

# News in Education Digital Edition



## User Guide



## Welcome to Digital Edition

The Chicago Tribune, Digital Edition connects students to the real world and offers many exciting learning opportunities that reinforce skills and encourages strong, critical and global thinkers.

Accessibility to newspaper content in the classroom environment enables teachers to supplement dated textbooks, add up-to-date information to relevant topics, discuss current events as reported by the local media, and promote social awareness among students.

A Digital Edition newspaper is a digital replica of a printed newspaper. The electronic delivery method is environmentally friendly, timely, and the preferred format of today's youth.

Reading a Digital Edition is as easy to read as a printed edition and uses a standard web browser with Flash Player. No additional client-side application or plug in is needed.

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# Description of Features

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

Feature/Function	Description
<b>Technical Information</b>	Tips for optimizing your user experience
The Interface	The digital edition work environment
<b>Information Pane</b>	<b>Navigation and Search functions</b>
Contents Tab	Jump to specific pages of the newspaper
Information Menu	Quick reference card for frequently used features
What's Inside? Menu	Table of Contents navigation feature
Help Menu	Quick reference navigation and search features
Search Tab	Advanced content search function
Back Issues Menu	Access previous issues of the newspaper
<b>Navigation Toolbar</b>	<b>Page navigation, zoom-in &amp; out, set viewing modes</b>
Viewing Modes	Single-page or Double-page viewing
Print Options	Print articles, pages, photos, newspaper content
Save Options	Bookmarks, PDFs, and offline reading
Share Options	Share content via email, or upload to social media sites
<b>Flash Viewer Pane</b>	<b>Flash-based readability enhancing features</b>
Readability Features	1-click zoom-in & out, article highlighting,
Viewing Windows	Double-click articles to display text or paper format
Translation Feature	Instant translation for 50+ languages
Listen Feature	Text-to-speech feature that reads selected articles
<b>Breaking News Pane</b>	<b>Live News feed as reported by the local media</b>

# Technical Information

All you need to access Digital Edition is ...

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



## Tips for Optimizing you User Experience




### Connecting to Digital Edition

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



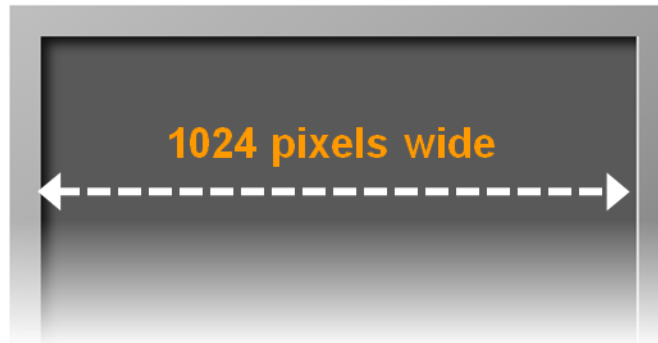
### Browsing Digital Edition

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	

## Screen Resolution

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



### How to set 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**

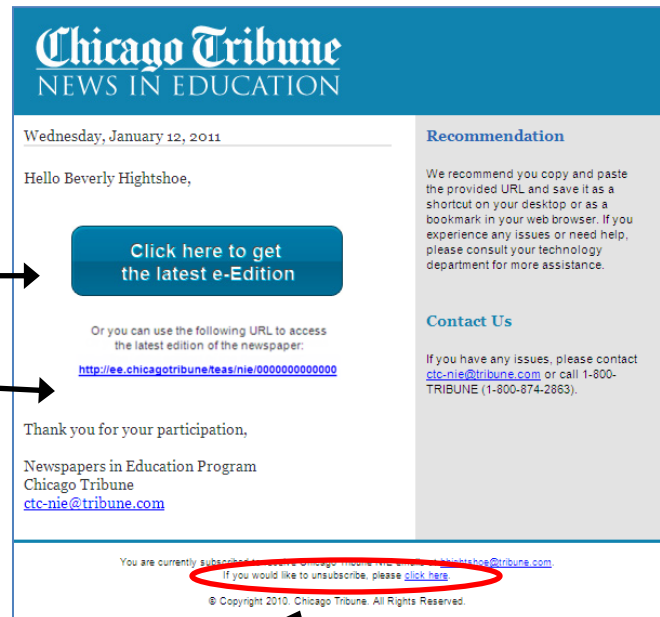
## Access to Digital Edition

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; however, it is not the only option for accessing it.

When you receive your alert notification, follow these steps to be routed to your Digital Edition newspaper:

- **Check your email and open your alert notification**
- **Press the “Click here” button, or**
- **Click on the URL link**

**Note:** The first e-Edition access of the day is generally slow. If the load time regularly exceeds 1½ minutes, report the issue using the contact information included in the email notification.

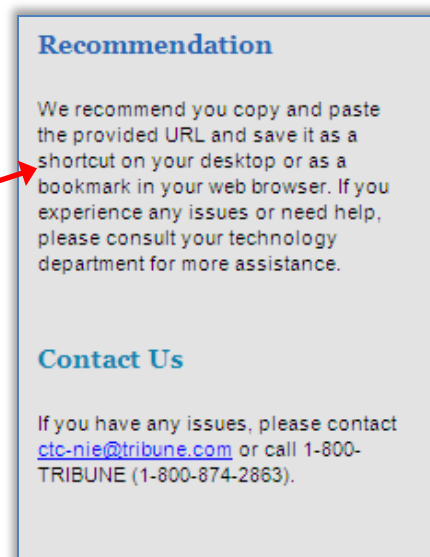


If you would like to unsubscribe to the daily email notifications, **click on the unsubscribe link** at the bottom of the email message.

### IMPORTANT!

Before you unsubscribe from the email alerts, **please follow the recommendation to create a desktop shortcut** for each classroom computer that will be used to access the e-Edition newspaper.

The following information provides steps for creating a shortcut on Windows XP.



## Create an E-Edition Shortcut on Your Desktop

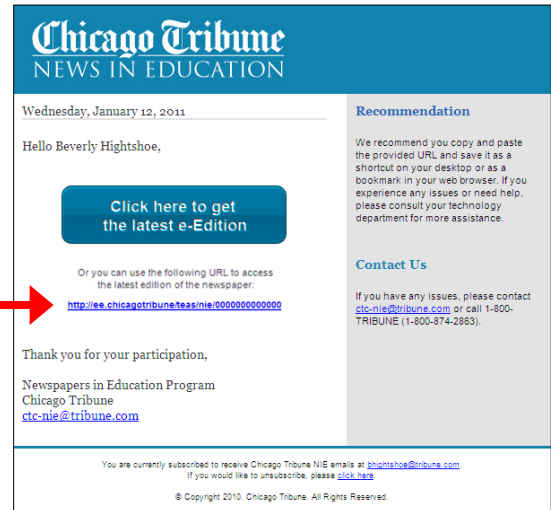
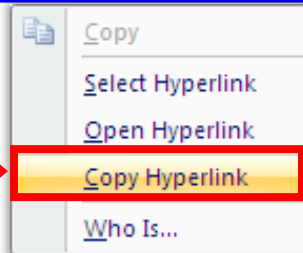
Because the Digital Edition website is visited daily, we recommend that you create a shortcut on the desktop of each computer workstation in your classroom. You will only have to do this once per workstation. This will minimize time required to connect to the Digital Edition website and maximize time needed to learn.

### To create a desktop shortcut:

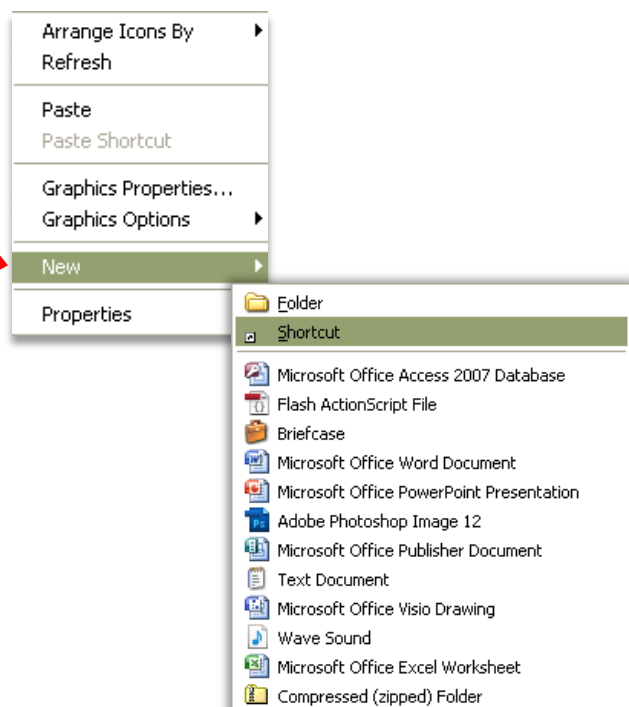
1. **Open** your alert notification email.
2. **Right-click** on the website URL in the message to display a drop-down menu.

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

<http://ee.chicagotribune/teas/nie/000000000000>



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

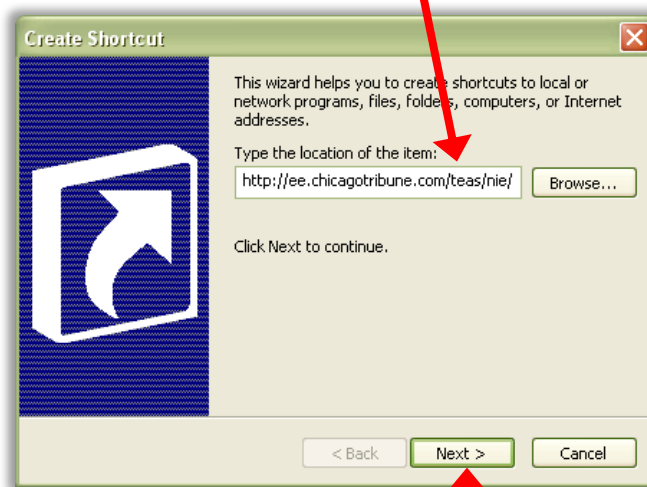


The **Shortcut Wizard** will display.

*Continued next page ...*

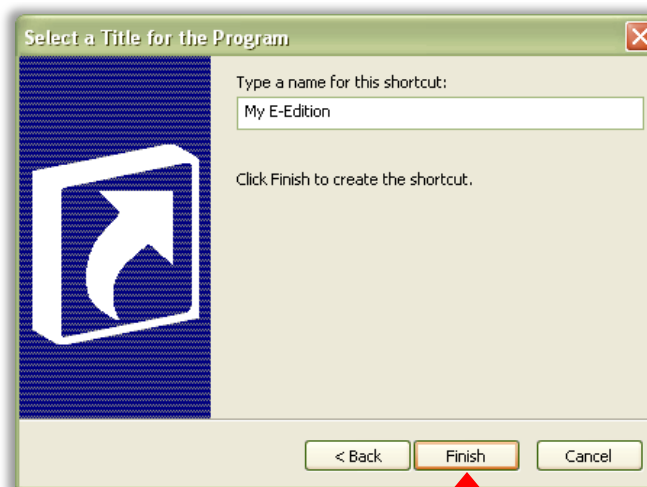


6. In the Shortcut Wizard, **paste** the **URL** of the website into the location field.



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!

**Note:** If you experience problems with creating shortcuts, contact your local technology department for assistance.

# The Interface

The interface is comprised of the following elements, (1) the **Information pane**, (2) the **Navigation Toolbar**, (3) the **Flash Viewer pane** and (4) the **Breaking News pane** as shown below.

The screenshot displays the Chicago Tribune digital edition interface. The main content area features the newspaper's masthead, the date (Wednesday, December 15, 2010), and the primary headline: "Emanuel leads mayoral poll". A pie chart titled "If the election was held today, for whom would you vote for mayor?" shows the following data:

Candidate	Percentage
Rahm Emanuel	32%
Gary Chico	9%
Danny Davis	9%
James Meeks	7%
Carol Mosley-Braun	6%
Miguel del Valle	3%
Roland Burris	2%
Other	2%
Undecided	30%

Callout 1 points to the left-hand navigation menu (Information pane) containing sections like Main, Business, Chicago Sports, Live!, Metro, Food, and Classified. Callout 2 points to the top navigation toolbar with options like Back Issues, Other Regions, and page navigation. Callout 3 points to the main article content area. Callout 4 points to the bottom-left Breaking News Center, which lists recent news items such as "Woman accused of stealing \$58K from school bus firm" and "Chicago cop among 7 hurt in South Side crash".

# The Information Pane

The Digital Edition Information pane includes three menus, (A) the **Introduction** menu, (B) the **“What’s Inside?”** menu, as shown in the example, and (C) the **Help** menu.

The Information pane is divided into two tabbed sections:

## Contents tab

The screenshot shows the top navigation bar with 'Contents', 'Search', and 'Back Issues' buttons. Below it are tabs for 'Introduction', 'What's Inside?', and 'Help', along with a 'Close' button. The main content area is divided into two sections:

- Section A:** A callout box titled 'Welcome to Chicago Tribune Digital Edition!' with instructions:
  - Click upper page corner or use arrows to **flip page**.
  - Click the bottom-right to view the newspaper **screen mode**.
  - Click on page or zoom to **zoom in/out**.
  - Click "What's Inside?" to **browse** the newspaper via Table of Contents or Page Thumbnails.
  - View **one or two pages** at a time.
  - Access **back issues** and/or other publications.
- Section B:** A callout box titled 'Chicago Tribune NEWS IN EDUCATION' showing a 'Table of Contents' menu with options: Main, Business, Chicago Sports, Live/Movies, On The Town, Chicago Homes, and Classified.
- Section C:** A callout box titled 'Chicago Tribune NEWS IN EDUCATION' with search instructions:
  - Directly access sections, pages or articles.
  - Search in current or back issues, or all publications.
  - DOUBLE CLICK on a page to open the article you are pointing at in a new window.
  - SINGLE CLICK on the page to zoom in, click again to zoom out.
  - Click on a corner to flip the page.
  - Click the button to view the issue in full screen mode.

## Search tab

The screenshot shows the 'Search' tab selected in the top navigation bar. Below it is a search bar with the text 'Search by keyword in multiple categories' and a magnifying glass icon. Below the search bar are two dropdown menus:

- Look in:** City: This issue (selected), City: All issues, All publications.
- Show:** Articles (selected), Ads, Pictures, All content.

## Table of Contents Navigation

Click on a **section** to expand it jump to a specific article.

Introduction | What's Inside? | Help Close

**Chicago Tribune**  
NEWS IN EDUCATION

City Wednesday, December 15, 2010

**Table of Contents** | Page Thumbnails

- ▶ Main
- ▶ Business
- ▶ Chicago Sports
- ▼ Live!
- ▶ **Focused on film** 43
- ▶ Because I like it, I can't watch 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](#)

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...

Clicking on the **highlighted text** displays the article in the **Flash Viewer** 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 **Flash Viewer** pane.

## Back Issues

To read a previous issue of the newspaper, click the Back Issues drop down menu. Back Issues also display as thumbnails and are arranged by date.

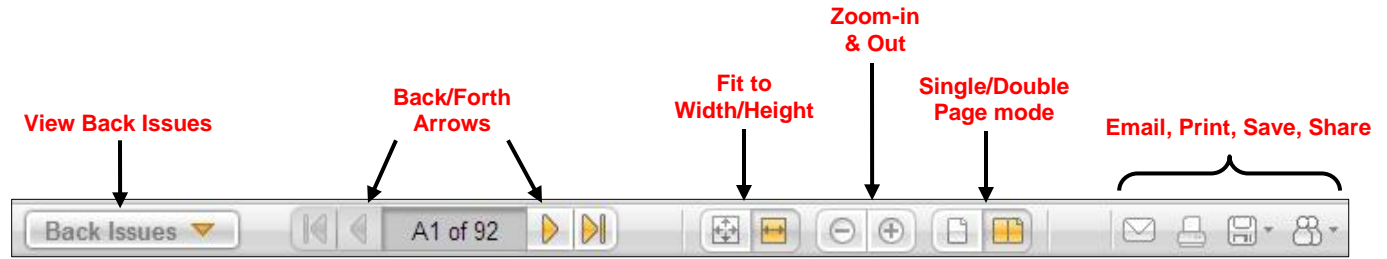


**Click the thumbnail** graphic for the issue you want to read to **display it in the Flash Viewer** pane.

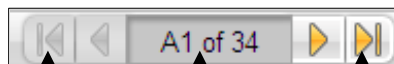
**Note:** The number of back issues available for viewing is determined by your specific subscription agreement.

# 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



First Page

Enter page number

Last Page

# Viewing Mode Detail

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

## Single-Page Mode

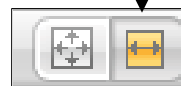
Single-page View mode



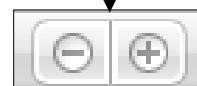
Fit in window option



Fit width



Zoom-in & Out



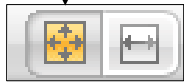


# Double-Page Mode

Double-Page View mode



Fit in window option

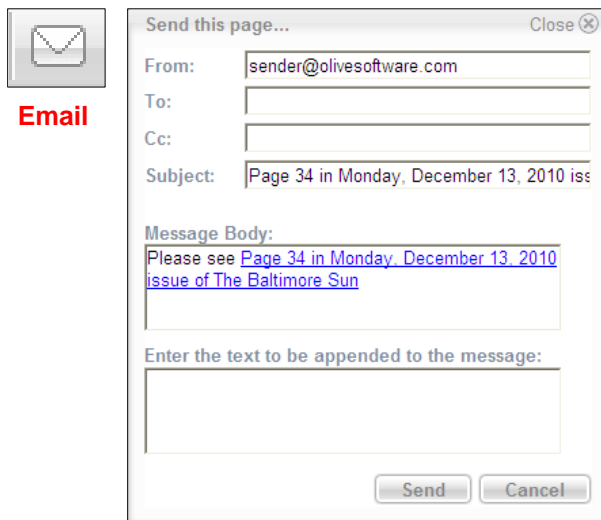
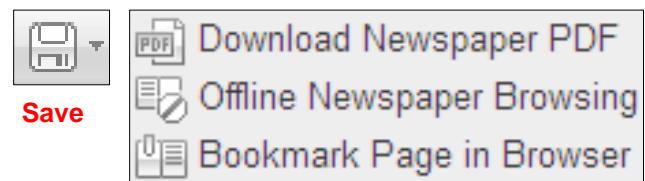
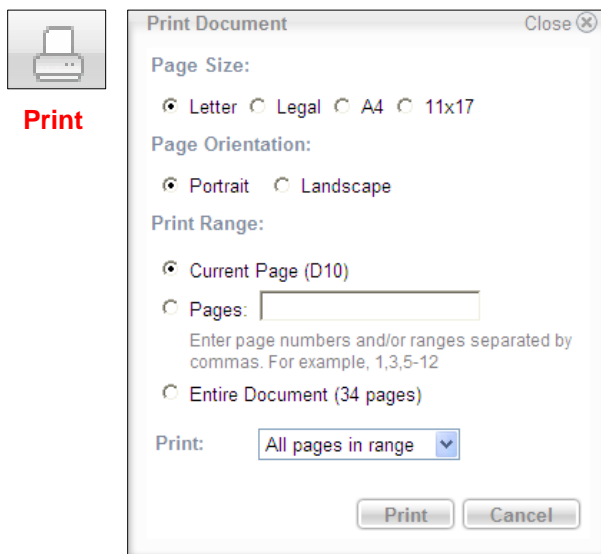
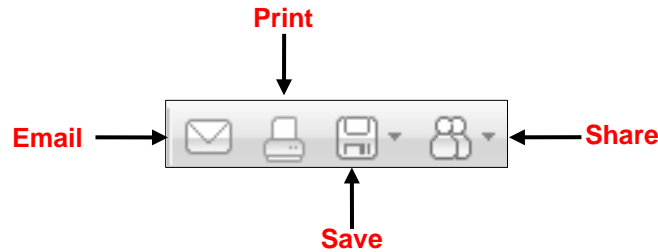


Fit width



## Print, Save, and Share Options

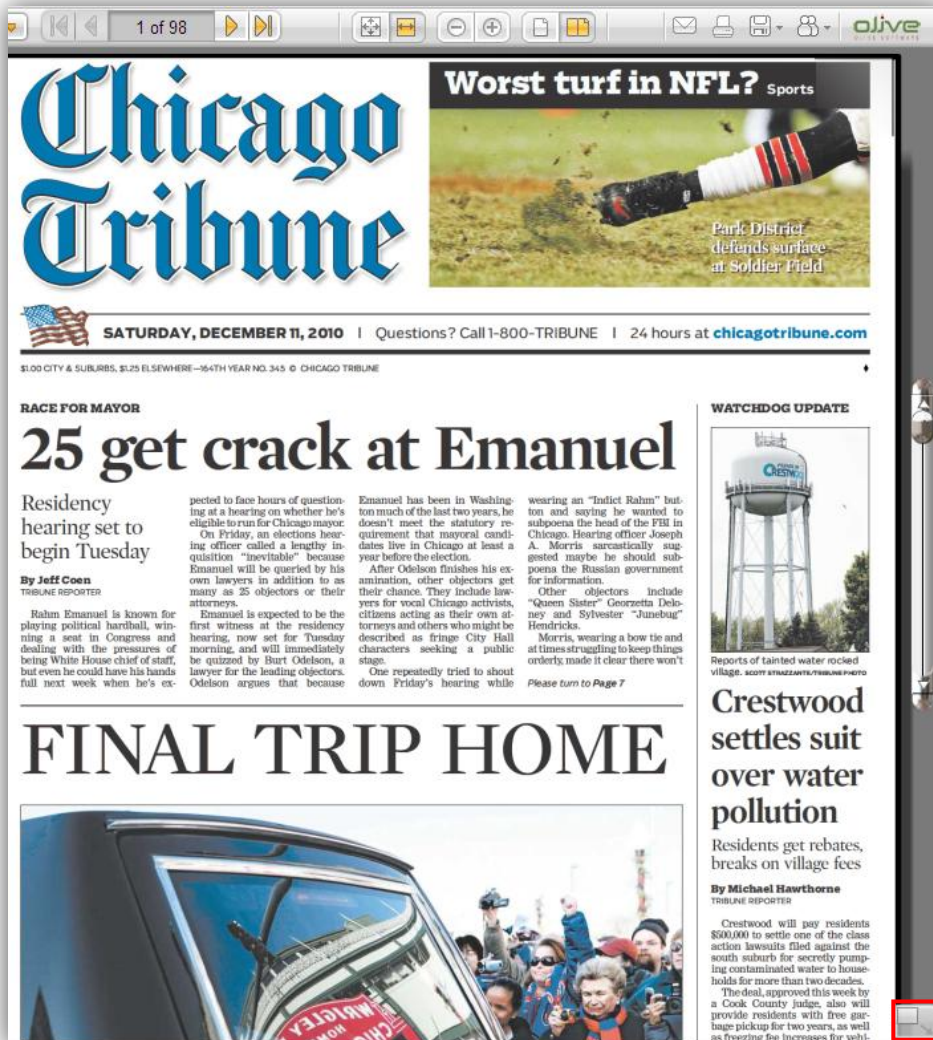
E-Edition sharing options allow readers to Save, and Print content, as well as Share links to content via Email or share on Facebook and Twitter.



# The Flash Viewer Pane

The Flash Viewer in 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



Vertical  
scroll bar

Full  
Screen view



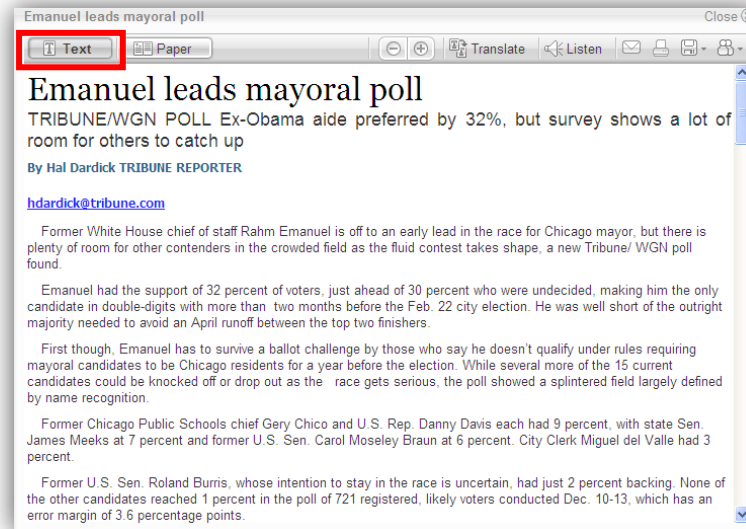
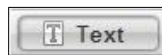
**Note:**  
The view mode tools  
are still accessible in  
full screen view.

## Viewing Windows

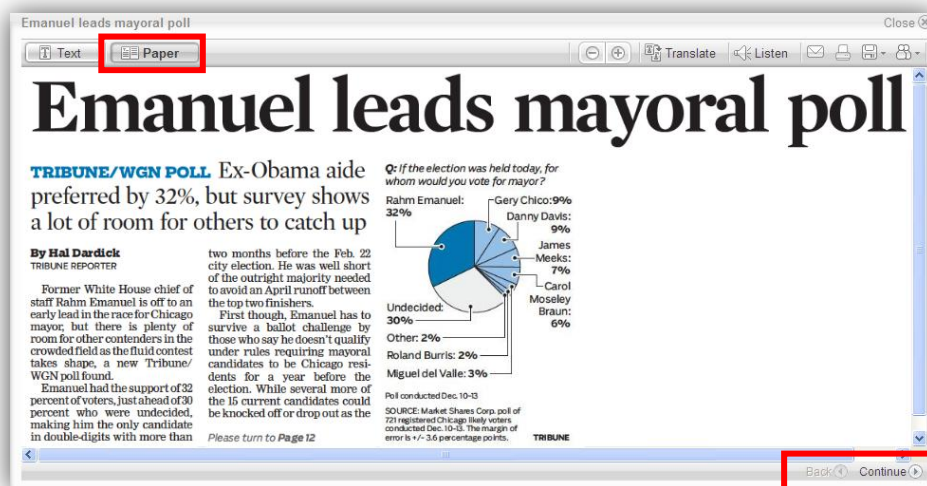
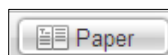
Flash-based functionality allows you to double-click on various content elements, such as **articles**, **photos**, **ads** and **graphics**, to open a separate viewing window that contains only the selected content item.

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

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



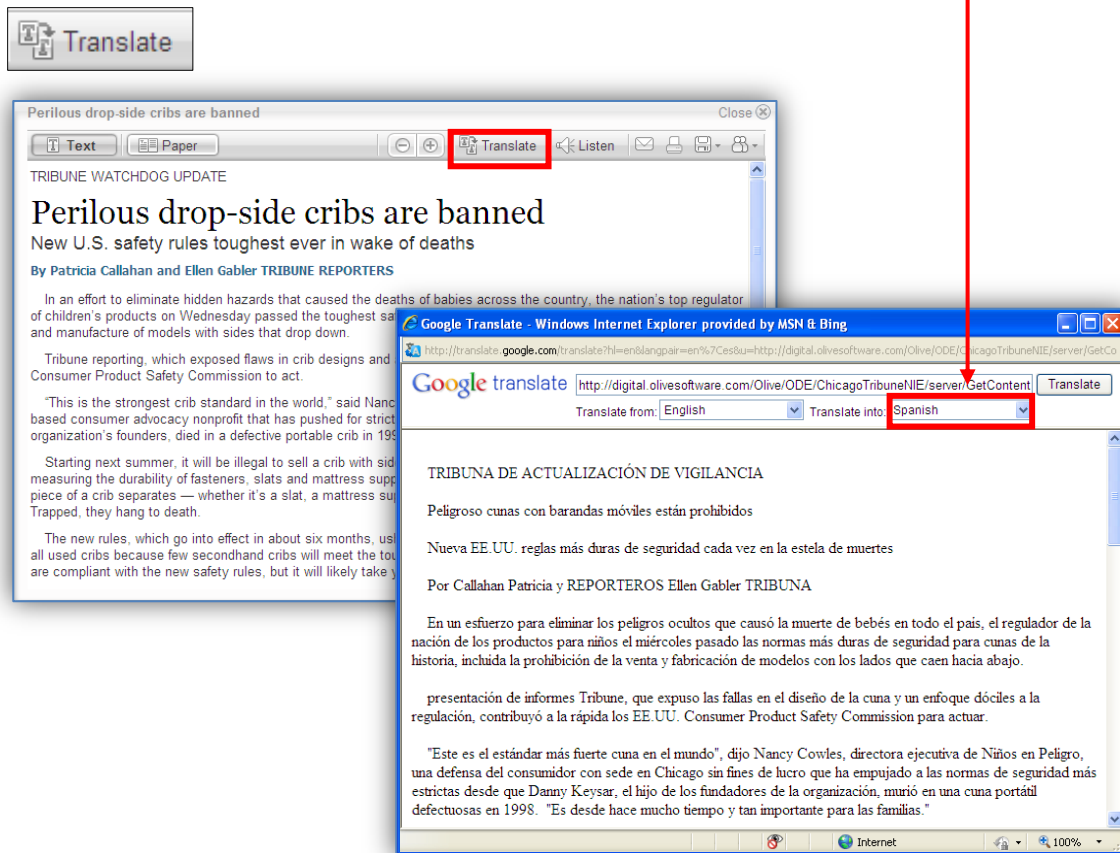
**Click the paper button** to view article in newspaper format.



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.

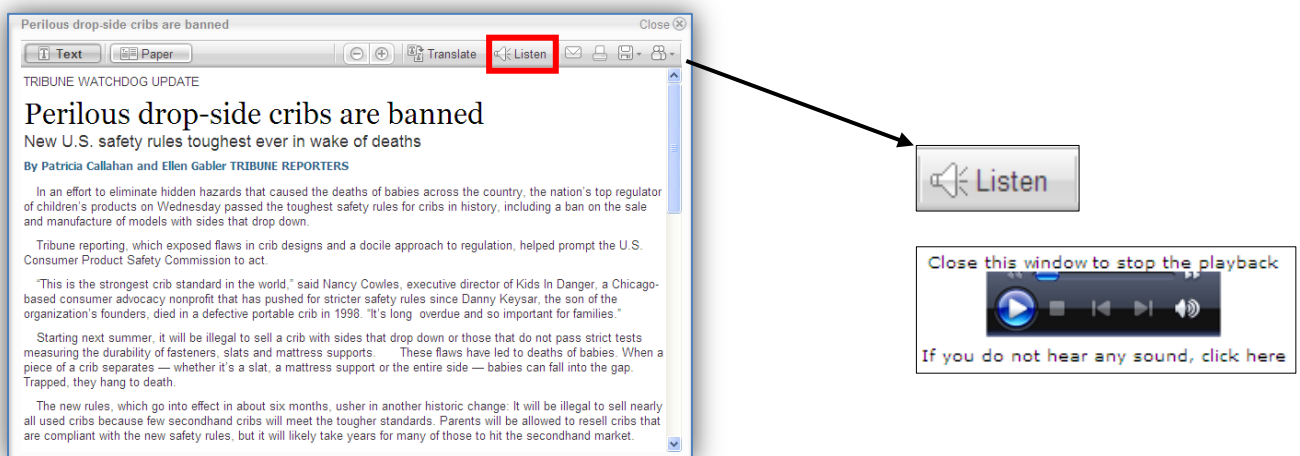
## Translation

Using Google translation, Digital Edition supports translation of 50+ languages. Click the down-pointing **arrow** on the Translate into drop down menu



## Text-to-Speech

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



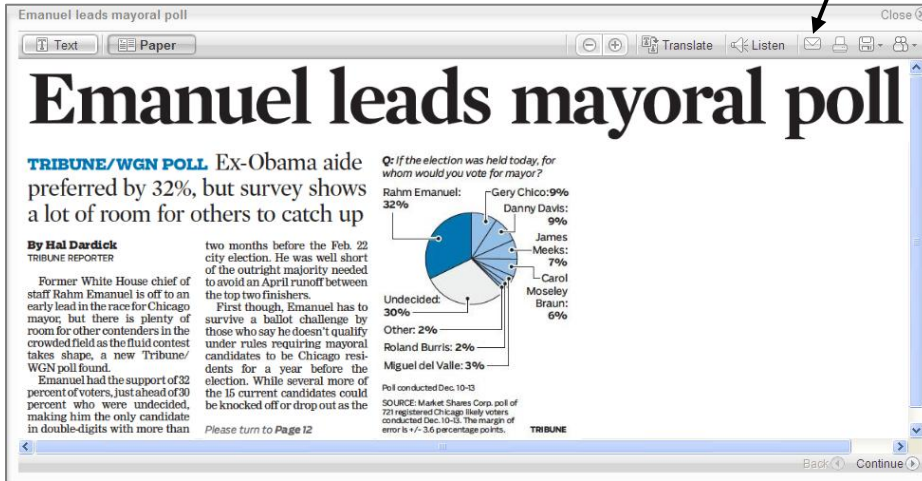
**Note:** The player is set to begin reading automatically.

## 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.



# The Breaking News Pane

Breaking News is new in E-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.

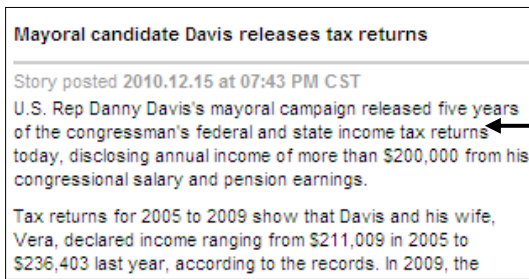


## To view an article in the Classic Version:

Click the link from the list.



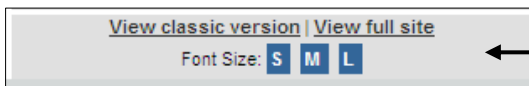
The article displays in the same column.



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

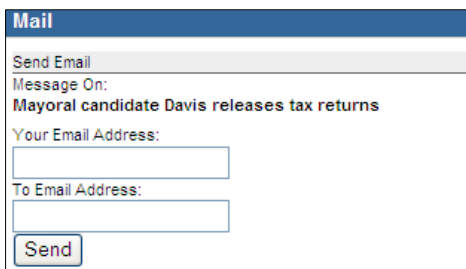


Share with others or view more articles.



Customize how you view articles

### Email sharing option



### Sms sharing option

