AP Interactives Use & Navigation Guide

**Navigation Links & Ways to Search**

1. **Home**: Takes user to home page
2. **Contact**: Takes user to tech support contact information
3. **Logout**: Logs user out and takes user to Gale main page
4. **Search Tips**: Provides hints for creating more targeted searches
5. **Simple Search Box**: Enter a basic search consisting of a keyword, a text string, or Boolean expression.
6. **Collection Thumbnails**: Click on a thumbnail to see all of the Interactives in that collection.
7. **Collection Categories**: Click on a category name to see all of the Interactives in that collection.

**Additional Search Techniques**

1. **Boolean**: Using Boolean phrasing, such as
   Soldier* AND (Iraq OR Afghan*)

   Note: A user can also narrow their search, by using AND, OR, NOT between keywords, or by adding ALL or ANY after keywords.

2. **By Interactive ID**: Use the unique 9- or 10-digit Interactive ID # to get back to the specific Interactive you wish to view.

3. **Exact Term or phrase**: Use the term or phrase enclosed in quotes, such as
   "Vatican City"

4. **Keyword**: Enter specific keywords separated by a forward slash; or, group keywords by using parenthesis, such as
   Oil/BP/Alaska -or- (earthquake hurricane)

5. **Limit by Creation Date**: User can either use the pull down menu next to the search box or add datedwithin <any number> <hours, days, weeks, months, years> after keyword(s) to limit date range, such as
   sports AND datedwithin 36hours
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RESULTS PAGE NAVIGATION
1. Sort by: User can select several sorting options, such as Relevance, Alphabetical by Event name, recently added, etc.
2. Mousing over Events, Person, or Keyword: Provides a list of direct links to Interactives in results list
3. Clicking a date below a thumbnail: Takes user to a collection of all of the Interactives created on that particular day
4. Layout: Allows user to change some simple session settings such as increasing the number of Interactives per page view.
5. Interactives Thumbnails: Click to display Enlarged View; mouse over to display its caption.
6. Diskette icon: Clicking on the diskette icon will allow a user to save a copy of the Interactive thumbnail image for future use.
7. Magnifying glass icon: Mousing over this icon provides the user with a description of the Interactive; clicking on it provides a preview.

PLAYING/BOOKMARKING AN INTERACTIVE

Enlarged View

1. Play Interactive: Launches the Interactive Flash file
2. Print Preview: Allows a user to reformat the descriptive page of the Enlarged View for printing.
3. Quick Save: Allows the user to save the first image of the Interactive Flash file package to another location for further use.
4. Interactive ID #: useful for targeted searching
5. Bookmarking: To bookmark the persistent URL of an Interactive for future use or collaboration, simply copy the URL of any launched Interactive into your web address toolbar and paste it into another document as a hyperlink.