Los Angeles Times
In Education

User Guide

Table of Contents

Los Angeles Times
I N   E D U C A T I O N

Technical Information

Connecting to eNewspaper

To get started viewing eNewspaper, you need an **Internet** connection an **Email** account and one of the recommended **Web Browsers** referenced below.

Platform	Browser		Version
Windows/Mac		Internet Explorer	Version 9.0 or Lower
		Firefox	Version 10.0 or Lower
		Google Chrome	Version 14.0 or Lower
Mac		Safari	Version 3.2 or higher

Recommended Connection Speed

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

Recommended Screen Resolution

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

Setting Your Screen Resolution

- **To set the screen resolution on a Windows operating system:**
    - Click **Start**> **Control Panel**> **Display**> **Screen Resolution**> **Adjust Resolution** (on left rail).

- **To set the screen resolution on a Mac OS X operating system:**
    - Go to the **Apple Menu**> select **System Preferences**> choose the **Display Icon**

- **To set the screen resolution on a Mac OS 8 or OS 9 operating system:**
    - Go to the **Apple Menu**> select **Control Panel**> choose **Monitor**

Accessing eNewspaper

Access your daily eNewspaper using the:

1. In your web browser, enter the following URL into the address field.

   http://www.nieonline.com/latimes/e-edition.cfm

   The **Los Angeles Times in Education** web page will display.

2. Click the "**here**" link to go to the login screen.

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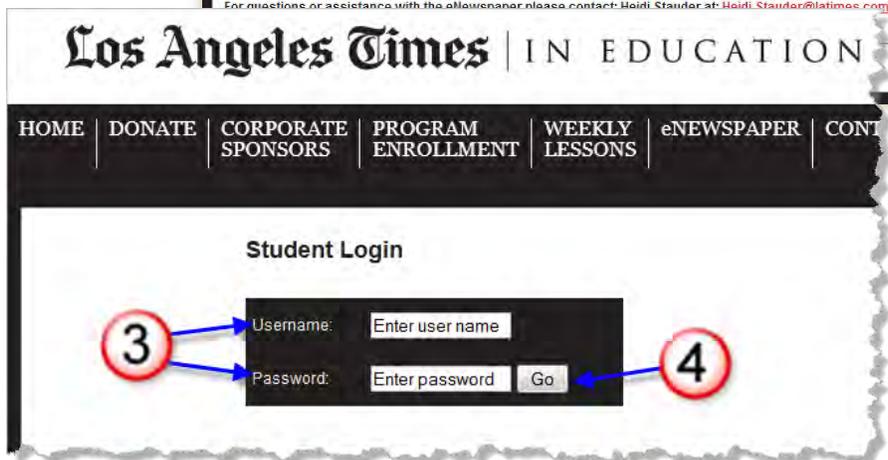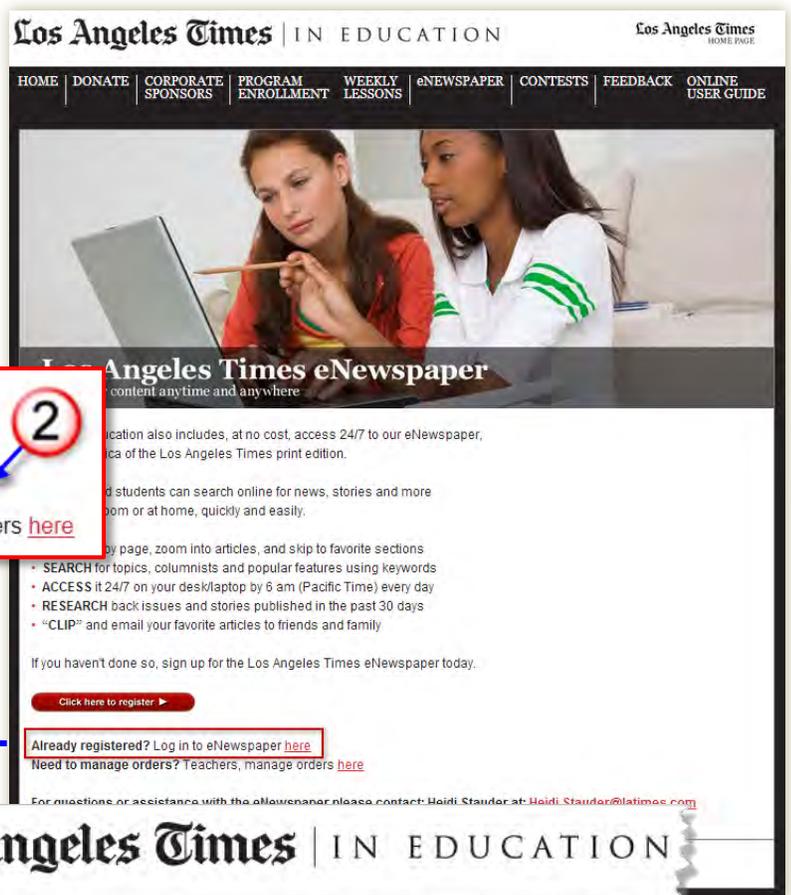3. When the login screen appears, **enter** your **user name** and **password**.

4. Click "**Go**" to open the daily edition of eNewspaper.

   Note: Teachers and Students use the same login screen.

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 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.
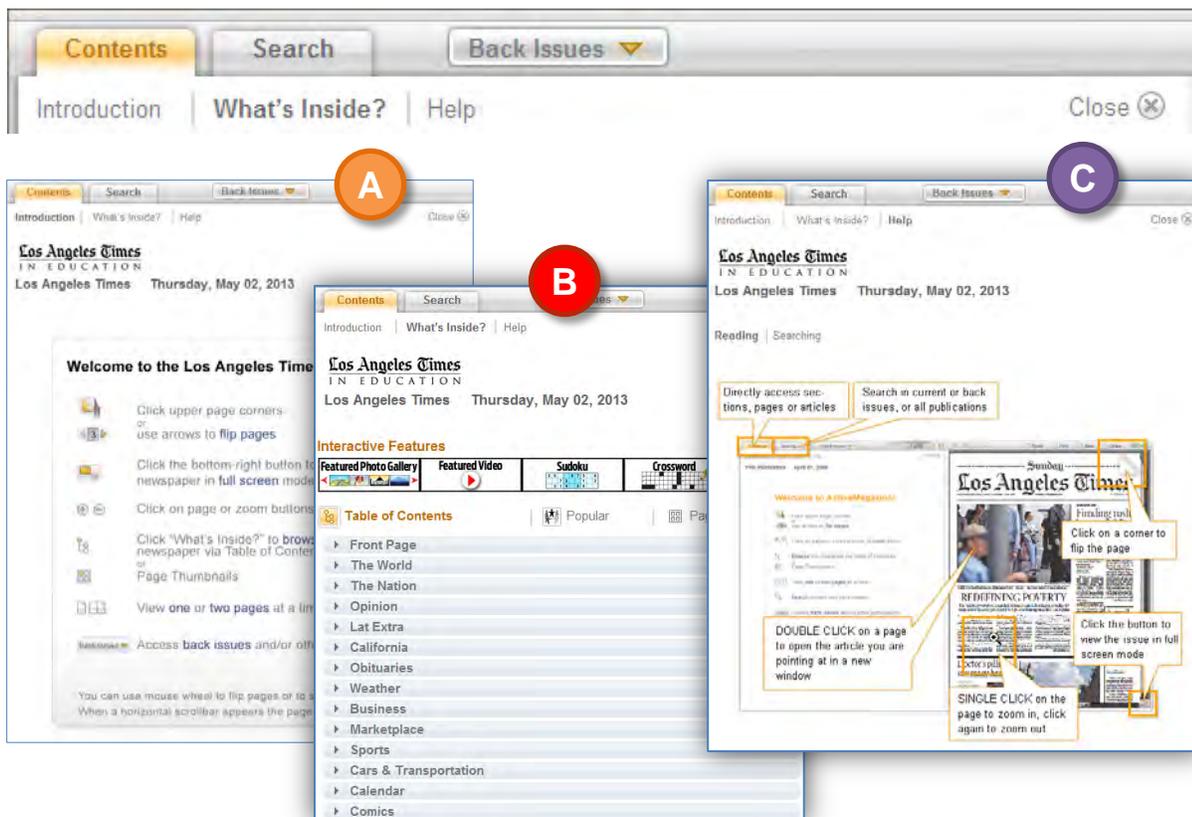
A. The **Introduction** screen includes a quick user guide of key navigation tools.

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 eNewspaper.

What's Inside? - Table of Contents Navigation

Click on a section to expand it.
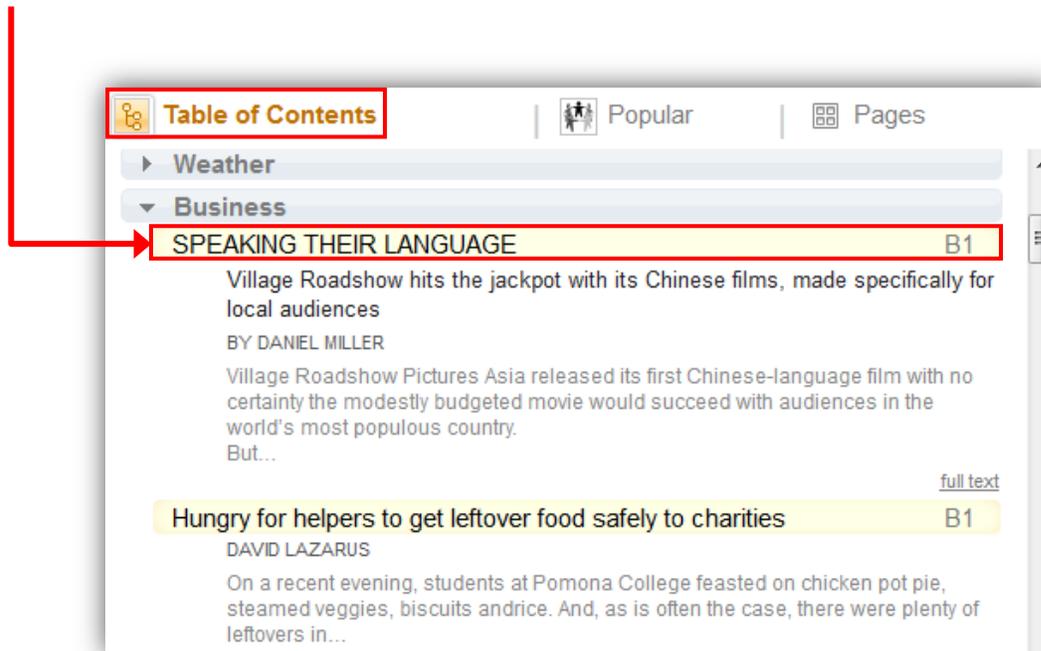
Click on the highlighted text to display the article in the **Newspaper viewing pane.**

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**.

Los Angeles Times
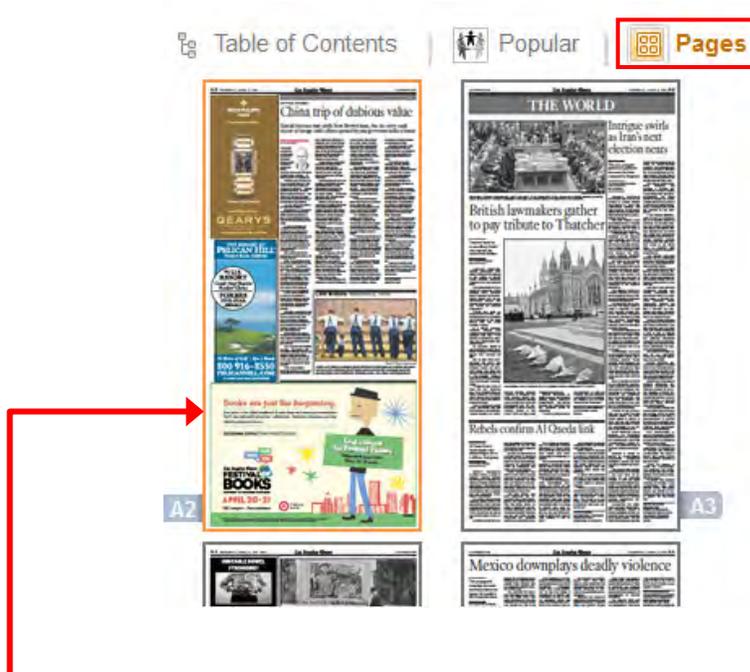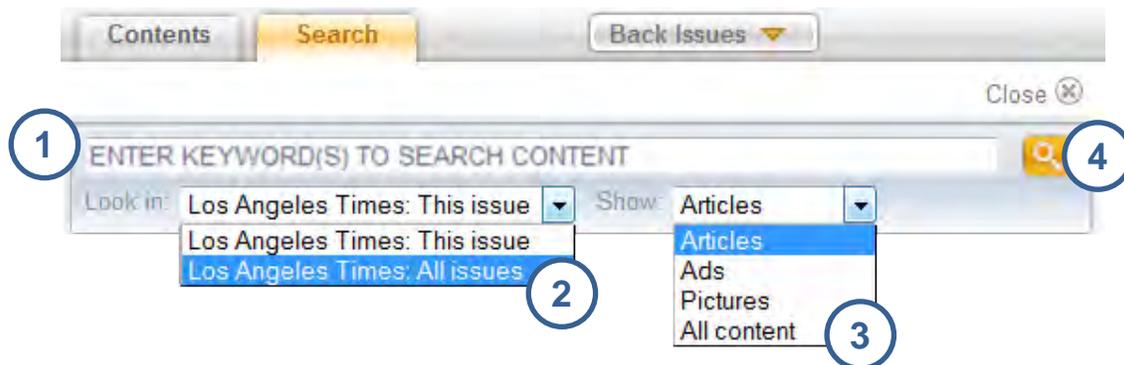IN EDUCATION

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** display as thumbnails and are arranged by date.

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

Navigation Toolbar

The eNewspaper 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.
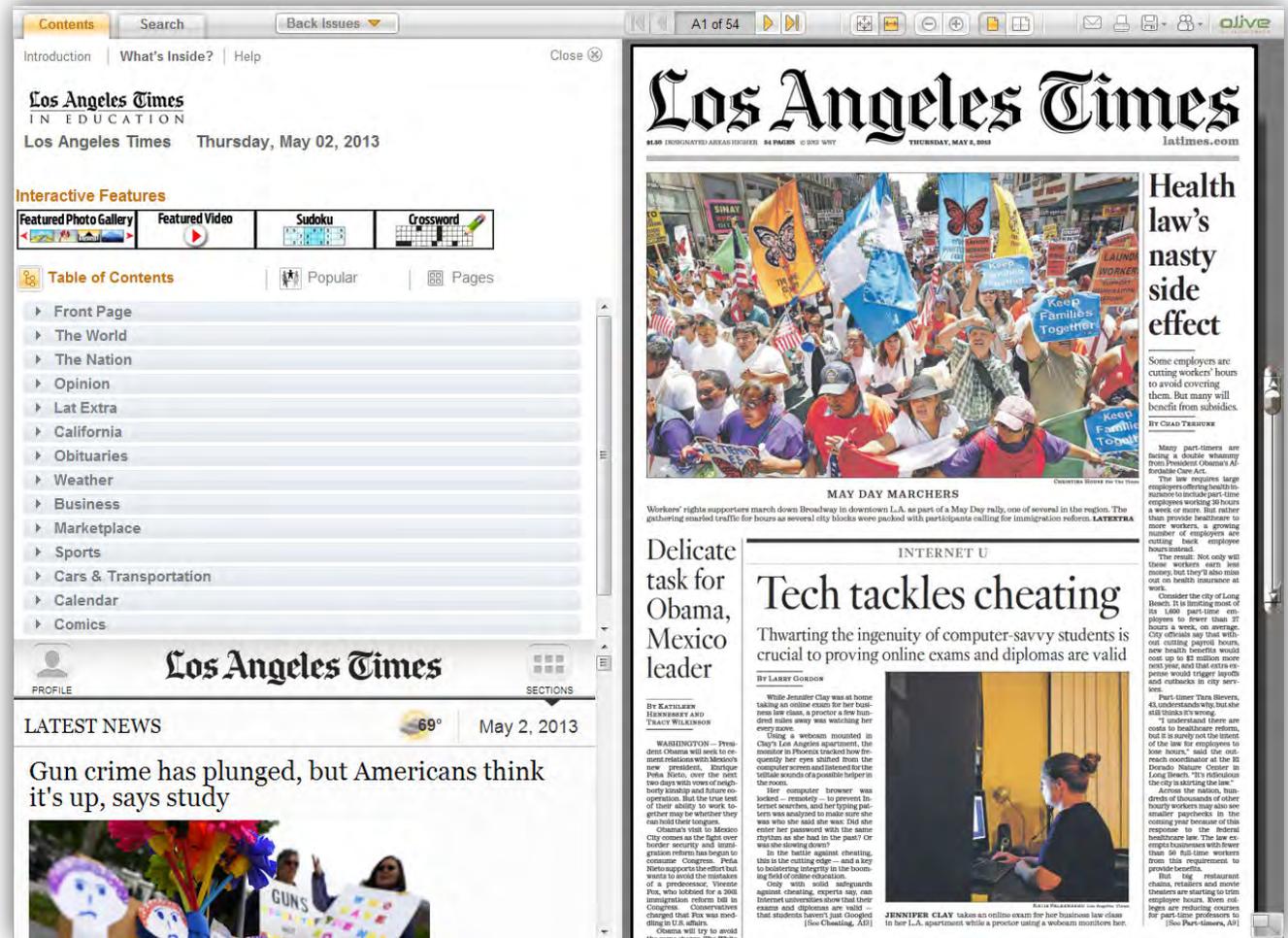
Navigation Arrow Detail
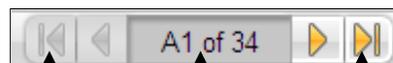
First Page   Page Selector   Last Page

Viewing Modes

The ENewspaper 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**

Fit width

Zoom-in & out
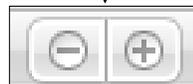
Print, Download, and Share Options

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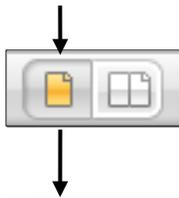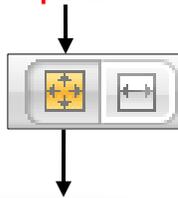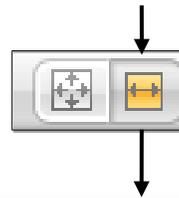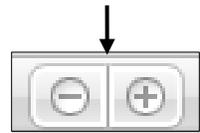

Print

Email → [toolbar] ← **Share**

↓ **Download**
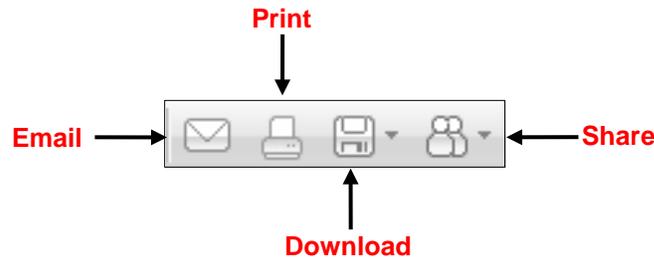
Print

Print Document   Close ⊗
Page Size:
⊙ Letter ○ Legal ○ A4 ○ 11x17
Page Orientation:
⊙ Portrait ○ Landscape
Print Range:
⊙ Current Page (D10)
○ Pages: [   ]
   Enter page numbers and/or ranges separated by
   commas. For example, 1,3,5-12
○ Entire Document (34 pages)
Print: [All pages in range ▾]
              [Print] [Cancel]

Download

Download Newspaper PDF
Offline Newspaper Browsing
Bookmark Page in Browser

Email

Send this page...   Close ⊗
From: [   ]
To: [   ]
Cc: [   ]
Subject: [Page A34 in Sunday, October 17, 2010 issu]
Message Body:
Please see Page A34 in Sunday, October 17, 2010
issue of Los Angeles Times

Enter text to be appended to email – do not copy
the article text:

              [Send] [Cancel]

Share

Share on Facebook
Post on Twitter
Digg this
Post to del.icio.us
Copy Link to Clipboard

Email Alerts

Create and store search queries and receive alerts via email.

To create an Email alert:

1. From the eNewspaper 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 …

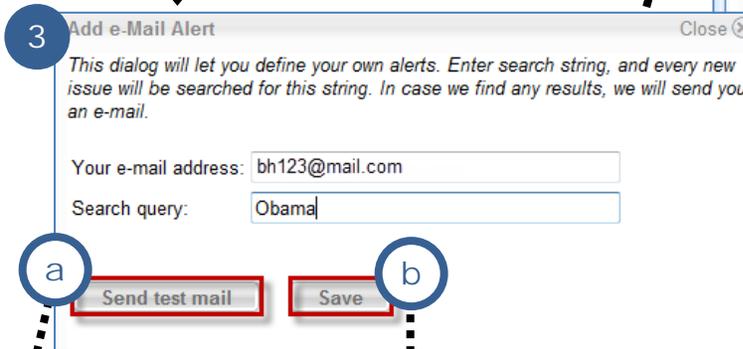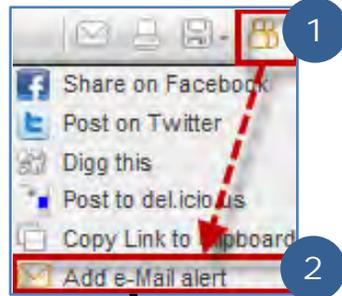**a.** Press **Send test mail** to verify the email address. A message displays to confirm the email has been sent and to check your mailbox.

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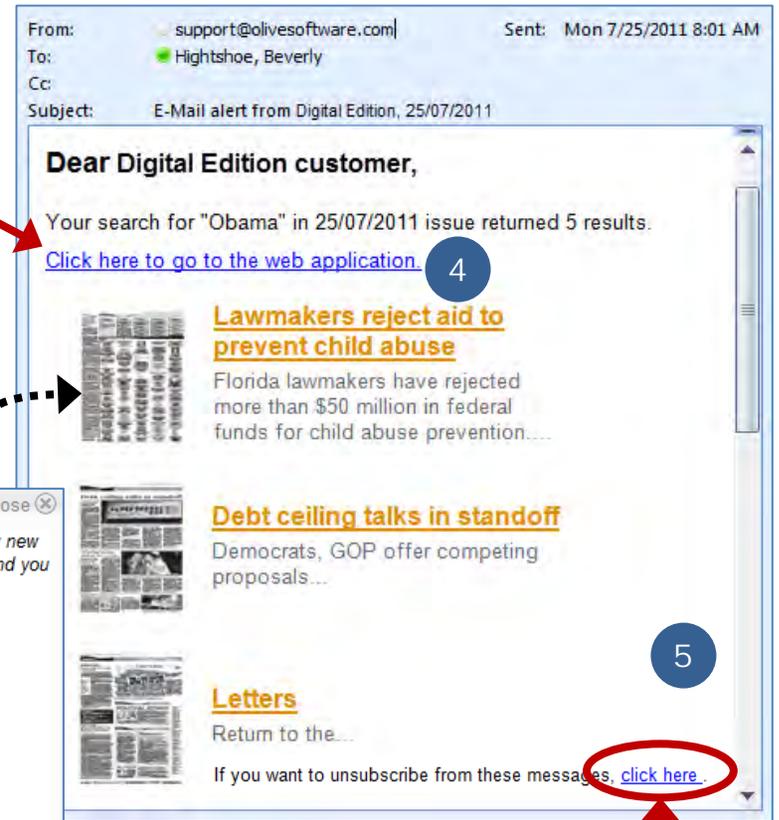
4. Click the link for the article you want to view or use the "**Click here**" link to access the web application

Share on Facebook
Post on Twitter
Digg this
Post to del.icio.us
Copy Link to Clipboard
Add e-Mail alert

3 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
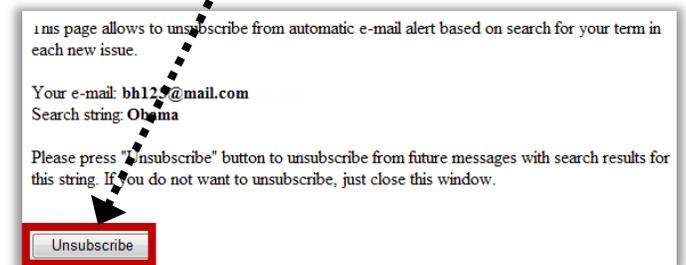
a Send test mail   Save **b**

Your query was saved. You may close this window.

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.

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…

5

Letters

Return to the…

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

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

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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.
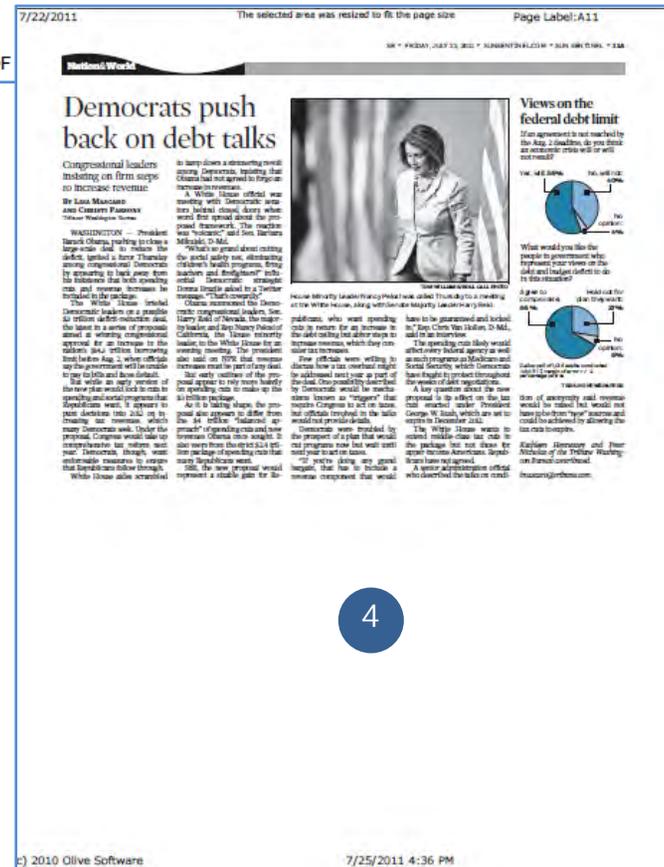

2. Click and drag the handles to adjust the selection marquee to the desired area to be downloaded to PDF format.

3. 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.

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 eNewspaper 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.

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Article Marking

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

To mark an article:

1. Double-click on an article to open it in a separate viewing window.
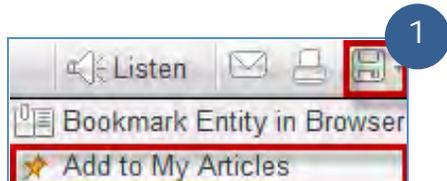
2. In the viewing window click the **Save** button in the toolbar and select "**Add to My Articles**"

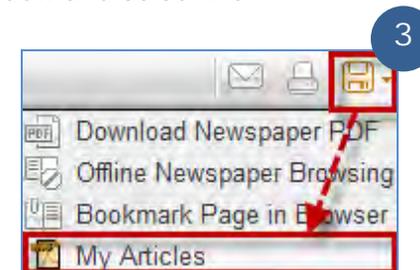The "**Add Article to My Articles**" screen displays.

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:

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

To edit or delete marked articles:

4. 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.

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The Newspaper Viewing Section

The **Newspaper Viewing pane** (Flash Viewer) in the eNewspaper 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.

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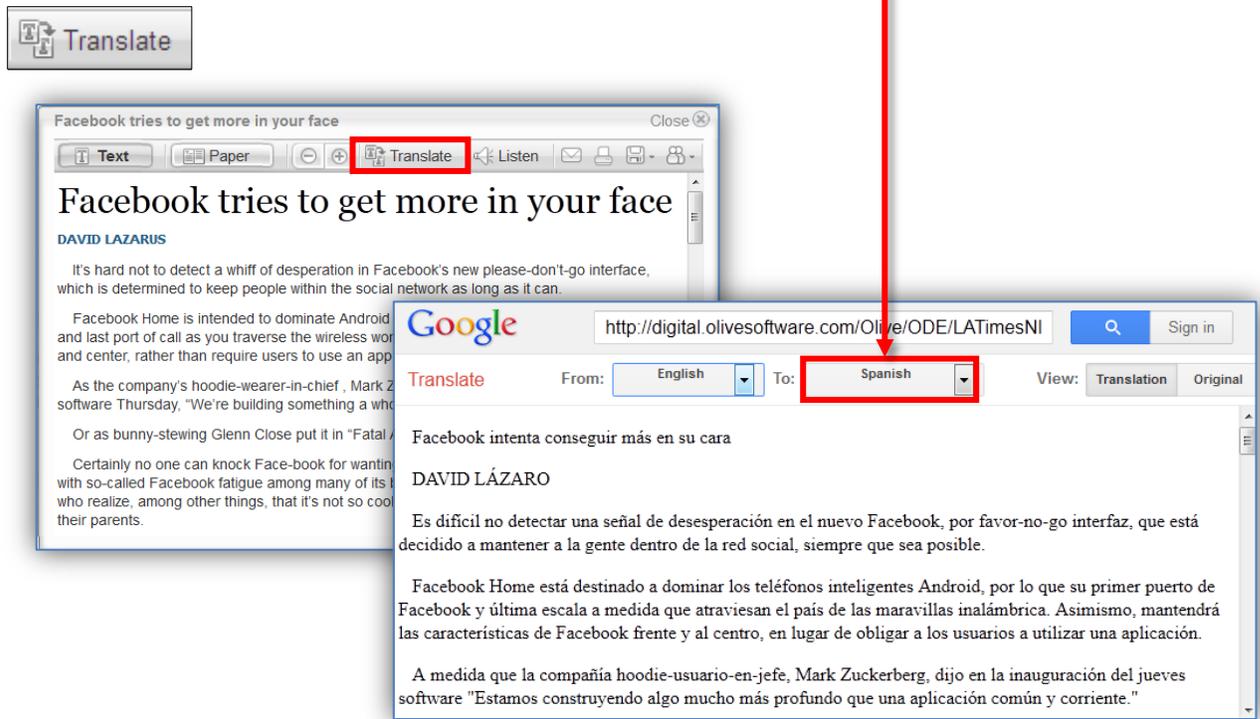
Click the **paper button** to view article in newspaper format.

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 eNewspaper supports **translation** of 50+ languages.
Click the down-pointing **arrow** to select the language to translate.

Text-to-Speech

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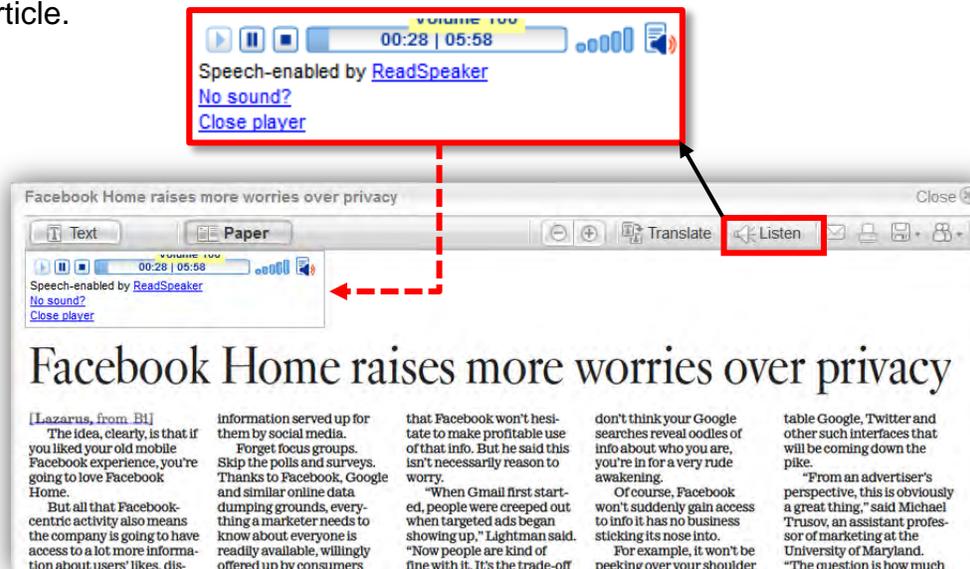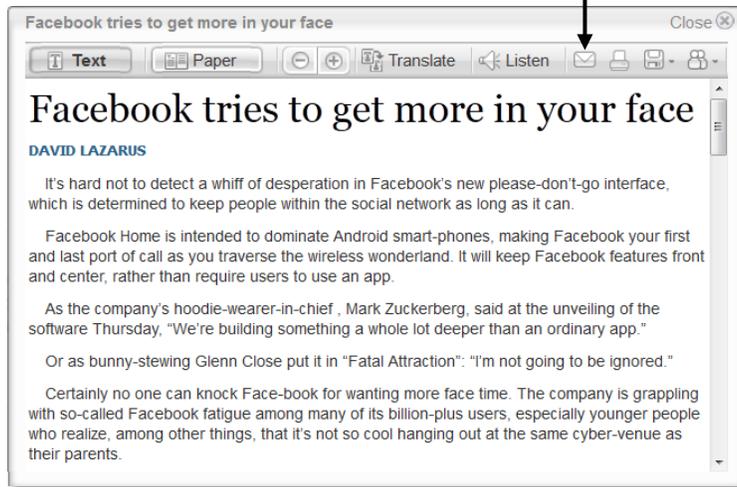
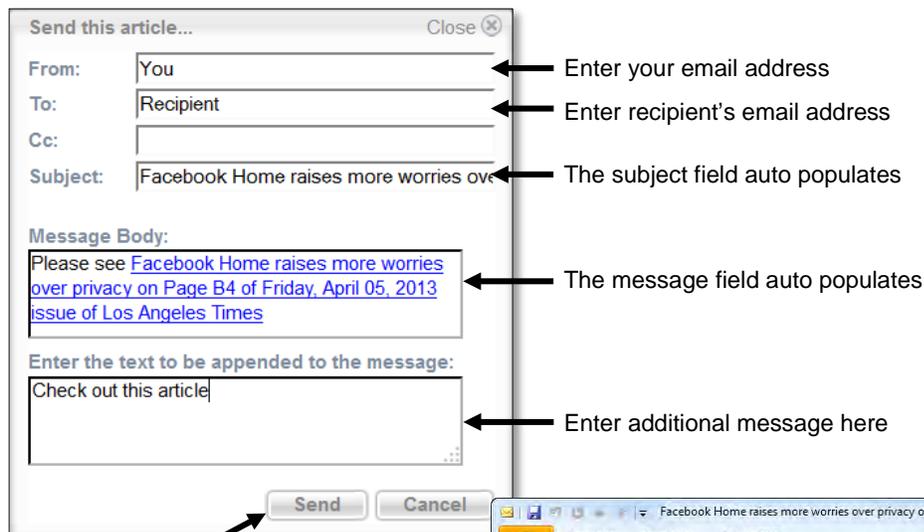**Note:** The player is set to begin reading automatically.

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.

Enter your email address

Enter recipient's email address

The subject field auto populates

The message field auto populates

Enter additional message here

Click **Send**.

Recipient can click on the link to access the article.

The Latest News Pane

Latest News is located in the lower left corner of the eNewspaper web page. This feature is a live feed that provides up-to-the-minute headlines from your local area, nationally and around the globe as it happens.

To view a story in the Latest News pane:

- **Click** the **headline link** to display the article you want read.

- **Click** the **Sections button** in the upper right corner of the Latest News pane to display the section navigator for the news feed.

- **Click** on an **image** to jump to the section you want to view.

Alternately, you can **Ctrl-click** (Windows) or **Option-click** (Mac) the article to view it in a separate browser window.
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Note: At the end of each article are additional controls to navigate to **(1)** view suggested articles, **(2)** view previous articles or **(3)** view more articles in feed sequence.

Olive Mobile Viewer

Operating Environment

Olive Mobile Viewer (OMV) is an **HTML^5** application designed to run on **Tablets** having a built-in, **HTML^5** compliant browser and on **Smartphones**.

Devices

The OMV application works with most Smartphones and tablet computers and is optimized for tablets with 7" and 10" screens. OMV has been successfully tested on leading tablet devices including **iPad**, **Samsung Galaxy** [tablet] and **Kindle Fire**.

> **NOTE:** Optimum application **performance depends on** the specific **device CPU**, **memory** specifications and **network**.

Using the Mobile Viewer

This guide focuses on OMV with the Apple iPad.

To access eNewspaper on an iPad:

1. Enter the URL (below) in the address field of your web browser.

   http://www.nieonline.com/latimes/e-edition.cfm

2. The **Splash screen** will display until the eNewspaper is finished loading.

3. **eNewspaper** displays in either vertical or horizontal. The page easily resizes to fit either format.

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Mobile Viewer Toolbar

The Mobile Viewer tools work much like the standard eNewspaper tools available on the Olive web site.
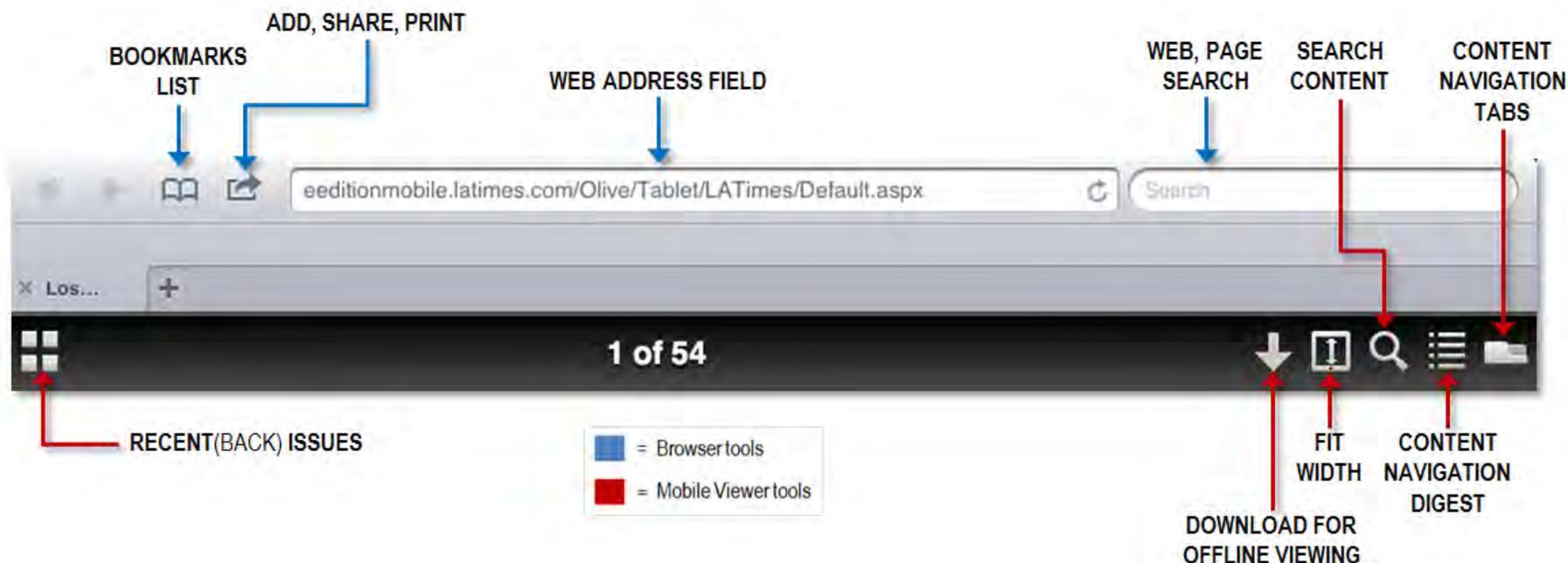
The Olive Mobile Viewer application functions very similarly to the Olive eNewspaper web site. There are many options for viewing, sharing and searching for content.

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