New Digital Edition Features & Functions

Email Alerts

Create and store search queries and receive alerts via email.
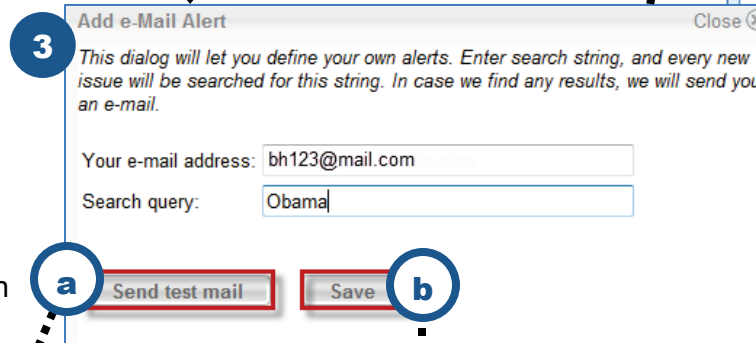
To create an Email alert:

1. From the Digital Edition Home Page, go to the toolbar above the newspaper viewing window.

2. Click the Sharing button and select **Add e-Mail alert**.

A separate window will open.

3. Enter the requested information and …

a. Press **Send test mail** to verify the email address. A message displays to confirm the email has been sent and to check your mailbox.

Your test query was sent to you. Please check your mailbox

b. Then, press **Save** to store your query. A message appears to confirm your query has been saved and the window can be closed.
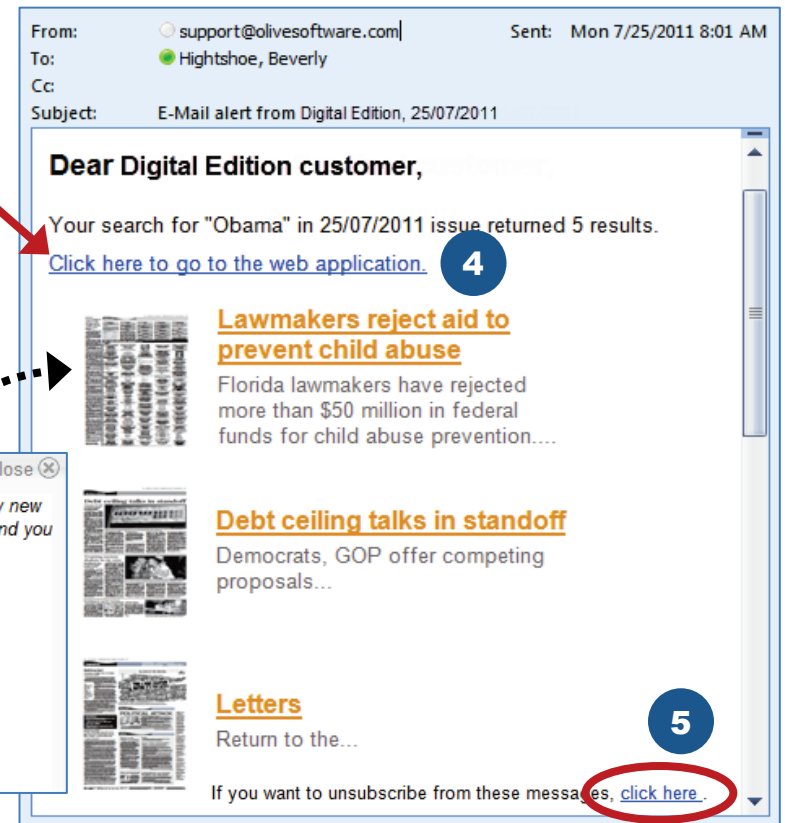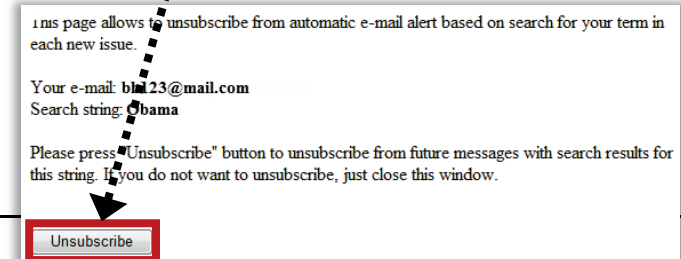
With each new issue, stored search queries will be executed. If content in the publication that matches a query, a message will be generated and automatically sent to the email address provided.

4. Click the link for the article you want to view or use the "**Click here**" link to access the web application

Add e-Mail Alert   Close ⊗

This dialog will let you define your own alerts. Enter search string, and every new issue will be searched for this string. In case we find any results, we will send you an e-mail.

Your e-mail address: bh123@mail.com

Search query: Obama

[a] Send test mail   Save [b]

Your query was saved. You may close this window.

From: support@olivesoftware.com   Sent: Mon 7/25/2011 8:01 AM
To: Hightshoe, Beverly
Cc:
Subject: E-Mail alert from Digital Edition, 25/07/2011

Dear Digital Edition customer,

Your search for "Obama" in 25/07/2011 issue returned 5 results.

Click here to go to the web application. ④

Lawmakers reject aid to prevent child abuse

Florida lawmakers have rejected more than $50 million in federal funds for child abuse prevention....

Debt ceiling talks in standoff

Democrats, GOP offer competing proposals...

Letters

Return to the...

If you want to unsubscribe from these messages, click here. ⑤

5. At any time you can unsubscribe from email alerts using the, "click here" located at the bottom of the email alert message.

A confirmation message will display. Press **Unsubscribe** to complete the process.

This page allows to unsubscribe from automatic e-mail alert based on search for your term in each new issue.

Your e-mail: bh123@mail.com
Search string: Obama

Please press "Unsubscribe" button to unsubscribe from future messages with search results for this string. If you do not want to unsubscribe, just close this window.

Unsubscribe

New Digital Edition Features & Functions

Crop and Print Article as PDF

Print a selected article as a PDF file instead of printing the entire page.

1. On the toolbar above the newspaper viewing area, click the print button.

A Crop and Print window opens and displays the current page with an active marquee box around the page.

2. Click the "Download" button at the top of the window. Only that section will be converted to PDF format.

4. PDF file can be printed or saved to the user's device.

3. Click and drag the handles to adjust the selection marquee to the desired area to be downloaded to PDF format.

New Digital Edition Features & Functions

Most Popular Article

This feature provides a list of the most popular articles (based on number of views) for the current edition and the week

To view the most popular articles:

1. On the Digital Edition home page, go to the "**What's Inside?**" screen (the default view) and click on the "**Popular**" link

A list of the most popular articles for the current day will display.

2. Click on "**This week**" to see a list of the most popular articles for the current week.
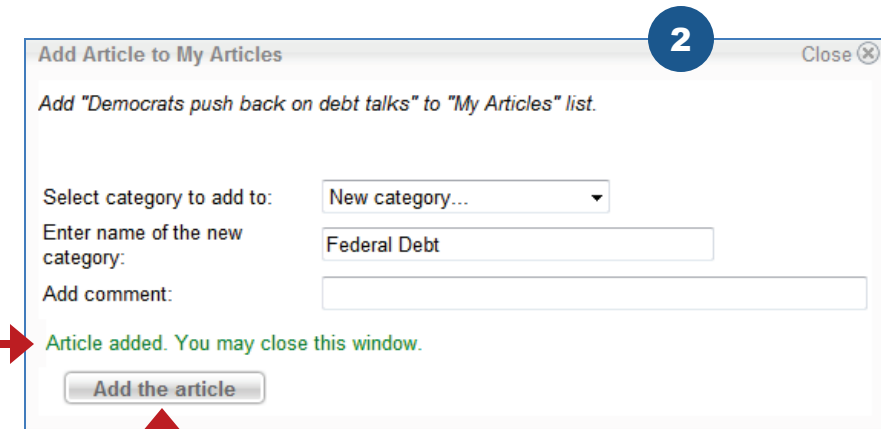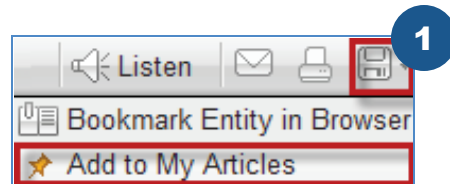
New Digital Edition Features & Functions

Article Marking

This feature enables users to "**mark**" an article for retrieval at a later time.

To mark an article:

3. Double-click on an article to open it in a separate viewing window.

4. In the viewing window click the **Save** button in the toolbar and select "**Add to My Articles**"

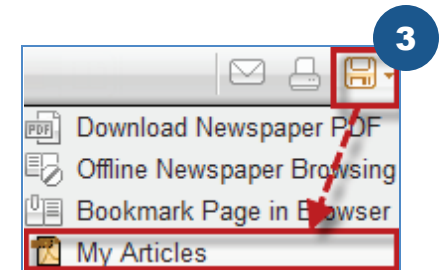   The "**Add Article to My Articles**" screen displays.

For new articles, enter the name of a new category and click the "**Add the article**" button.

A message appears to confirm that the article has been added and that the window can be closed.
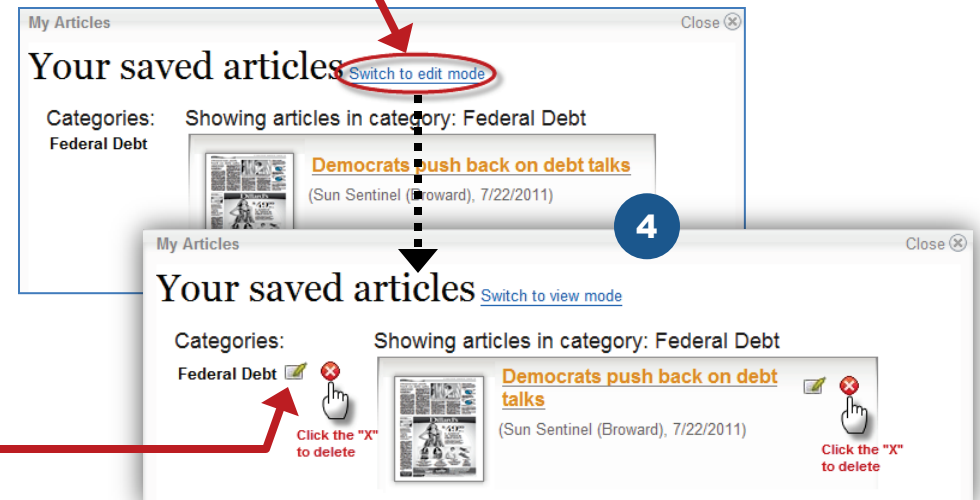
To view a list of marked articles:

1. Click **Save** on the main toolbar above the newspaper viewing window and select the "**My Articles**" option.

To edit or delete marked articles:

2. You can edit and/or delete articles, comments and categories by clicking the "**Switch to edit mode**" link.

In edit mode, **click** the "**x**" for each item you want to delete from the list.

Click the "**pen**" for each item you want to edit.

When finished, click the "Switch to view mode" link.