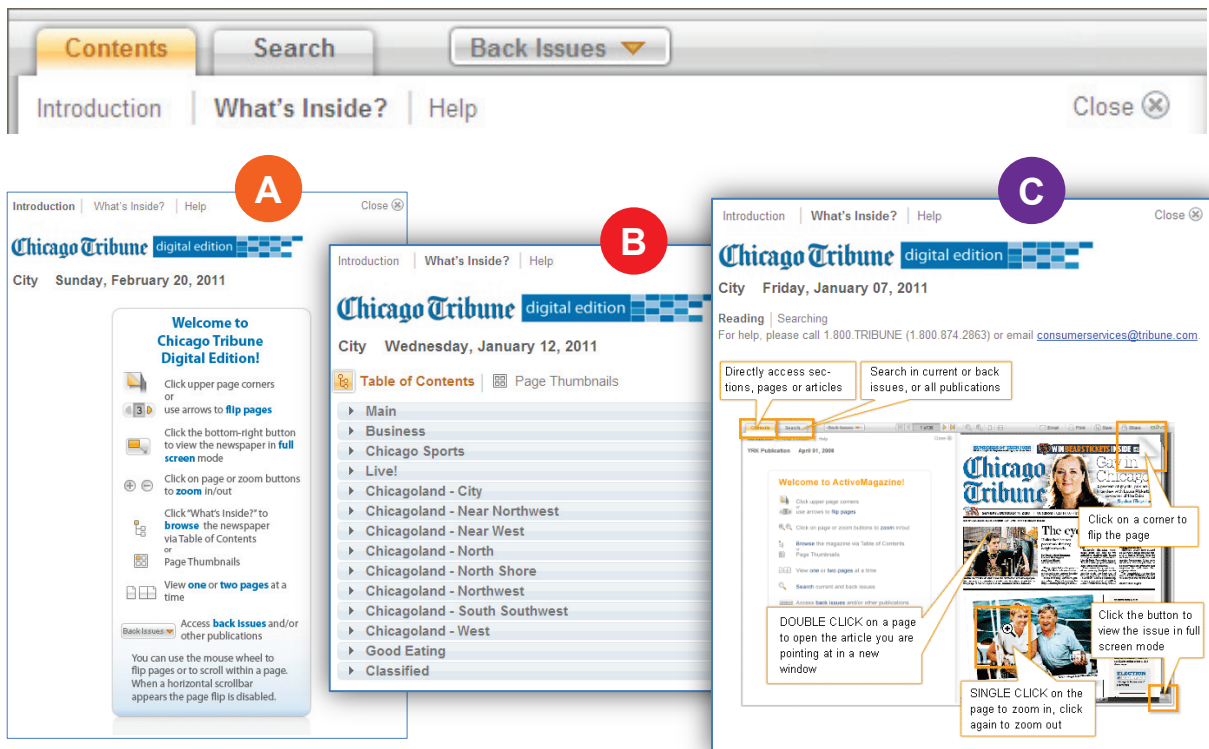
- 1 Information pane:** Located on the left, it features a 'Contents' tab and a 'Search' tab. Below the tabs is a navigation menu with options: Main, Business, Chicago Sports, Live!, Metro, Food, and Classified.
- 2 Navigation Toolbar:** Located at the top center, it includes a search bar, a page indicator '1 of 72', and various navigation icons.
- 3 Flash Viewer or Newspaper Viewing pane:** The main content area on the right, featuring the Chicago Tribune masthead, the date 'Wednesday, December 15, 2010', and the main headline 'Emanuel leads mayoral poll'. It includes a poll titled 'If the election was held today, for whom would you vote for mayor?' with a pie chart showing results: Rahm Emanuel (32%), Gery Chico (9%), Derrin Davis (9%), James Meeks (7%), Carol Moseley Braun (6%), Undecided (30%), and Other (4%).
- 4 Breaking News pane:** Located at the bottom left, it displays a 'Latest From Breaking News Center' with a list of recent news items, such as 'Woman accused of stealing \$58K from school bus firm - 08:56 AM'.

The next few pages discuss each of these areas in more detail.

The Home Page

The Contents Tab

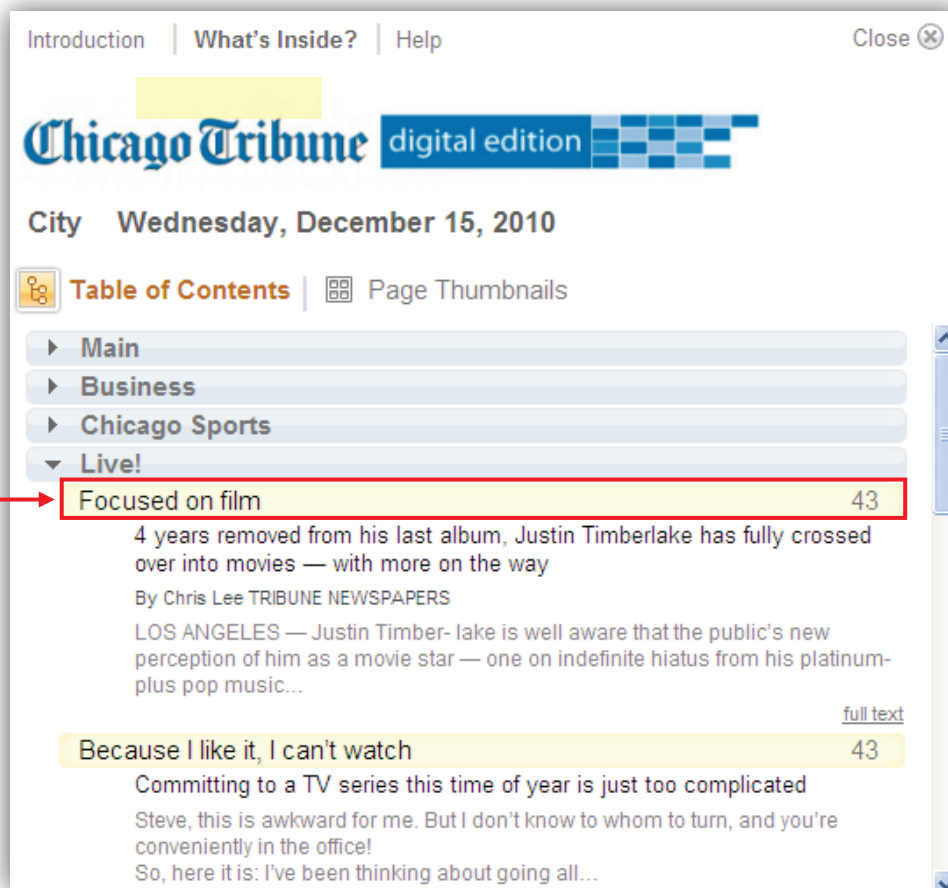
The **Contents tab** is further divided into three sections: **(A)** the **Introduction** screen, **(B)** the **“What’s Inside?”** screen (shown in the example) and **(C)** the **Help** screen.



- A.** The **Introduction** screen includes a quick user guide of key navigation tools.
- B.** The **What’s Inside?** screen includes a **Table of Contents** navigator and a **Thumbnails** navigator.
- C.** The **Help** screen includes help contact information for further assistance with your Digital Edition.

What's Inside? - Table of Contents Navigation



Click on a section to expand it.



Introduction | **What's Inside?** | Help Close

Chicago Tribune digital edition

City Wednesday, December 15, 2010

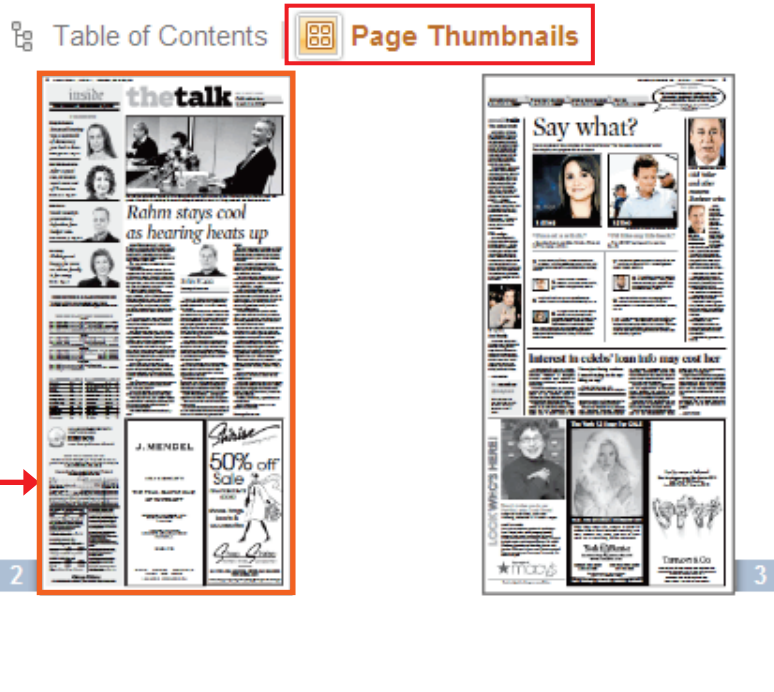
 **Table of Contents** |  Page Thumbnails

- ▶ Main
- ▶ Business
- ▶ Chicago Sports
- ▼ Live!
 - Focused on film** 43
4 years removed from his last album, Justin Timberlake has fully crossed over into movies — with more on the way
By Chris Lee TRIBUNE NEWSPAPERS
LOS ANGELES — Justin Timberlake is well aware that the public's new perception of him as a movie star — one on indefinite hiatus from his platinum-plus pop music... [full text](#)
 - Because I like it, I can't watch** 43
Committing to a TV series this time of year is just too complicated
Steve, this is awkward for me. But I don't know to whom to turn, and you're conveniently in the office!
So, here it is: I've been thinking about going all...

Click on the highlighted text to display the article in the **Newspaper viewing pane**.

Thumbnails Navigation

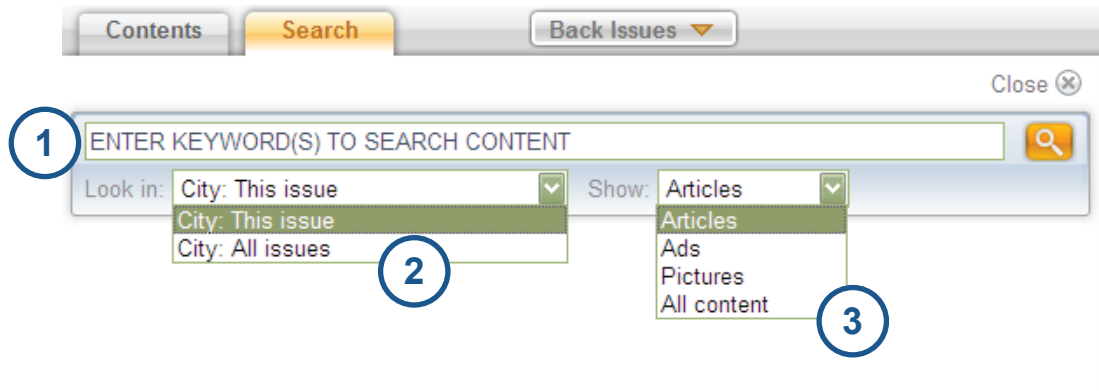
The Page Thumbnails display in section order. Click on a Thumbnail graphic to jump to a specific page or section.




The highlighted thumbnail displays in the **Newspaper viewing pane**.

The Search Tab

This function allows you to search for articles using specific look-up criteria. As shown in the example, you can type in a keyword, then use the drop-down menus to select a specific issue, region or other publication as well as indicate the type of content (articles, pictures, ads, etc.) you are looking for.



To search for content:

1. Type a keyword(s) into the search field to indicate the subject matter to search.
2. Select a source option (issue, or publication) from the “**Look in**” drop-down menu.
3. Choose a type of content (article, ad, picture, or all) from the “**Show**” drop-down menu.
4. Click the search button. 

IMPORTANT: To search for content in previous issues, you can enter a date in the search field, and you **must select** the **All Publications** option from the “**Look in**” drop-down menu. The result will include all publications from the date entered up to the present date.

Note: To search for content in previous issues from the past 30-days, use the **Back Issues** drop-down menu which is discussed on the next page.

Back Issues

To read a previous issue of the newspaper from the past 30-days, click the **Back Issues** drop down menu. **Back Issues** also display as thumbnails and are arranged by date. Choose the publication you want to view from the “**Choose Publication**” drop-down menu.



Click the thumbnail graphic for the issue you want to read to display it in the **Newspaper Viewing pane**.

Note: The maximum number of back issues available for viewing is 30-days. To view issues older than 30-days, click the link at the top of the **Back Issues** screen to access the Digital Edition Archives as shown in the example below. Archives are discussed on the next page.



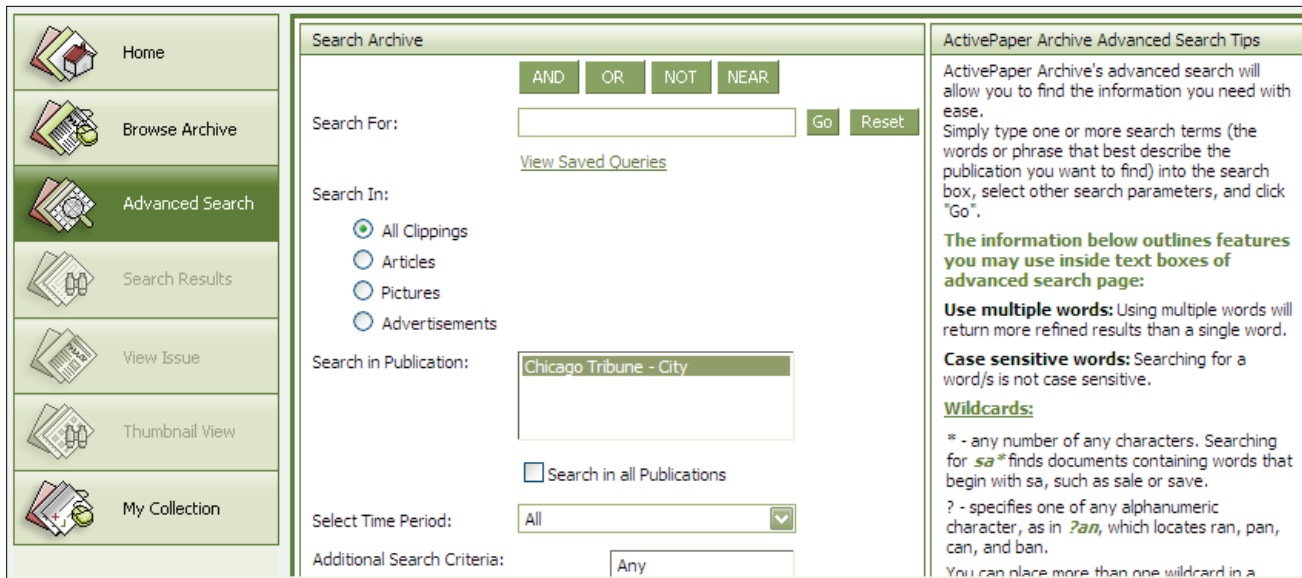
Archive Issues

When you click on the link in the **Back Issues** screen you will be redirected to the Digital Edition Archives. The welcome screen provides instructions on how to do a search as well as contact information for further assistance with searching the Digital Edition Archives.

Note: Digital Edition Archives provides an excellent **Help** menu and includes thorough explanations to most questions.



Note: Using the **Advance Search** button, you can choose from multiple search options as shown.

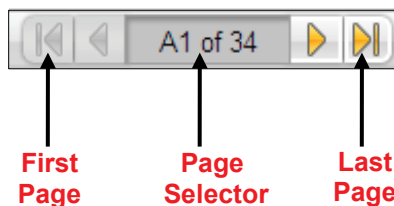


Navigation Toolbar

The Digital Edition navigation toolbar layout is easy to use and includes Web 2.0 integration, document saving and bookmarking, as well as direct content printing and emailing.



Navigation Arrow Detail



Viewing Modes

The Digital Edition viewing modes allow you to view the paper the way you want.

Single-Page Mode

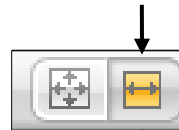
Single-page view mode



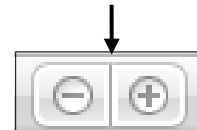
Fit in window option



Fit width



Zoom-in & out



Double-Page Mode

Double-page view mode



Fit in window option



Chicago *Chicago Tribune*

Web threat case goes to trial

Prosecutors say supremacist posted juror's identity on site

Chicago killings drop in 2010

Homicides decrease to lowest level since 1965, Weiss announces

Disclosure plan for pension debt eyed

Proposal would let taxpayers see how shortfall costs them

SUV owned by Harvey injures motorist

Woman struck by vehicle on West Loop

Braun flip-flops on tax returns

She backtracks after refusing to release them

Let's get married — live!

Chicago couple says they will have a live-streamed wedding

Closure in a frozen field: Body found after crash

Police say driver of SUV that hit car was not wearing seat belt

Gas prices push

Chicago area sees record high

Fit width



Chicago *Chicago Tribune*

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Chicago *Chicago Tribune*

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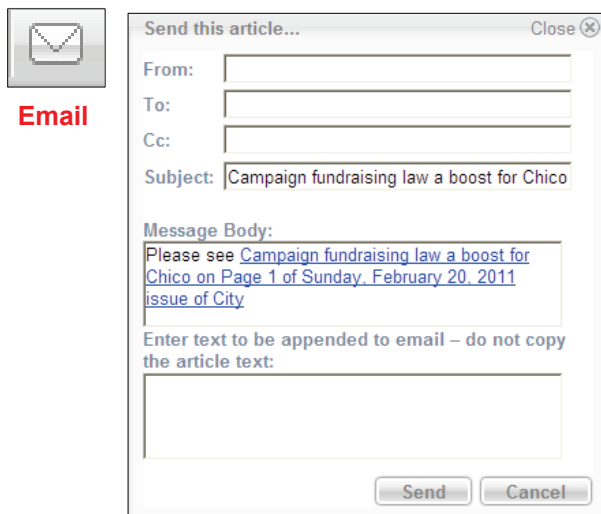
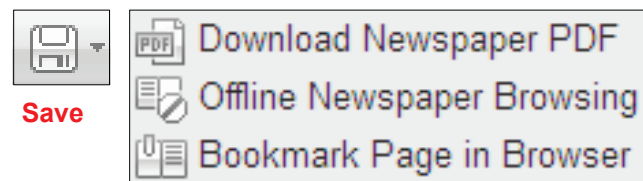
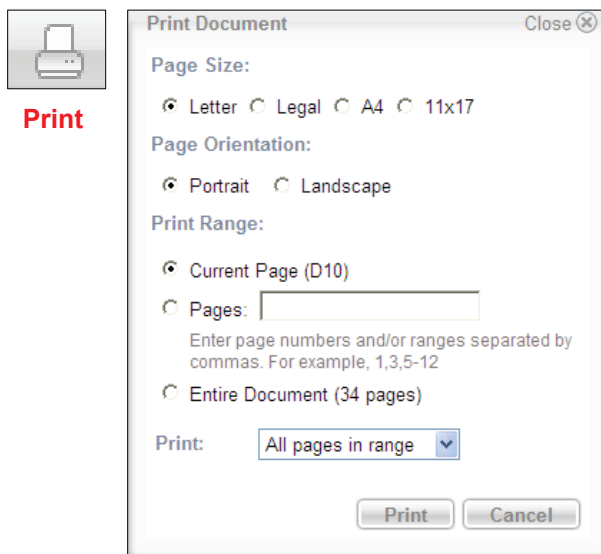
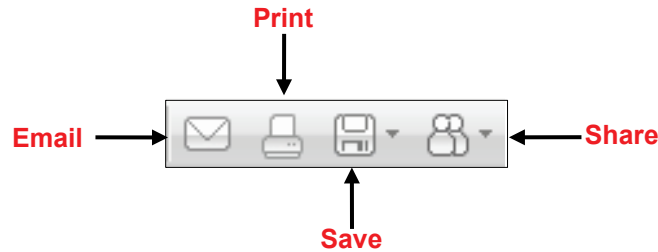
Police say driver of SUV that hit car was not wearing seat belt

Gas prices push

Chicago area sees record high

Print, Save, and Share Options

The Digital Edition sharing options allow readers to Save and Print content, as well as Share links to content via Email or share on Facebook and Twitter.



The Newspaper Viewing Section

The **Newspaper Viewing pane** (Flash Viewer) in the Digital Edition includes readability enhancing features such as **article highlighting** on a mouse roll over, and the ability to **zoom-in** and **zoom-out** using a single mouse click. The **page turning** feature enables page-by-page navigation as an alternative to the navigation toolbar functionality.

Navigation
Toolbar



Page
turning
feature

Vertical
scroll bar

Full
Screen view



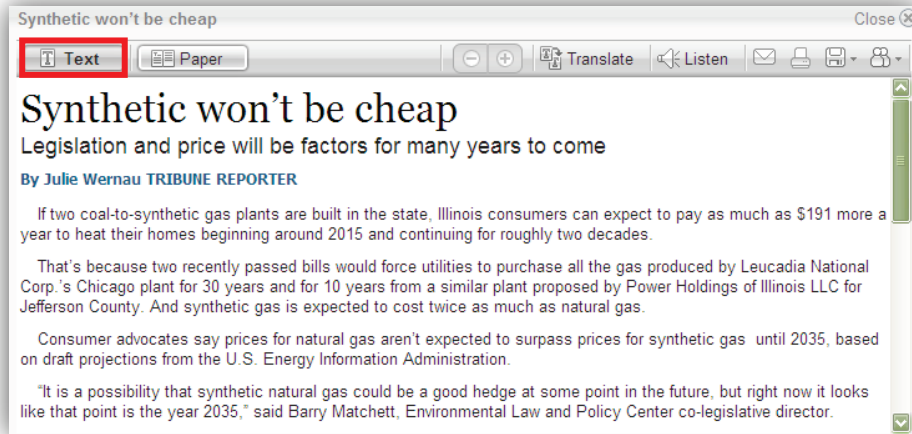
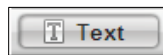
Note:
The view mode tools
are still accessible in
full screen view.

Viewing Windows

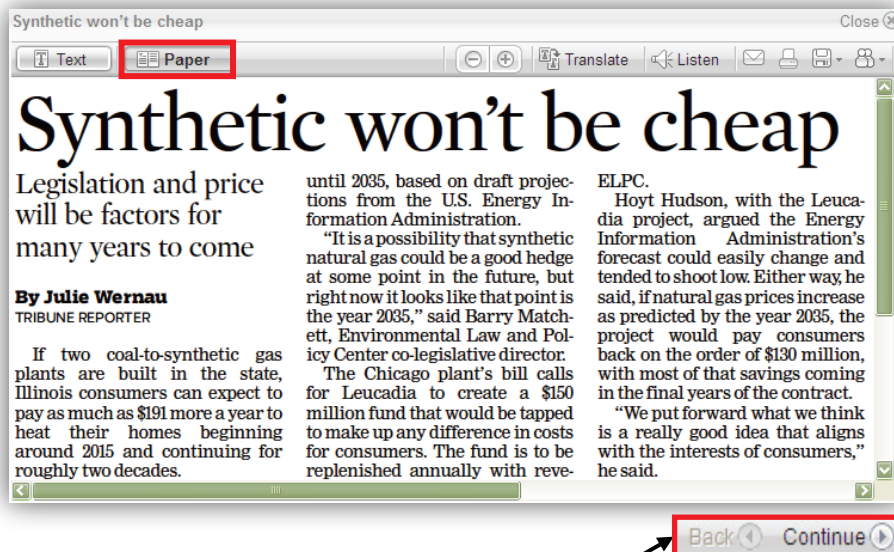
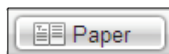
Flash-based functionality allows you to double-click on various content elements, such as **articles**, **photos**, **ads** and **graphics** to open a separate viewing window that contains only the selected content item.

Click the **text button** to view the article in text format.

Note: Photos, ads and other graphic elements do not display in text format.



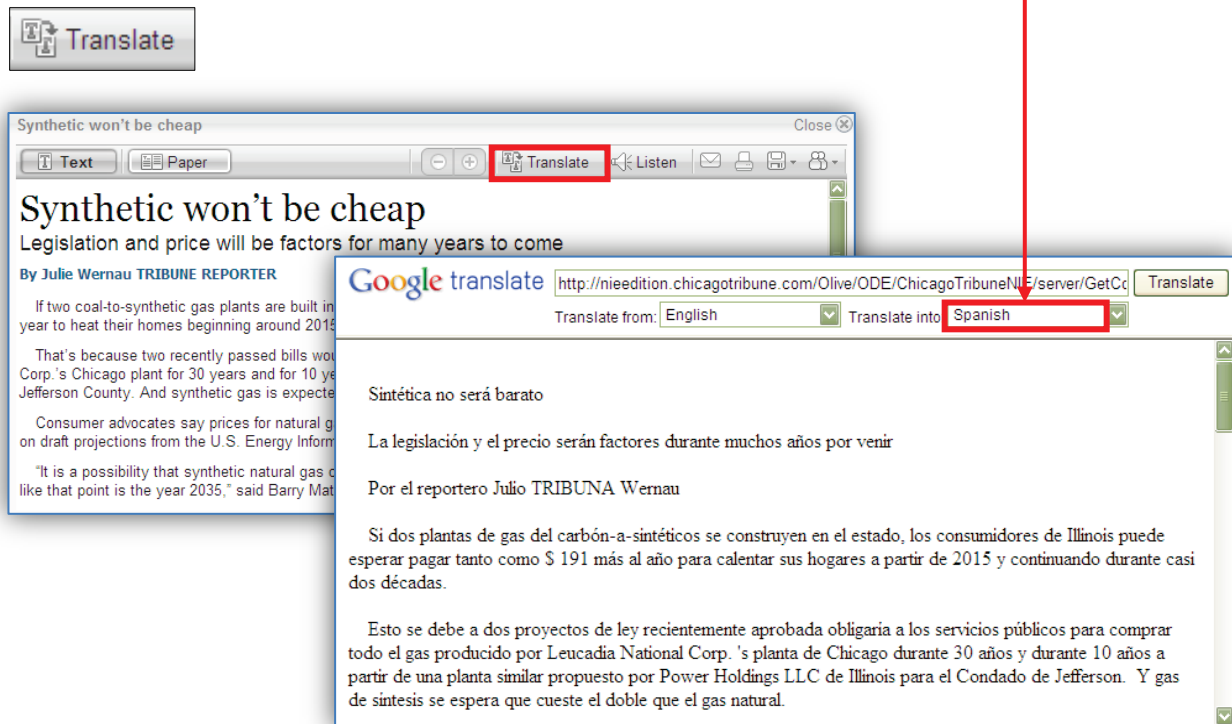
Click the **paper button** to view article in newspaper format.



When viewing in paper format, click the **continue button** to view the rest of the article. Click the **back button** to return to the beginning.

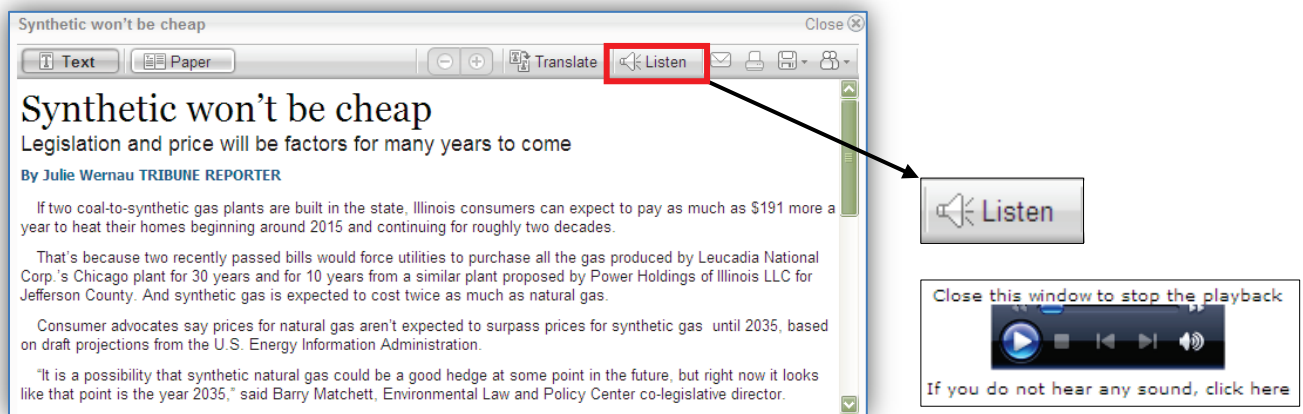
Translation

Using Google translation the Digital Edition supports **translation** of 200+ languages. Click the down-pointing **arrow** to select the language to translate.



Text-to-Speech

The Digital Edition also supports a **text-to-speech** feature that will read selected articles out loud. Activating it opens a separate window with the **ReadSpeaker** player that is used to read the article.



Note: The player is set to begin reading automatically.

Sharing Content

You can also share content via email by clicking the email button in the viewing window.

The following example illustrates this feature.

To share content via email:

Click on the **email button** in the viewing window.



An email window displays.

Send this article... Close

From: ← Enter your email address

To: ← Enter recipient's email address

Cc:

Subject: ← The subject field auto populates

Message Body:
 ← The message field auto populates

Enter the text to be appended to the message:
 ← Enter additional message here

Send Cancel

Delete Reply Forward [down arrow] [up arrow] Spam Move Print Actions

Emanuel leads mayoral poll on Page 1 of Wednesday, December 15, 2010 issue of City

From: "bhightshoe@tribune.com" <bhightshoe@tribune.com> Add to Contacts
 To: beverly_hightshoe@yahoo.com

Please see [Emanuel leads mayoral poll on Page 1 of Wednesday, December 15, 2010 issue of City](#)
 Here is an article you might like.

Recipient can click on the link to access the article. →

The Breaking News Pane

Breaking News is new in the Digital Edition and is located in the lower left corner of your browser window. This feature is a live feed that provides up-to-the-minute headlines from your local area as it happens.

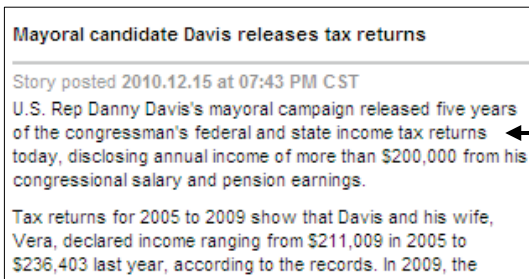


To view an article in the Breaking News Pane:

Click the link from the list.



The article displays in the same column.



Articles display in text format and include information such as title, author, number of pages, date, and time of posting.



Share with others or view more articles.



Customize how you view articles

Email sharing option

Sms sharing option