

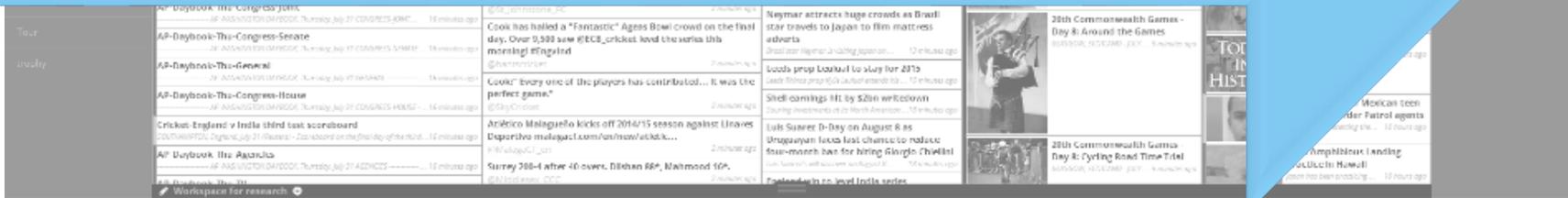


FIND

FOLLOW

COLLECT

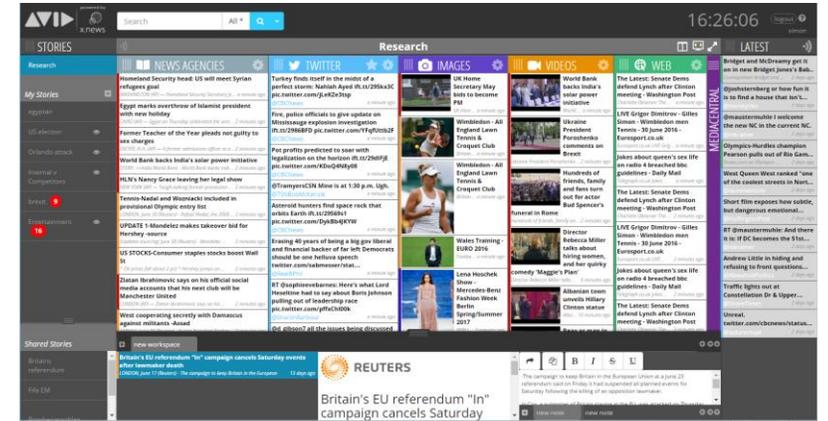
SHARE



x.news BASICS

<http://yourURL.x-news.eu>

- x.news is a web-based research tool which runs on PC or laptop in a browser
- x.news can also be used on a tablet or smartphone, with a simplified web interface. You can connect anywhere with internet access. You do not need to download an app.
- Each user has a separate account, and can personalise their interface and save stories they are interested in.
- x.news is best used in the CHROME browser. It also works well in FIREFOX and SAFARI but *not* Internet Explorer.
- When used full-screen, you can adjust the size of the display to a comfortable setting using the browser 'zoom' function: **Ctrl +** to enlarge, **Ctrl -** to shrink.



x.news full-screen on a PC



OVERVIEW

SEARCH: Enter words to search for, and choose which subject areas to search

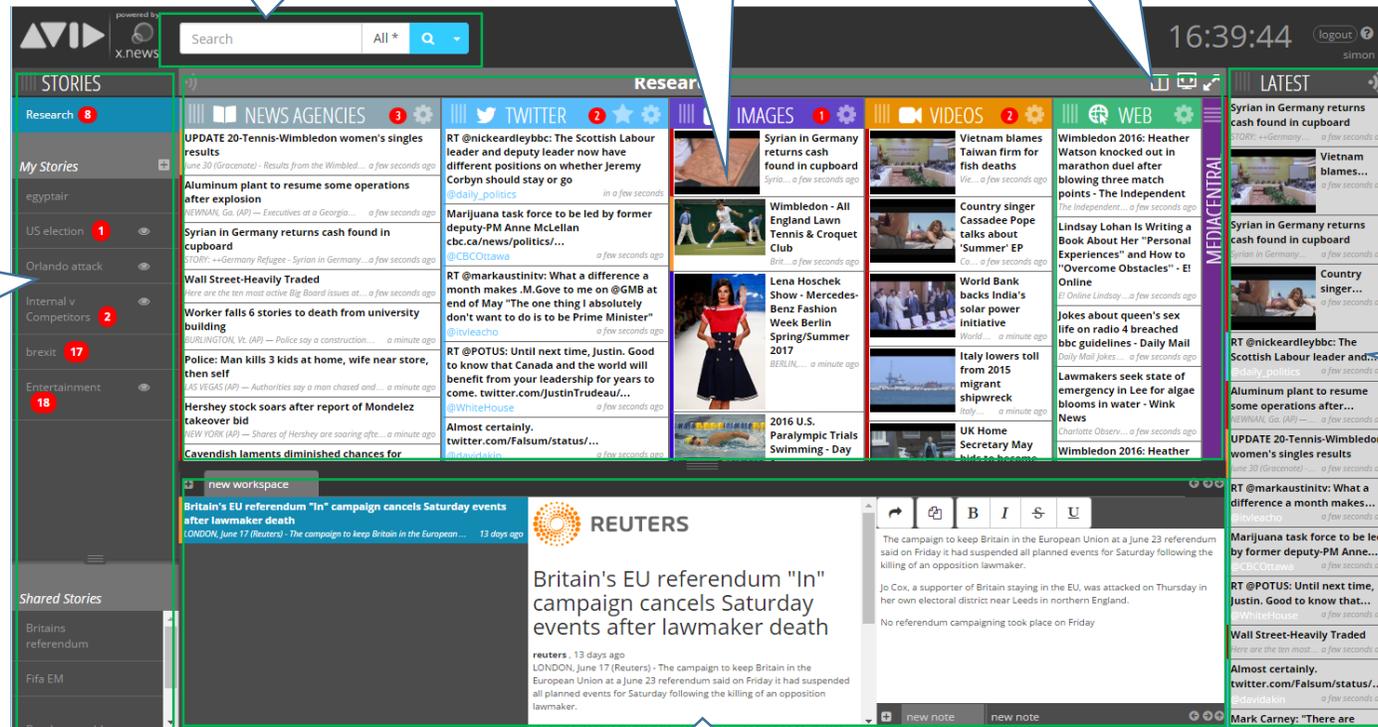
RESULTS: See search results from different types of source

LAYOUTS: Choose different ways to see your search results

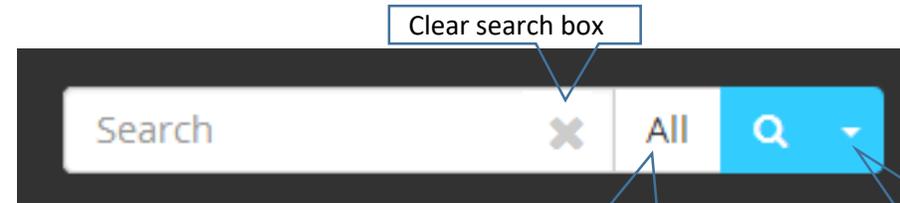
STORIES: Select a saved story search or start a new one

LATEST: Keep an eye on everything coming in

WORKSPACE: Gather together items of interest and work with them



SEARCHING



Type in a search term, e.g. **Gaza**, then press Return or 

TIP:
If you search for more than one word – e.g. **Gaza Israel**, you will only get results containing BOTH words (or variants such as 'Israeli').

Searching for **Gaza OR Israel** will give results with EITHER word.

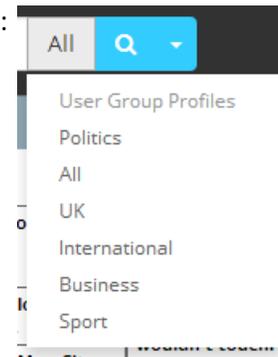
Searching for **"Gaza Israel"** will only find results with that exact phrase

Gaza -Israel will give results which contain Gaza but do NOT include Israel.

x.news will offer you suggested terms as you type – click on one to select it:



Optionally choose a subject "profile" so your search only returns results from relevant sources:

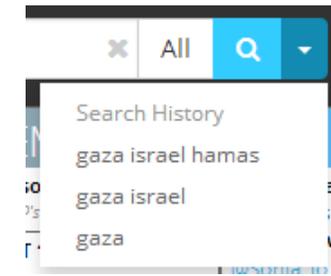


TIP:
Profiles are set up by an administrator and will pre-select sources from the following so they are most useful for the subject being searched:

- Agency feeds
- Twitter accounts
- RSS (web) feeds
- Image feeds
- Video feeds

You can 'fine tune' these settings on the back of the results panels if you want.

Go back to previous searches, for example if you tried a search which didn't work well:



VIEWING RESULTS

Results appear in these coloured panels. You can scroll down each one indefinitely to see more results.

Click on any result to show a preview panel. Previews will then show on any result you hover over until you click again to turn them off.

Your search term will be highlighted in green

NEWS AGENCIES

UPDATE 1-U.S. proposes new rules for moving crude oil by rail
(Adds details on draft rules and background)... 11 minutes ago

Jayawardene to end **test** career on home ground
COLOMBO, Sri Lanka (AP) — Sri Lanka has shifted the venue of the second **test** against Pakistan next month by request to enable star batsman Mahela Jayawardene to bow out of **test** cricket at his club ground in Colombo.

BC-AP News Coverage Advisory 10:15
Good morning! Here's a look at how AP's general... 40 minutes ago

Poland Investigates suspected case of African swine fever in farm plgs
WARSAW, July 23 (Reuters) - Polish local authorities... an hour ago

REFILE-Peaches Geldof's death was drugs-related, coroner rules
(Repeats to additional subscribers. No change in text...) an hour ago

Feed maker probe after Queen's horse falls drug **test**
LONDON (Reuters) - Animal feed manufacturer... an hour ago

Horse racing-Feed maker probe after Queen's horse falls drug **test**
LONDON, July 23 (Reuters) - Animal feed... an hour ago

South Africa mull extra pace option
COLOMBO (Reuters) - South Africa, on the verge of... an hour ago

Cricket-South Africa mull extra pace option
COLOMBO, July 23 (Reuters) - South Africa, on the... an hour ago

Tendulkar factor adds to pressure on India's Slnthu
By Sam Holden GLASGOW, July 23 (Reuters) - India's... 2 hours ago

Games-Tendulkar factor adds to pressure on India's Slnthu
By Sam Holden GLASGOW, July 23 (Reuters) - India's... 2 hours ago

Sri Lanka ponder keeper change for second **test**
COLOMBO, (Reuters) - Sri Lanka may hand a first te... 2 hours ago

Bills DT Marcell Dareus wants to earn team's trust
PITTSFORD, N.Y. (AP) — Buffalo Bills defensive tackle... 3 hours ago

Sisi's bold start on economic reforms buys Egypt some time
** IMF-style subsidy cuts, tax hikes avoided popular...* 3 hours ago

AP-Daybook-Wed-General
AP WASHINGTON DAYBOOK... 3 hours ago

AP

Jayawardene to end **test** career on home ground

ap, 26 minutes ago

COLOMBO, Sri Lanka (AP) — Sri Lanka has shifted the venue of the second **test** against Pakistan next month by request to enable star batsman Mahela Jayawardene to bow out of **test** cricket at his club ground in Colombo.

Sri Lanka Cricket in a statement on Wednesday says the request was made by Jayawardene's Sinhalese Sports Club.

The **test** was originally scheduled to be at P. Sara Oval, also in Colombo, from Aug. 14-18.

Last week Jayawardene informed SLC he will retire from **test** cricket after the Pakistan tour, but has promised to continue playing one-day internationals.

He has played 145 **tests** since 1997, scoring 11,506 runs, seventh on the all-time list.

TIP:
Preview panels are different for each type of result. Using them you can:

- Read the full text of an item
- Watch a video
- Click through to a webpage or a Tweet
- Click through to an agency image to download it

TIP:
You can re-arrange the panels by dragging the top left
Or you can minimise the panel by clicking it.

TIP:
On the back of the panel you can filter your results further, by clicking the Settings icon

NEWS AGENCIES

Text filters

Hide agency summaries

Sources

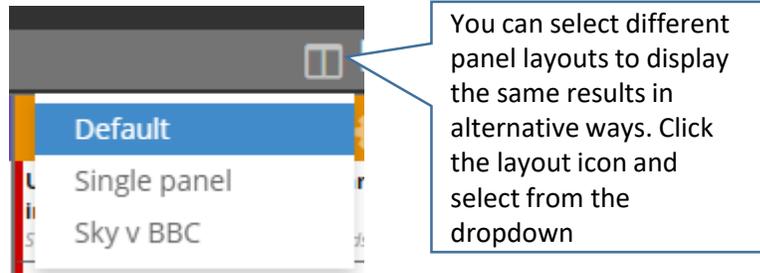
AP

- Broadcast - National Newpower
- APTN - Prime News - Europe
- Global Sports Report - Europe
- AP Online Video - Plus

Reuters

- UK Online Report Sports News
- Online Video
- Reuters World Service
- US Online Report Sports News
- Sports Picture Service

USING DIFFERENT LAYOUTS



TIP:

Layouts are configured by your administrator. Some examples are shown opposite but x.news is highly flexible to meet an individual organisation's requirements.

For example, layouts can:

- Provide a simplified view for mobile and tablet use
- Allow journalists in different roles (e.g. newsdesk, planning) to see different sets of information most relevant to their jobs
- Provide bespoke views for subject matter specialists
- Allow you to easily see what your own organisation has published, and monitor it against your competition

When switching between stories or profiles, x.news will try to maintain a consistent layout where configured, and if not will switch to the default layout for that story or profile.



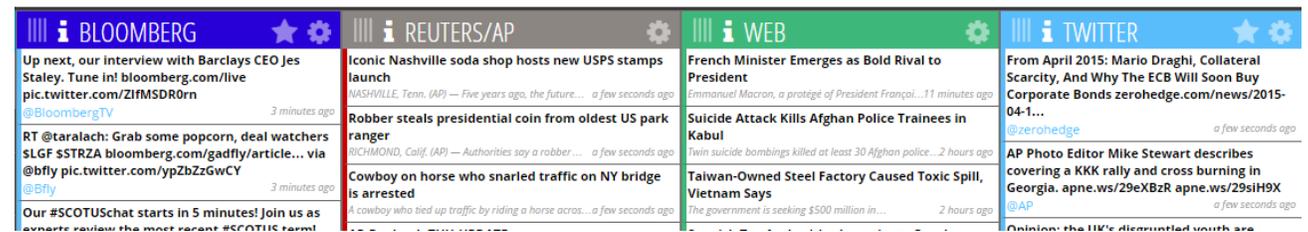
A simple layout designed for use on mobiles and tablets



An example of a layout to compare your own output against your competition



Layouts can be used for specialists such as Entertainment journalists

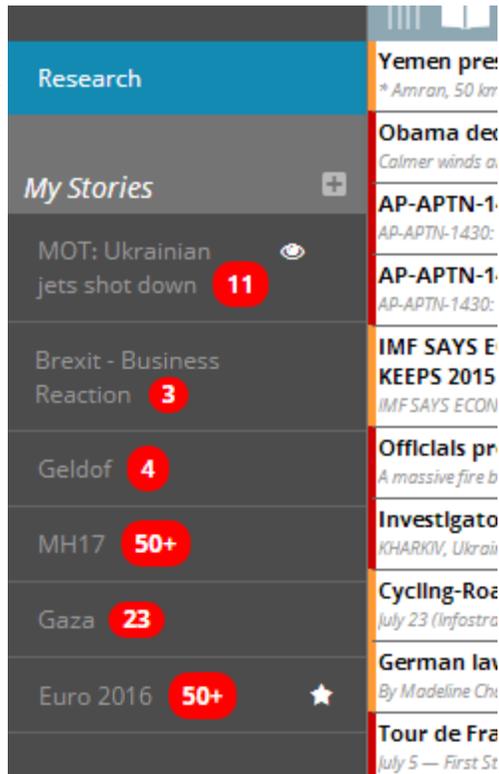


Or in this case, for Business journalists

RESEARCH AREA AND SAVING STORIES

The Research area is the best starting point for researching stories. You are in Research when the tab is selected in Blue as shown.

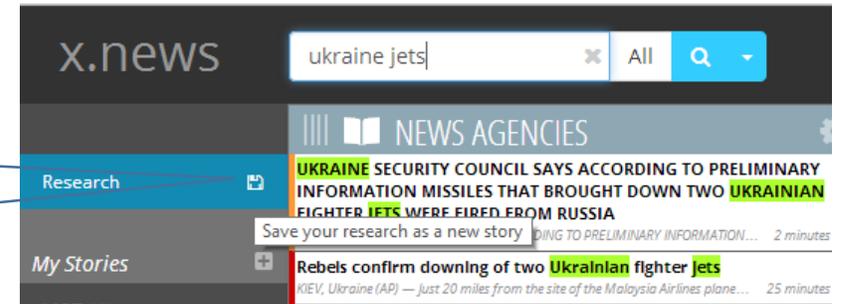
If you have done a search and you want to keep it for later, you can then save it into your Stories area. When you want to see a story, click on the named story tab to select it.



TIP:
Always check you are in the Research area if you are starting a search for a new story.
Otherwise you could accidentally change the search on one of your saved stories.

To save a story from Research:

Hover over the Research tab and click the Save icon

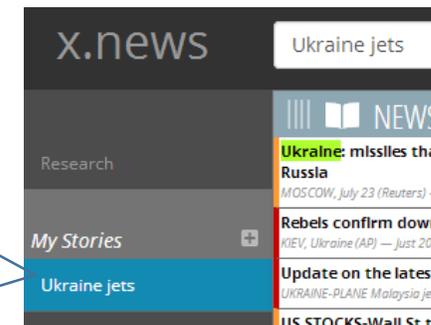


Choose a suitable name and select Save



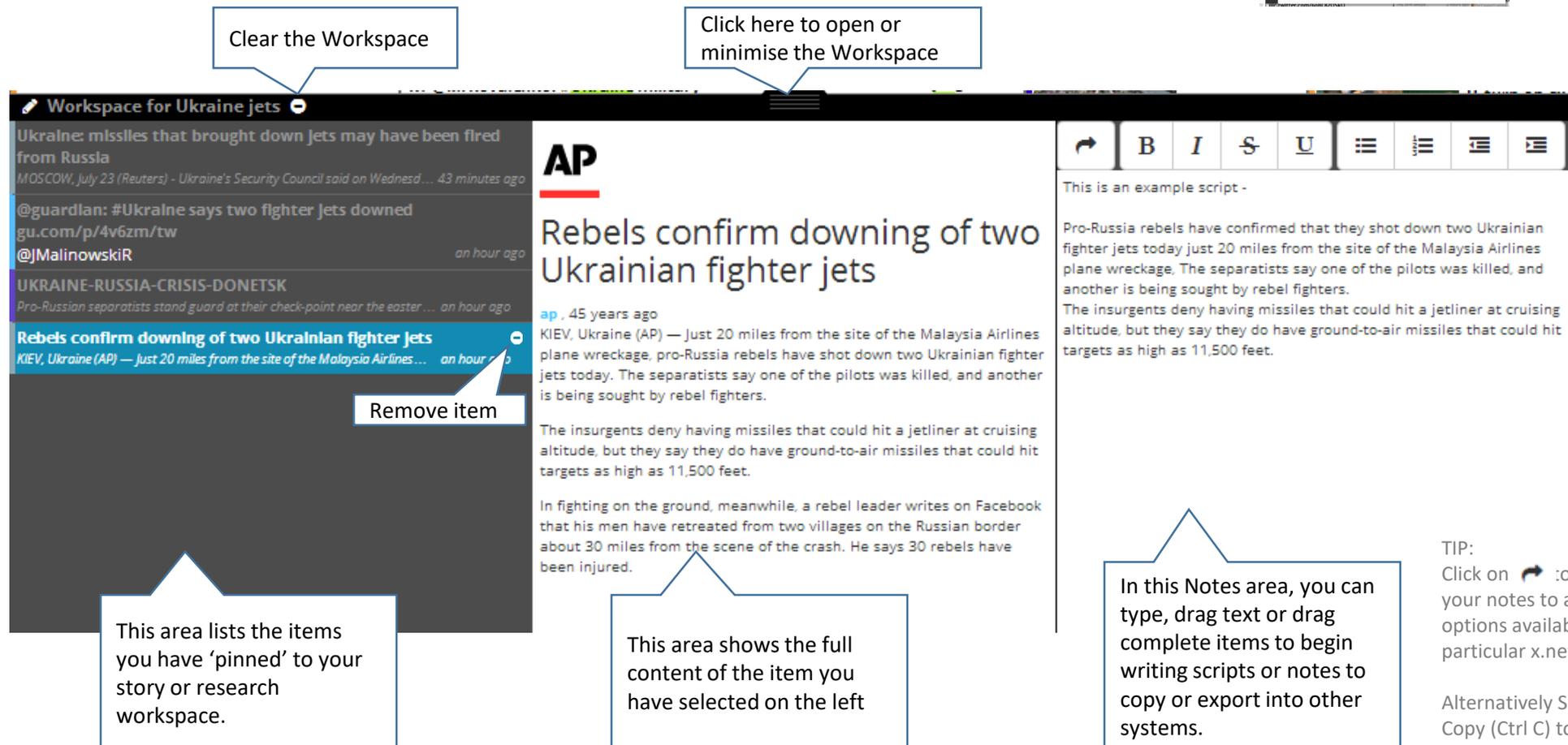
TIP:
If you tick Share Story then others will be able to follow your saved story search as well. Otherwise it is private to you.

The story is then saved, and selected for you. Click Research again if you want to work on a new story.



USING THE WORKSPACE

- The workspace is an area where you can collect together information you are interested in, look at it and – if you want – start writing a script or some notes.
- The Research area and each story that you save or follow has one or more **separate workspaces**
- Your workspace is **individual to you** even if the story is shared. You can also see other users' workspaces
- You add (or pin) an item to the workspace by **dragging it** or selecting  on the item's Preview panel:

A screenshot of the workspace interface. The top bar shows 'Workspace for Ukraine jets' and a 'Clear the Workspace' button. Below the top bar is a list of items pinned to the workspace. The first item is 'Ukraine: missiles that brought down Jets may have been fired from Russia'. The second item is '@guardian: #Ukraine says two fighter jets downed'. The third item is 'UKRAINE-RUSSIA-CRISIS-DONETSK'. The fourth item is 'Rebels confirm downing of two Ukrainian fighter jets'. A 'Remove item' button is next to the fourth item. The main content area shows the full text of the selected item, 'Rebels confirm downing of two Ukrainian fighter jets'. The text includes: 'KIEV, Ukraine (AP) — Just 20 miles from the site of the Malaysia Airlines plane wreckage, pro-Russia rebels have shot down two Ukrainian fighter jets today. The separatists say one of the pilots was killed, and another is being sought by rebel fighters. The insurgents deny having missiles that could hit a jetliner at cruising altitude, but they say they do have ground-to-air missiles that could hit targets as high as 11,500 feet. In fighting on the ground, meanwhile, a rebel leader writes on Facebook that his men have retreated from two villages on the Russian border about 30 miles from the scene of the crash. He says 30 rebels have been injured.' On the right side, there is a 'Notes' area with a toolbar containing icons for print, email, and export. Below the toolbar, there is a text area with the text 'This is an example script -' and 'Pro-Russia rebels have confirmed that they shot down two Ukrainian fighter jets today just 20 miles from the site of the Malaysia Airlines plane wreckage. The separatists say one of the pilots was killed, and another is being sought by rebel fighters. The insurgents deny having missiles that could hit a jetliner at cruising altitude, but they say they do have ground-to-air missiles that could hit targets as high as 11,500 feet.' There are several callout boxes with text explaining the interface elements: 'Clear the Workspace', 'Click here to open or minimise the Workspace', 'Remove item', 'This area lists the items you have 'pinned' to your story or research workspace.', 'This area shows the full content of the item you have selected on the left', and 'In this Notes area, you can type, drag text or drag complete items to begin writing scripts or notes to copy or export into other systems.'

TIP:
Click on  :o Print, Email or export your notes to another system. The options available depend on your particular x.news set-up.

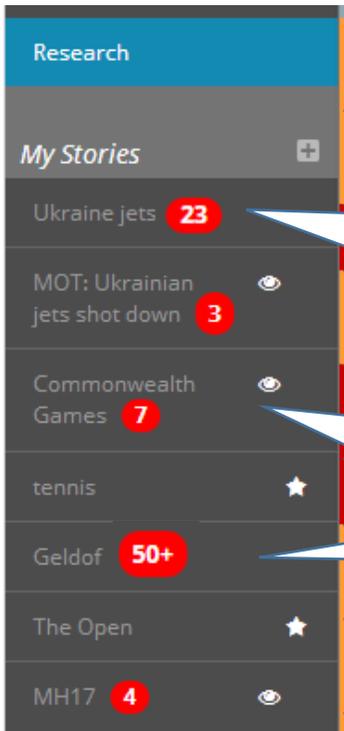
Alternatively Select All (Ctrl A) and Copy (Ctrl C) to copy your notes to paste elsewhere.

MONITORING STORY UPDATES

- x.news tells you when new items arrive which match your story search
- It will keep monitoring your saved searches even when you are not logged in
- You can choose whether to have your results screen update LIVE by selecting



For all your stories, you can see updates on the left-hand story panel



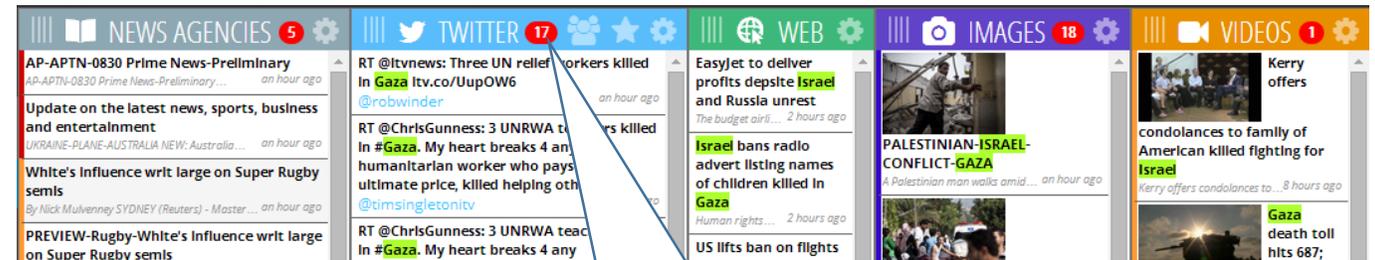
This shows the total number of new items since you last looked at your search (wires, Tweets, images etc).

Click on your story tab to see all the latest results, and reset the counter on that story to zero.

After 50 updates x.news will stop counting.

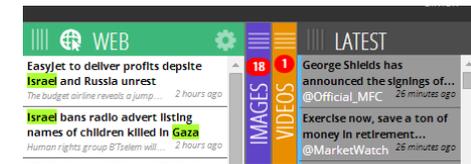
TIP: When you click on your story to see the latest, x.news cannot tell you exactly which items are the new ones. You need to check the time of arrival to spot the most recent items.

If you don't choose LIVE updates, while you are viewing search results for a story, updates appear at the top of each results panel



Click on the red update bubble to load the latest results into the panel

TIP: Even if you have closed a panel, you will still be able to see updates on it:



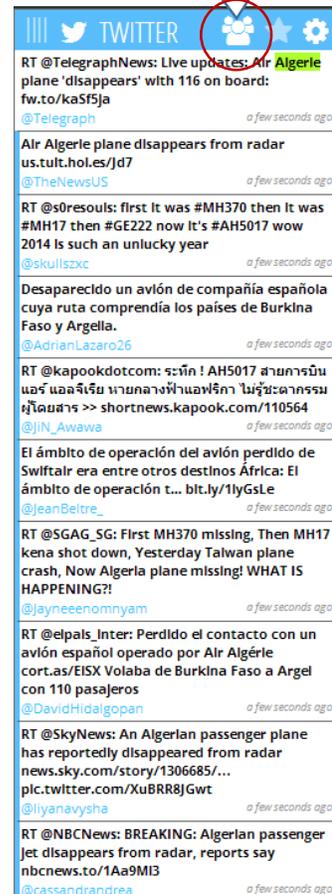
WORKING WITH THE TWITTER PANEL

- There are three views of the Twitter panel that you can use:

Normal: showing all the accounts that x.news is set up to track



All Twitter: a one-off search of all Twitter to help you find useful new accounts to follow



Tracked: accounts you have added or chosen to highlight specifically for this story



What is a tracked Twitter account?

A tracked account is one you choose that is particularly relevant to the story. You can:

- 1) Add completely new accounts to the story yourself (in this example they are specialist accounts dealing with aviation news)
- 2) Highlight existing accounts that x.news is already following, because they are good sources for this particular story

Tracked accounts are highlighted with a . They are *different for each story you save*.

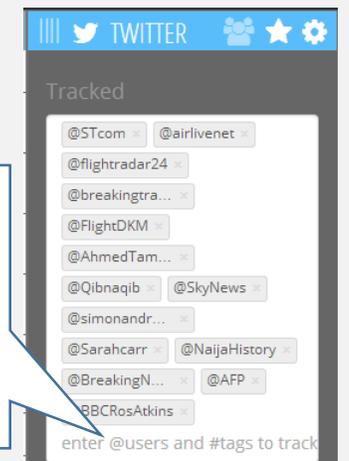
How do I add a tracked Twitter account?

Select the 'Track' icon on the Tweet preview panel



OR

Type or paste the Twitter account name directly into the box on the back of the Twitter panel. (Click to get there) 



“MORE ON THIS” SEARCH

If you drag an individual search result onto the search box, x.news will try to find similar results with a ‘More On This’ search



More violence In China's Xinjiang after deadly attack
By Michael Martina BEIJING, July 30 (Reuters) - Western tourists saw a body lying in a p... an hour ago

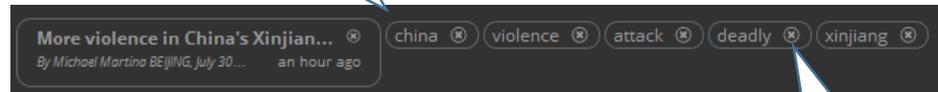
TIP:
The ‘More On This’ search uses ‘fuzzy logic’ to try to find other items which appear to be about the same story as the item you have selected.

For best results, use an agency wire or web article which clearly sums up the story in its title

For example, searching on this item...

More violence In China's Xinjiang after deadly attack
By Michael Martina BEIJING, July 30 (Reuters) - Western tourists saw a body lying in a p... an hour ago

... chooses the important words in the title and looks for results where several of them occur.



TIP:
The item you use to search with is known as the ‘anchor asset’. You can click on this item (to the right of the search bar) to preview it and add it to your workspace

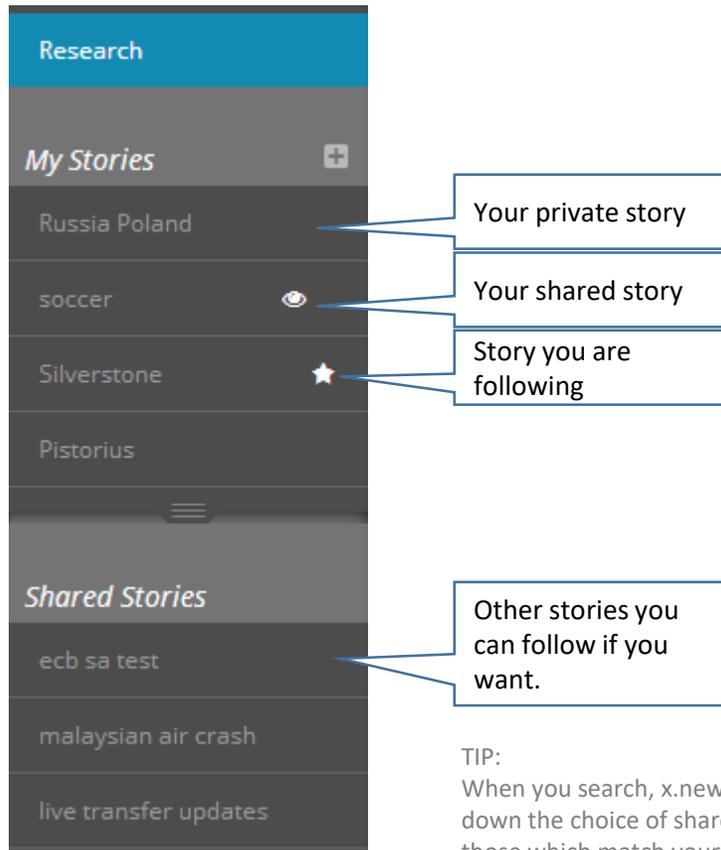


You can remove words which you do not want to include, and x.news will re-do the search without them.

TWITTER	WEB
Unidentified group attacked state offices and killed dozens in China's Xinjiang region on.wsj.com/1n5CYjm pic.twitter.com/wE9K3TgWxW @WSJ 3 hours ago	Teens Charged With Murdering Xinran Ji, USC Student From China LOS ANGELES (AP) — Four teens were... 9 hours ago
China says dozens killed in Xinjiang attack snsanalytcs.com/Emily2 @AlJazeeraEng 12 hours ago	Mass Assault Belatedly Reported In China's Far West China's state media said dozens of people... 13 hours ago
Chinese police shoot dead dozens after attack in Xinjiang ow.ly/3n15Jb @stefwofff 15 hours ago	Chinese Hackers Stole 'Large Amounts' Of Tech Behind Israel's Iron Dome: Report Sometimes between October 2011 and... 15 hours ago
Deadly attack hits China's Xinjiang ow.ly/zlCV0 @stefwofff 16 hours ago	State Offices, Ethnic Han Attacked In West China A large group of unknown assailants... 18 hours ago
'Dozens Killed' In attack in #China's #Xinjiang Province; the latest clash between #Uighur Muslims & state security news.sky.com/story/1309634/... @SarahJReports 16 hours ago	Chinese police shoot dozens of attackers dead in Xinjiang region Xinhua news agency reports gang armed... 18 hours ago
RT @SkyNewsAsia: 'Dozens Killed' In attack in China's Xinjiang Province; the latest clash between Uighur Muslims & state security. news.sky.com/story/1309634/... @Stone_SkyNews 16 hours ago	Deadly attack hits China's Xinjiang Dozens of people have been killed or injur... 19 hours ago
#China says dozens killed or injured in Xinjiang attack aje.me/1uDY8yf @AJELive 17 hours ago	China: Attack In Xinjiang Kills Dozens Of Civilians BEIJING, July 29 (Reuters) - A terror attack... 20 hours ago
	Daily Press Briefings : Daily Press Briefing

SHARING AND FOLLOWING STORIES

- By default, any story search that you save is private to you
- But you can **SHARE** your story, so that others can see it and **FOLLOW** it
- And you can **FOLLOW** other people's **SHARED** stories and see their **WORKSPACES**
- You can **EMAIL** the link to a shared story and other x.news users will be able to see it



Your private story

Your shared story

Story you are following

Other stories you can follow if you want.

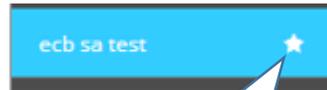
TIP:
When you search, x.news narrows down the choice of shared stories to those which match your search. To see ALL shared stories, make sure you have nothing in the search bar.

To share a story:



Hover over the story and select the 'eye' icon. Click again to 'unshare'

To follow a story:



Hover over the story and select the 'star' icon. Click again to 'unfollow'

TIP:
Why bothering sharing or following stories?
Because a good saved story search, especially on a long-running story, may have had a lot of work put into it.

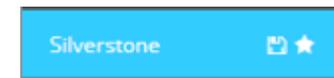
For example:

- A search term which includes all useful hashtags and key words
- A careful selection of sources which excludes less useful material
- A number of tracked Twitter accounts, particularly relevant to the story

If a saved story is well-maintained, then sharing it can save other people from having to do the same research all over again.

And people with less knowledge about Twitter can benefit from the work of more expert users.

You can update – or copy – someone else's shared story by hovering and clicking on the Save icon:



MANAGING YOUR STORIES

- By default, each user can save 10 stories
- This can be changed by an administrator if required
- But it is good practice to delete old stories and maintain those that you are still using, especially if you are sharing them

