dataxet : infoquest

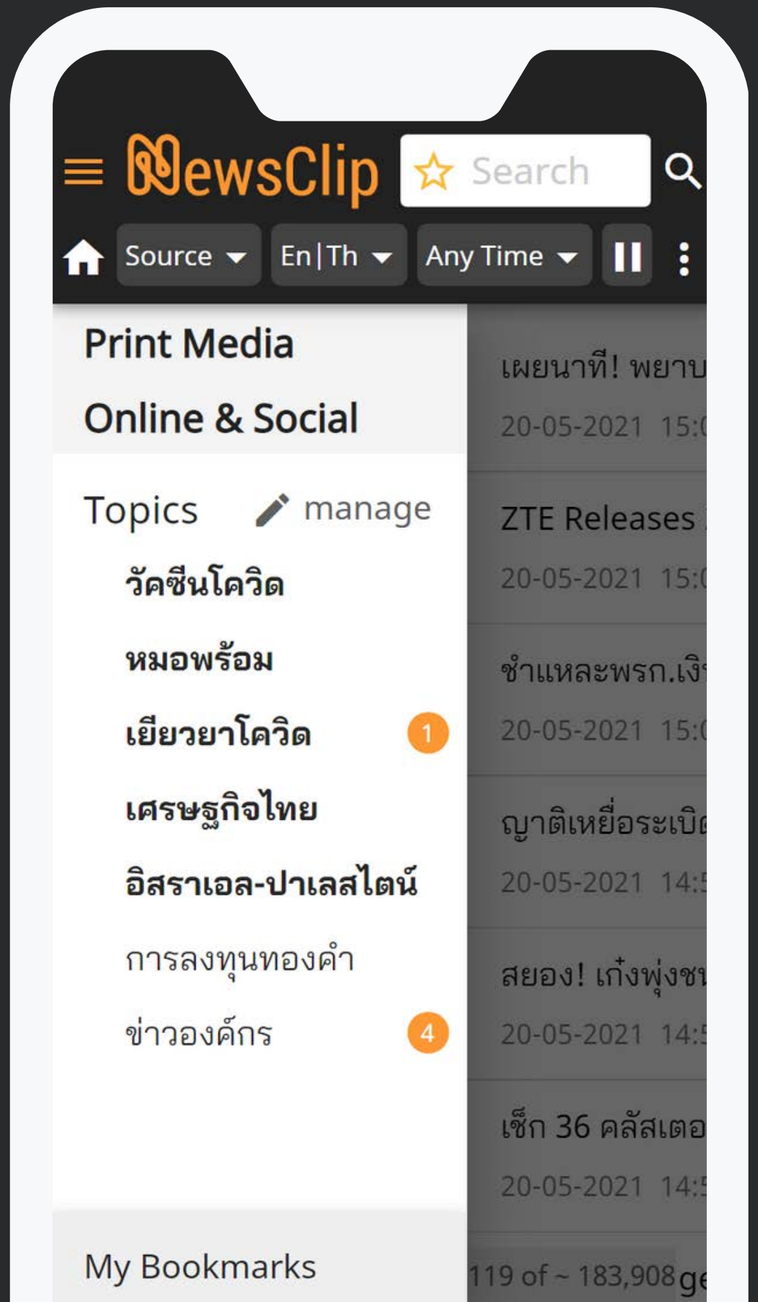
User Manual

NewsClip

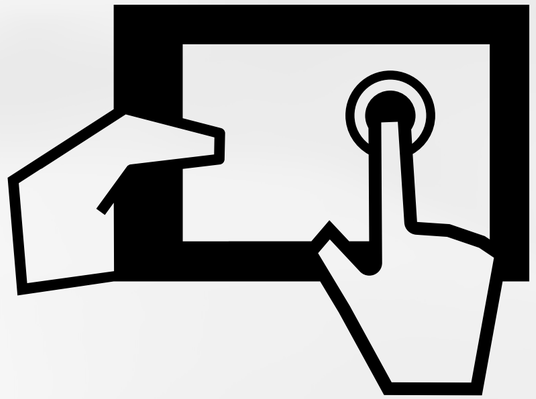
Online Newsclip Service

Login URL

https://app.iqnewsclip.com/



ICON FUNCTIONS (1-10)



Icon functions (1-10)

1) **Hide/Expand** — **Hide/ Show the left side menu bar**

2) **Home** — **Reset**

3) Search — **Search box, insert keyword and press enter or the icon**

4) **Add New Topic** — **Add keyword to set as "My Topic"**

How to save favorite keyword as My Topic:

- Click the ☆ icon to add new topic or
- Type keyword and condition in search box and press Enter, and click the ☆ icon to set as my "My Topic"

[Keywords which have been set as My Topic will show the ★ icon]

- My Topics will be shown on the left side menu bar

5) **Source** — **Search by Source**

6) **En / Th** — **Search by Language**

7) **Any Time** — **Search by Date**

8) / — **Pause / Resume news update**

9) **More** — **More features such as Log out**

10) — **Download PDF file**

The number indicates the number of new and unread articles in that category.

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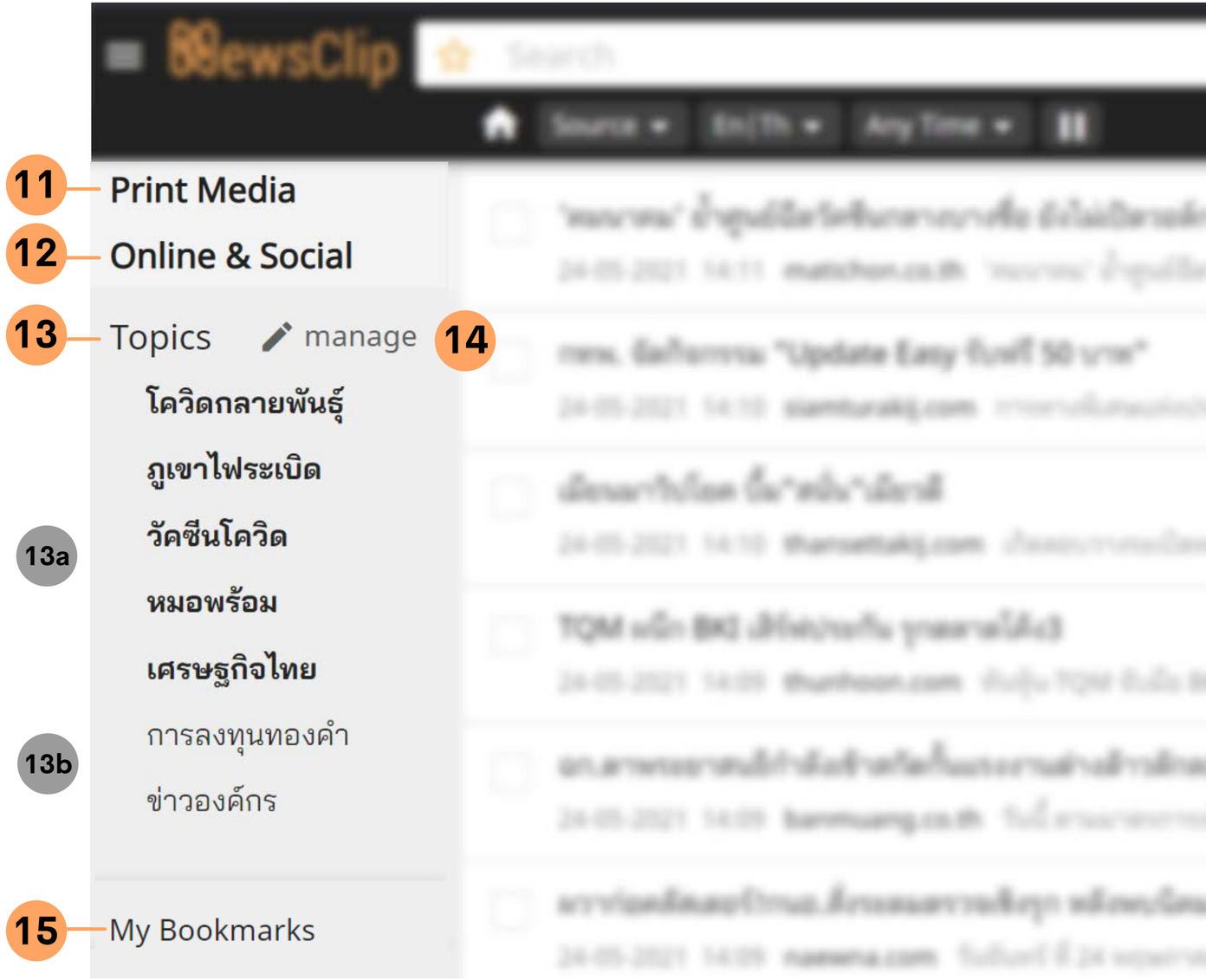
Menu functions on left tab (11-15)

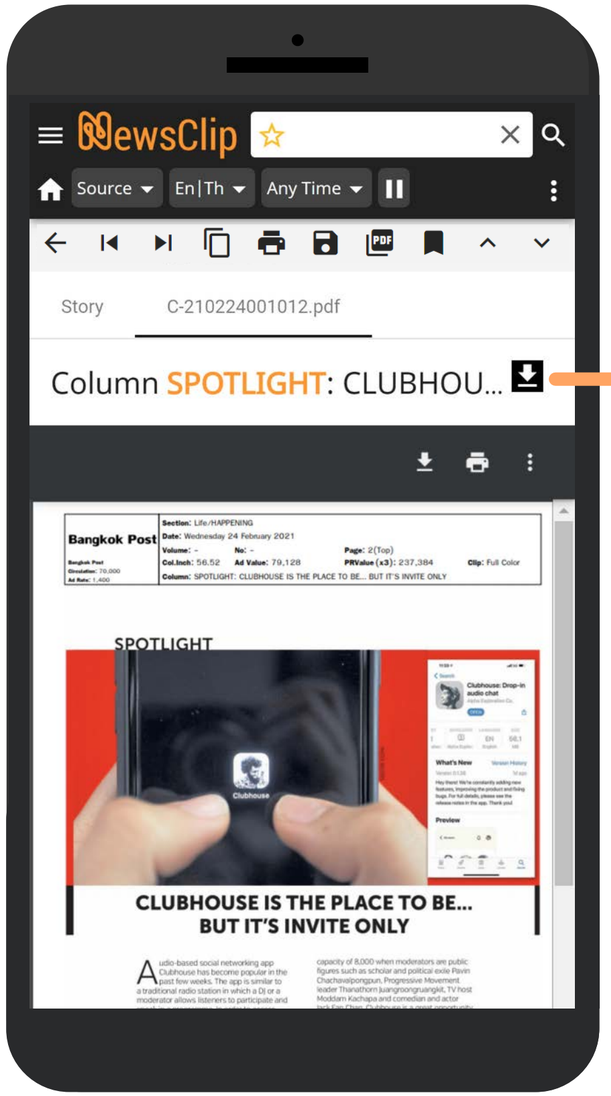
11) Print Media	**News from print media**
12) Online & Social	**News from online and social media**
13) Topics	**Editors Topics and My Topics**
13a) Editor Topics	Hot topics selected by InfoQuest's editorial team
13b) My Topics	Favorite topics frequently used by users (Up to a maximum of 50 Topics)
14) Manage	**Edit My Topics**
15) My Bookmarks	**My personal bookmarks to read later (Up to a maximum of 100 bookmarks)**

How to add news to my bookmarks:

- Click the icon at the end of a news headline to add to my bookmarks
- News icon will be change to



Menu functions in news display page



- Back - Return to main page
- Previous Story
- Next Story
- Copy
- Print
- Save text as Word
- Save text as PDF
- Bookmark - Add story to my bookmarks
- Previous highlight
- Next highlight
- Download PDF file

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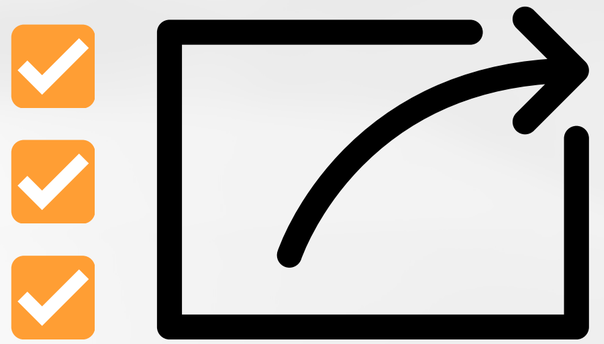
USING NEWS ARTICLES FOR ADDITIONAL PURPOSES



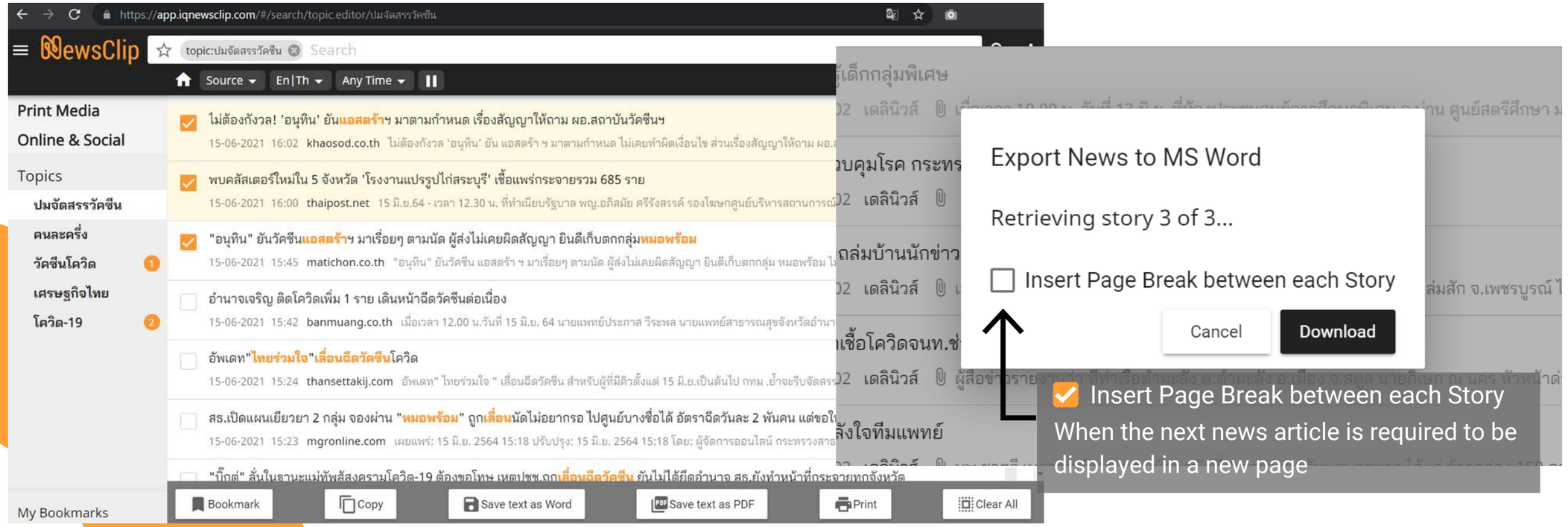
Using more than 1 news articles for other purposes

In addition to using a single news article, Users are able to use multiple articles for various purposes by

- Clicking on the ☑ icon

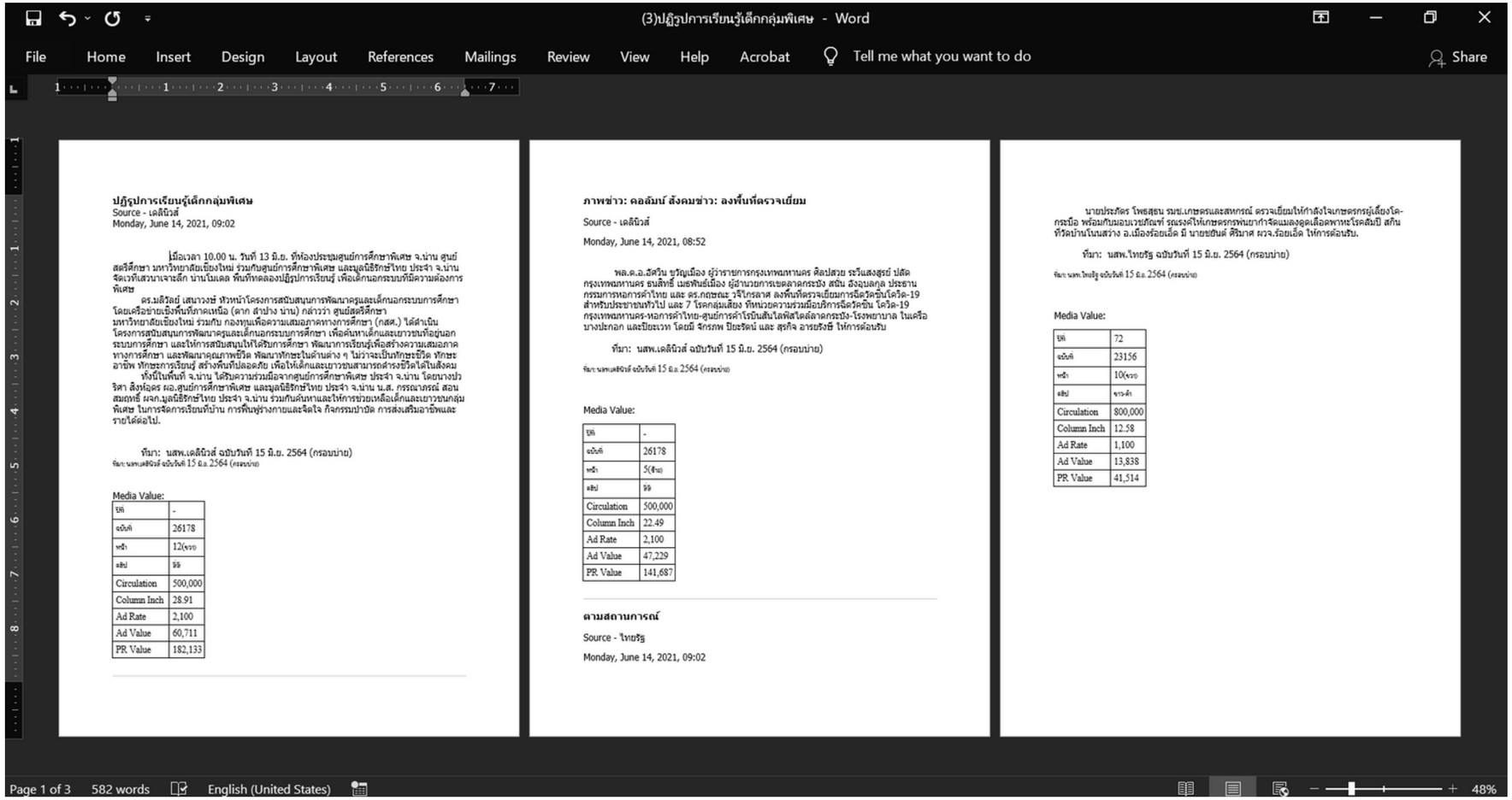
- Selecting the functions located at the bottom tab such as "Save text as Word/PDF"

- (Based on the example of selecting Word File) click **Download**



Example of using more than 1 news article

Save text as Word



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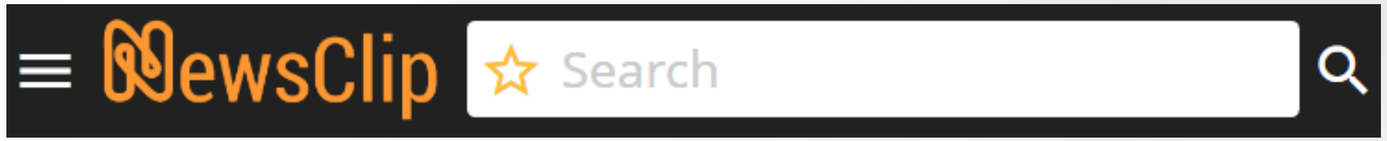
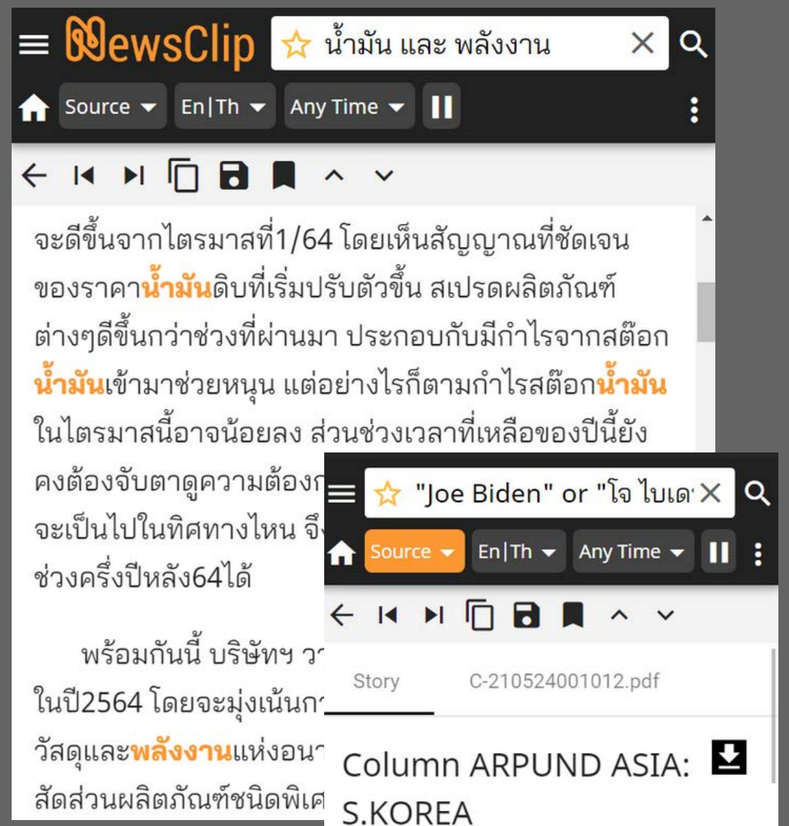
USING SEARCH AND ITS PARAMETERS





Conditions for searching with more than 1 term or phrase

Symbols / Signs	Sample	Description
Space, และ, and, AND	oil energy oil และ energy oil and energy	Search for ALL ENTRIES that contain the "keyword"
หรือ, or, OR	oil หรือ energy oil or energy	Search for ALL ENTRIES that contain one or the other "keyword"
และไม่, and not	oil และไม่ energy oil and not energy	Search for ALL ENTRIES that contain the first "keyword" but do not contain the second "keyword"
"The Quotation Mark"	"sustainable energy" "Joe Biden"	Search for ALL ENTRIES that contain a phrase, person's first name and last name by using quotation mark
(The Parentheses)	Vaccine and (Sinovac or Astra)	More than 1 search term can be used in searches such as "And" / "Or"

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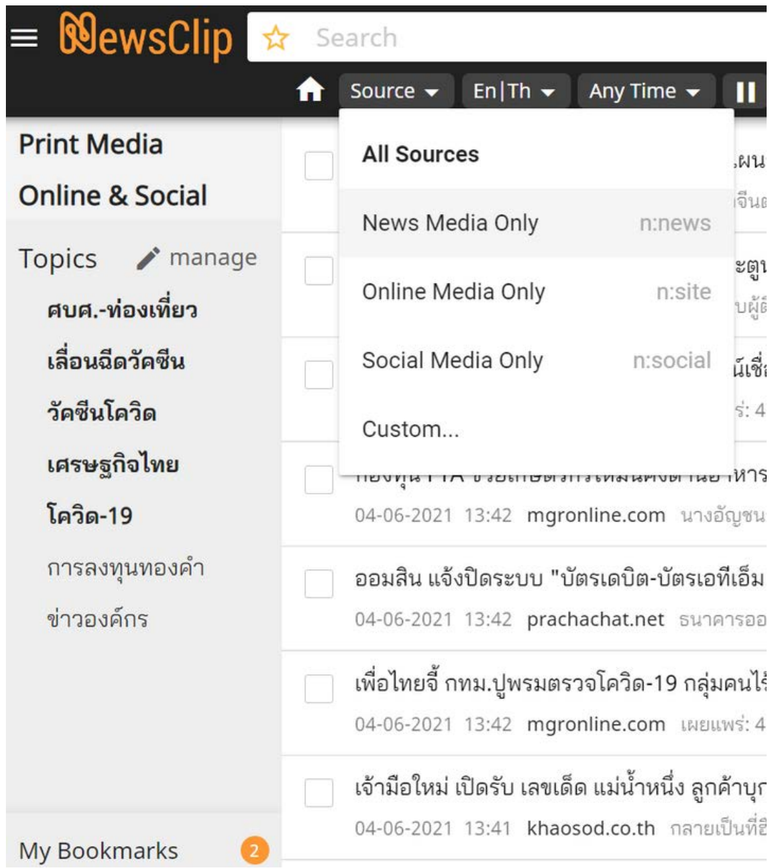
SEARCH VIA ...

- SOURCE
- LANGUAGE
- TIME

Search via media type

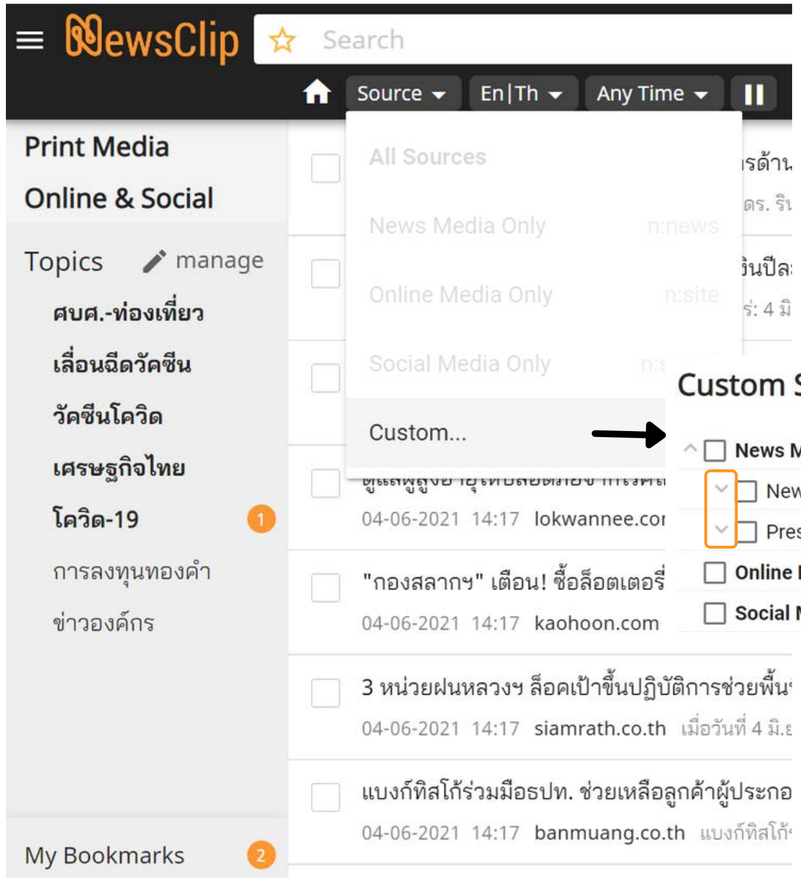


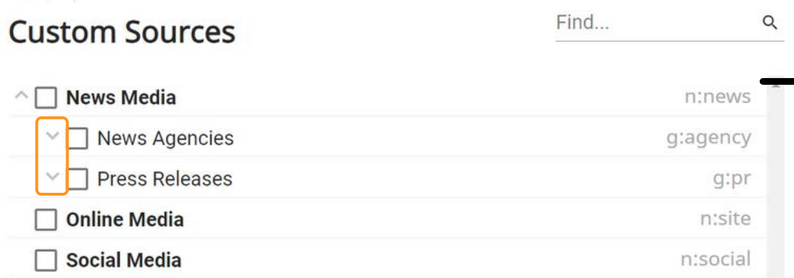
- Select the icon of the source Source

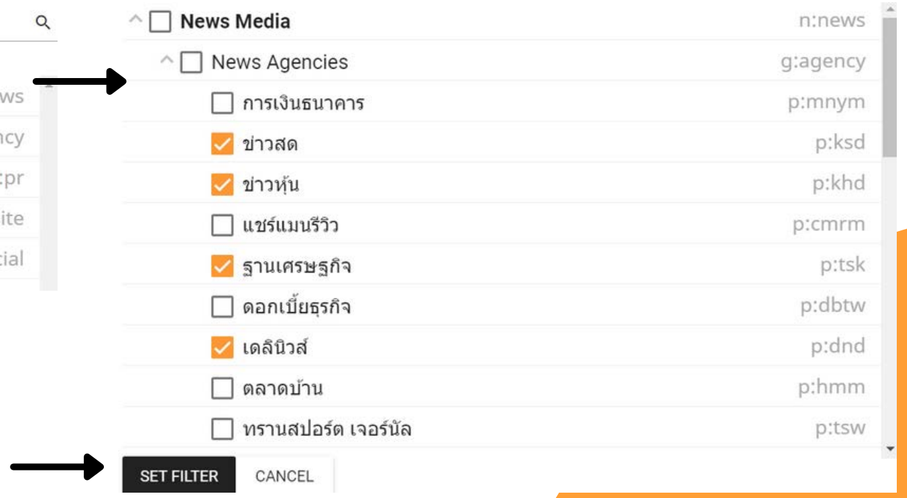
Select...	For...
News Media Only	Search in newspapers, magazines, or press releases only
Online Media Only	Search in websites of newspapers and publications only
Social Media Only	Search in social media pages of newspaper and publications only
Custom...	Specified source (explanation provided in next page)

- After selection is completed, the icon image will change color Source to notify that the user is using the source function.
  This can be reverted by selecting "**All Sources**" or clicking the icon.

Search via source

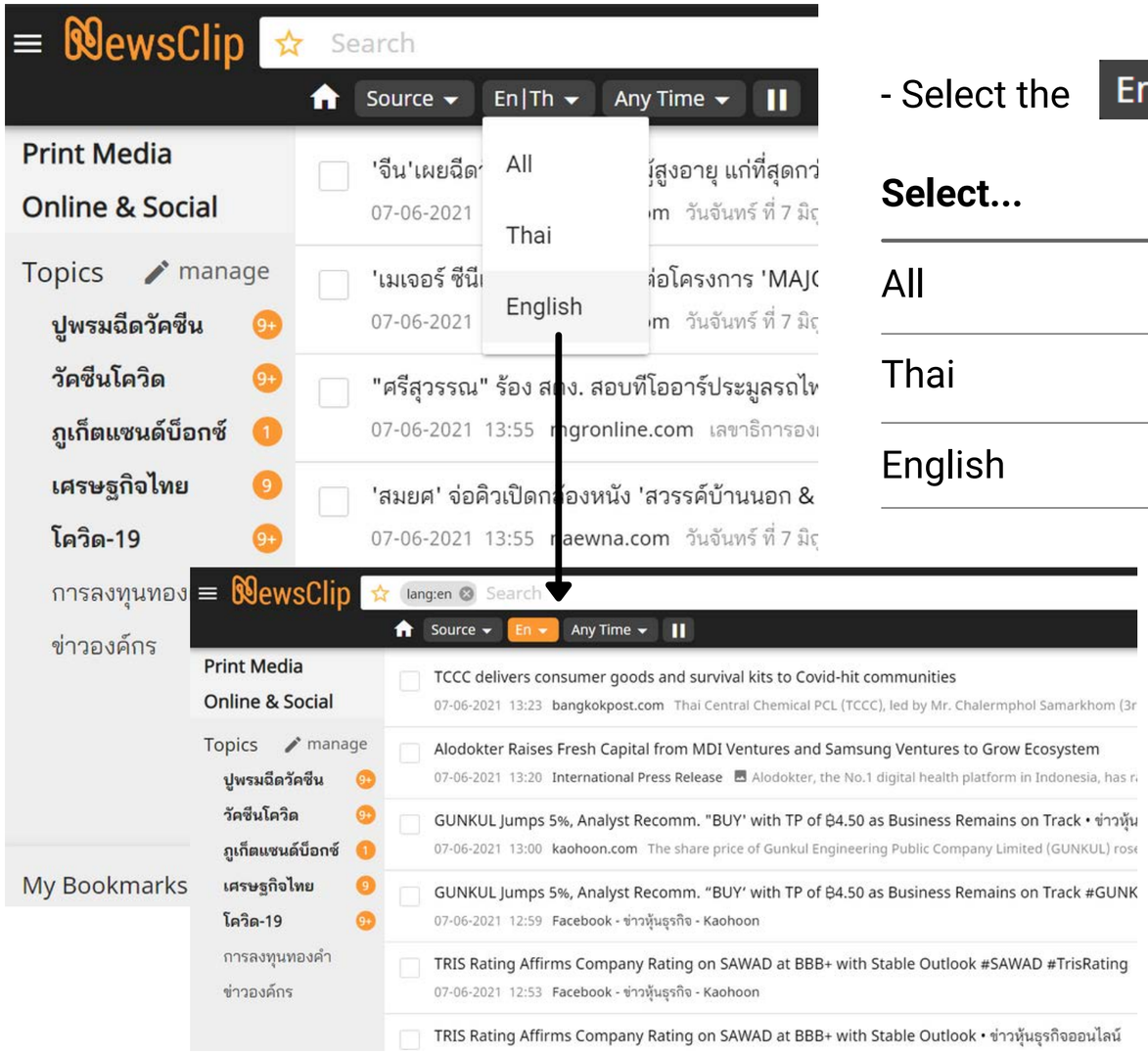






- Select the **Source** icon >> Custom...
- Select the ⌄ icon to expand the sources and then select the desired source.
- Select the **SET FILTER** icon to search for articles from that source.

Search via language



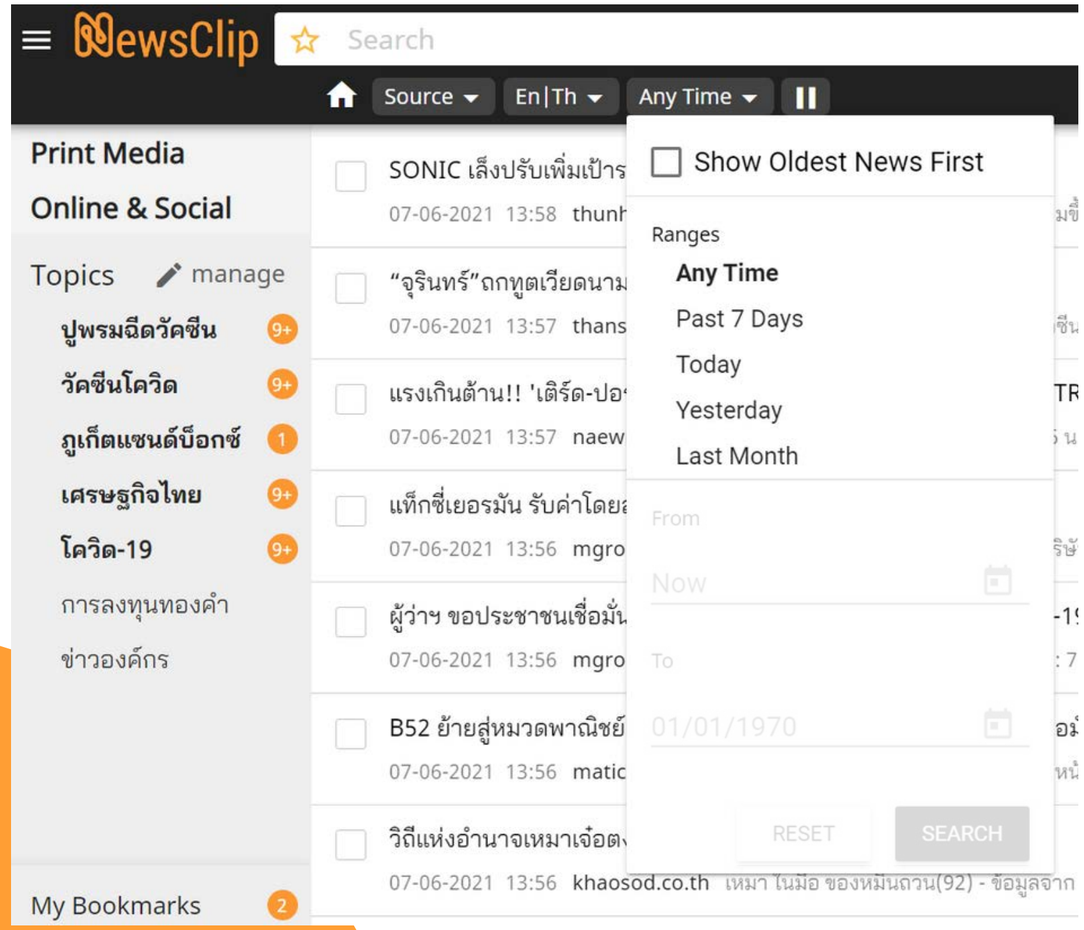
- Select the En|Th icon to specify the language

Select...	For...
All	Search for news in Thai and English
Thai	Search for news only in Thai
English	Search for news only in English

- After selection, the icon image will change color En to notify that the user is using the language function. This can be reverted by selecting "**All**" or clicking the icon.

Search via date and time

Performing a search via date and time can be done with 2 methods:



1) Choosing the specified time

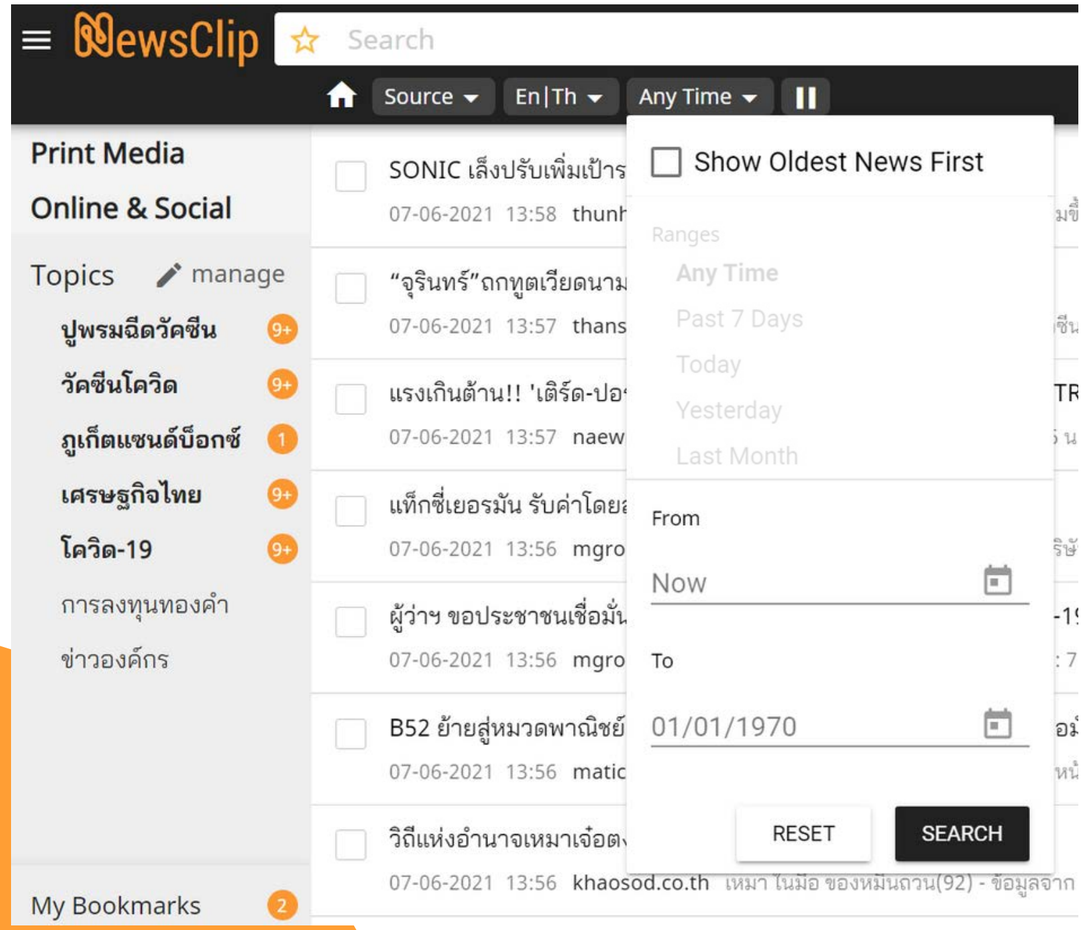
- Select the Any Time icon and **Ranges**

Select ...	**For ...**
Any Time	No specified range
Past 7 Days	Search for news within the last 7 days
Today	Search for news dated today
Yesterday	Search for news dated yesterday
Last Month	Search for news within the last month

Show Oldest News First

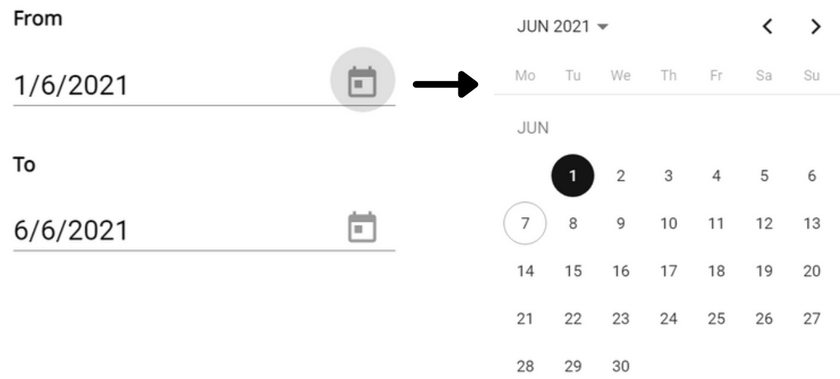
When specifying the date range, select "Show Oldest News First" to put oldest news at the top of the search

Search via date and time



2) Choosing from the calendar

- Select the Any Time icon >> From / To
- Select the icon to specify the starting date and end date



- Select the SEARCH icon to search or RESET to clear the search parameters

- After selection, the icon image will change color Custom Time to notify that the user is using the date function. This can be reverted by selecting RESET or clicking the icon.

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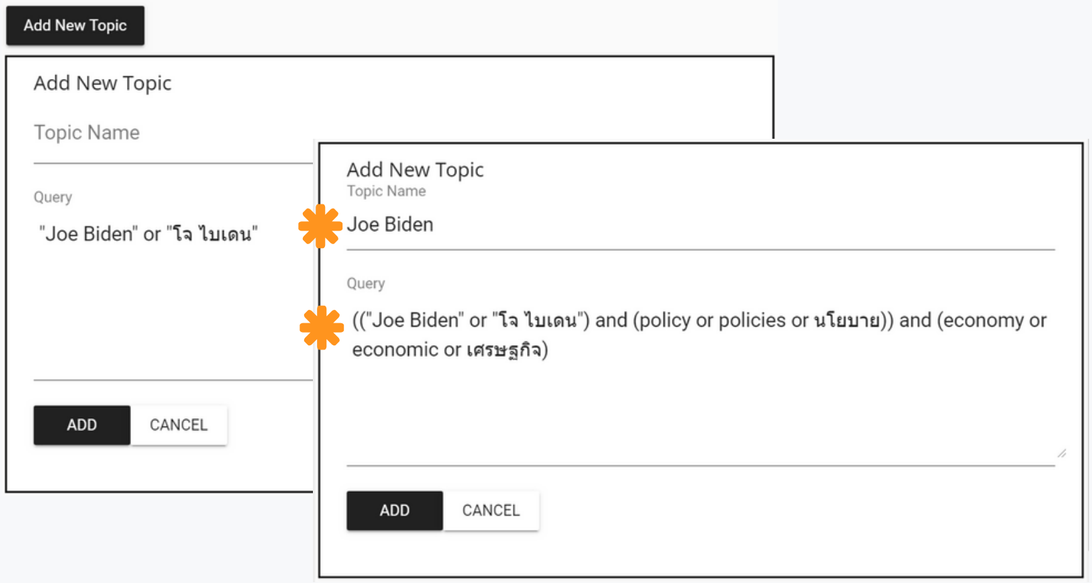
SAVING "MY TOPICS"

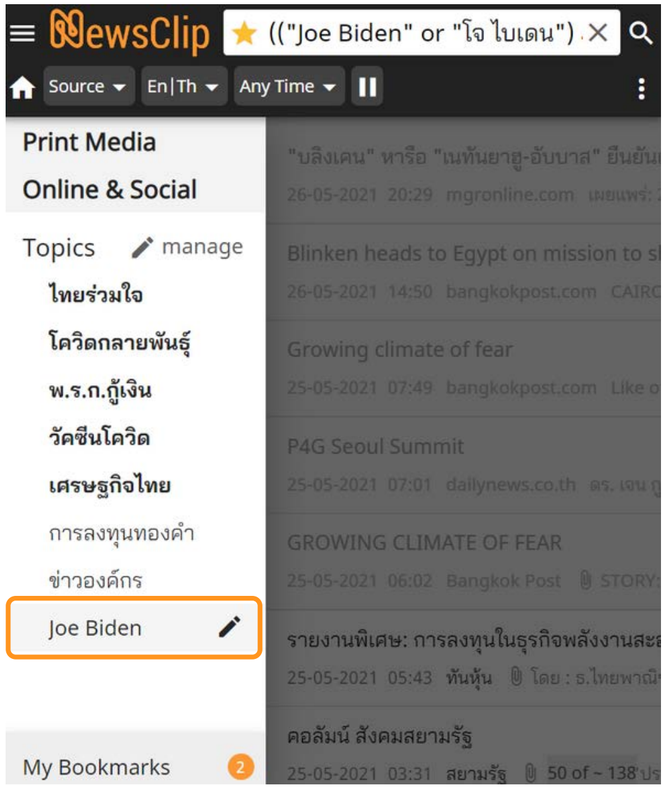
How to save "My Topics"

- Type out the topic / group of words in the search bar and press enter or click on the icon
- Select the ☆ icon to open "My Topics" menu
- Designate a name for the topic name, additional queries can be added or deleted
- Select the ADD icon to save



Using "My Topics"

- Users can apply "My Topics" by checking the menu located on the left (the topics that have been saved are shown with a yellow star ★ icon)



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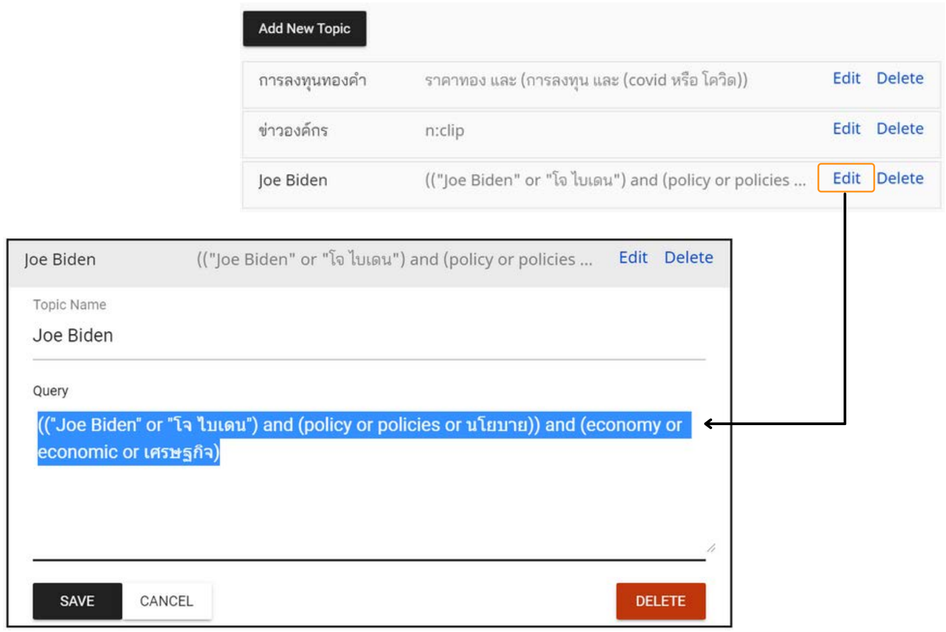
Managing "My Topics":

- Changing
- Deleting
- Adding

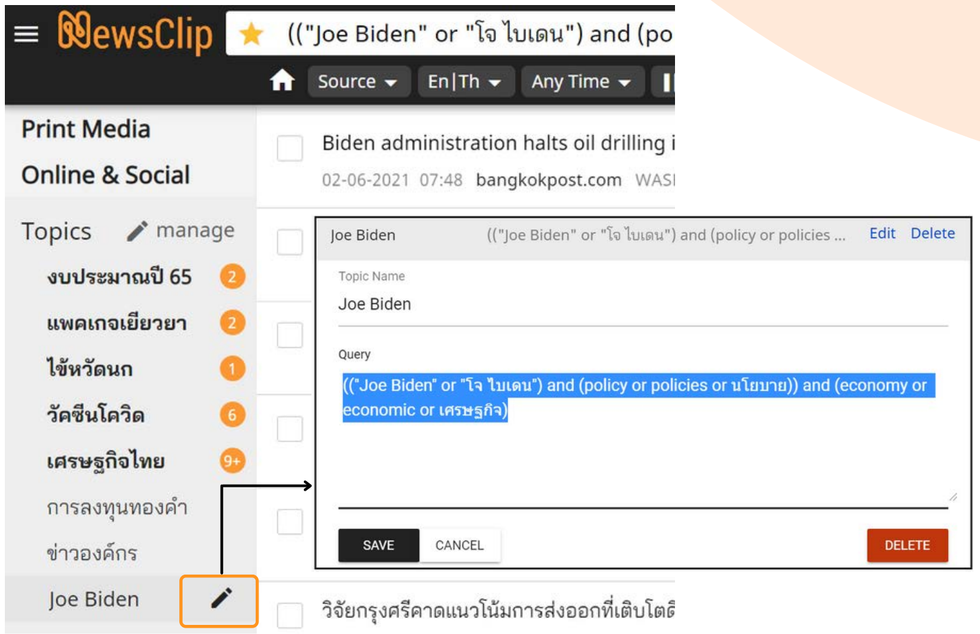
Changing "My Topics"

Users can access "My Topics" menu to review the specifications by:

- Select the manage icon
- Select Edit near the topic name to change
- After completing the changes, select the SAVE icon



- Select the icon near the topic name located on the left side menu
- After making the changes select the SAVE icon



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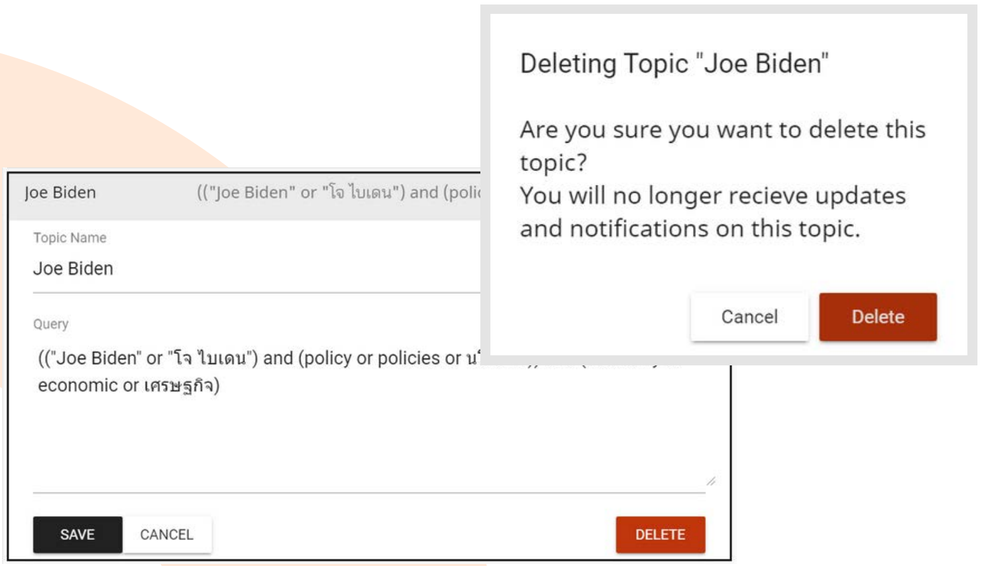
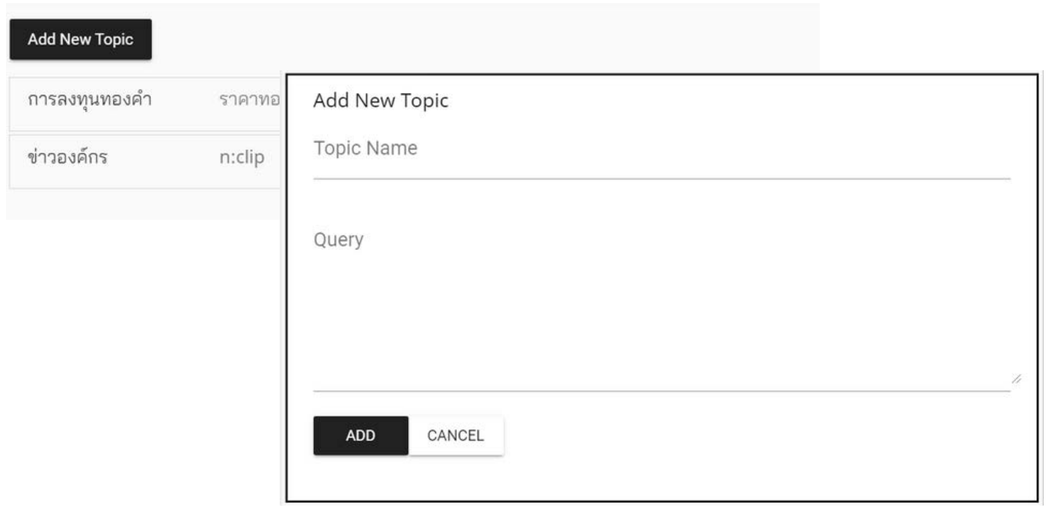
Deleting "My Topics"

- Users can delete "My Topics" by accessing "My Topics" menu and following the same step as changing "My Topics". (Page 20)
- Select the DELETE icon
- A popup window will appear to confirm DELETE or Cancel the deletion of the topic
- The topic will be deleted from the "My Topics" menu



Adding "My Topics"

- Select the manage icon to access "My Topics" menu
- Select the Add New Topic icon
- After assigning a name to the topic, select the ADD icon to add the topic or Cancel to cancel adding the topic.



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