USER GUIDE for *South China Morning Post (CD ROM Edition)*

It covers 80,000 articles, graphics and selected photographs from the pages of **South China Morning Post**. Here you can browse through top stories of Hong Kong and China over the year 1993 to 1997, as well as use the ready-to-search functions to locate the article you want to find out.

1. Main Screen

(2a) The main menu bar appears on every screen to help you navigate your way around
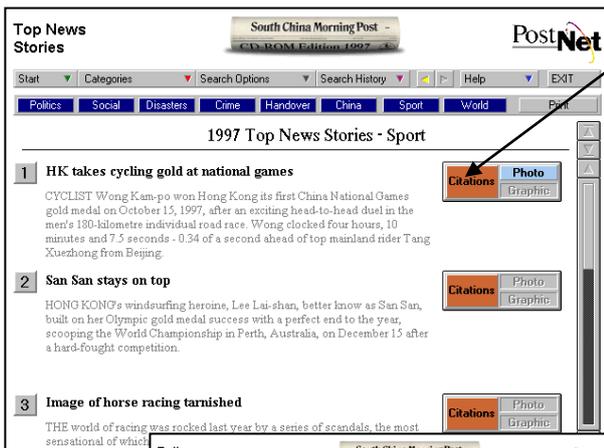
(2b) Eight buttons provide access to stories about major news events of the year.

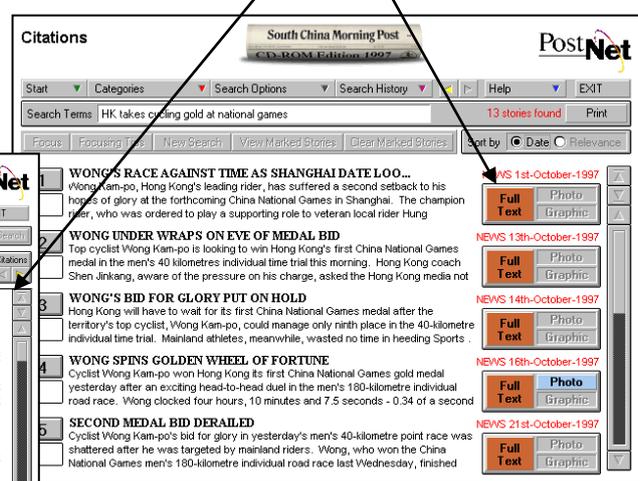(2c) Choose one of the categories to view news articles. e.g. "Top News Stories"

(2d) Choose "Sport" major sporting events of the year
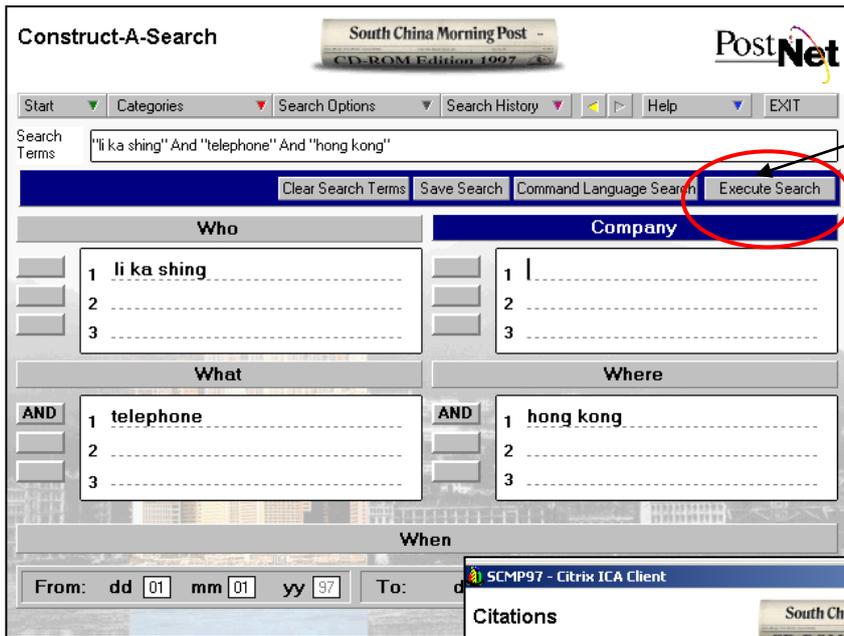

2. View news articles

(3a) Top news stories on Sport appear. Clicking on the citation takes you to a screen which lists the headlines, dates and some lines from the stories which make up the summary.

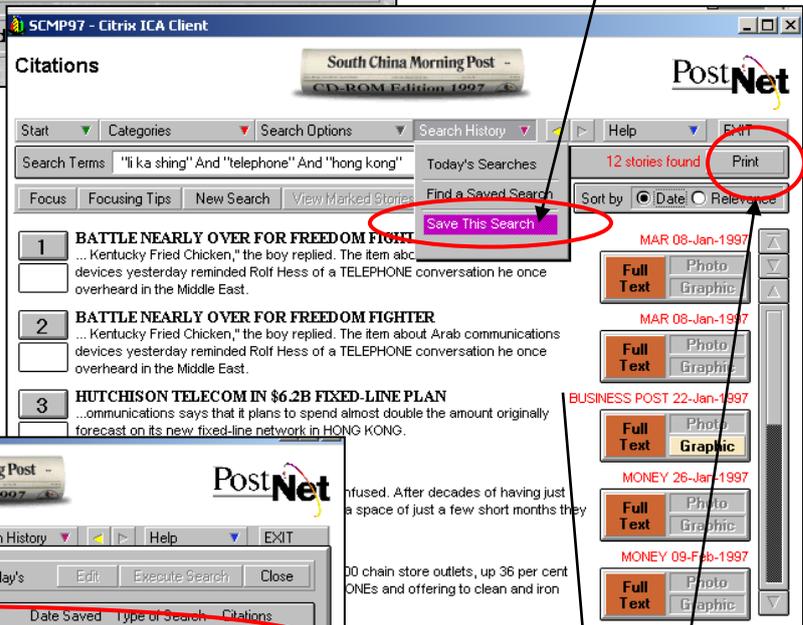(3b) Read a story in full by clicking the Full Text button.
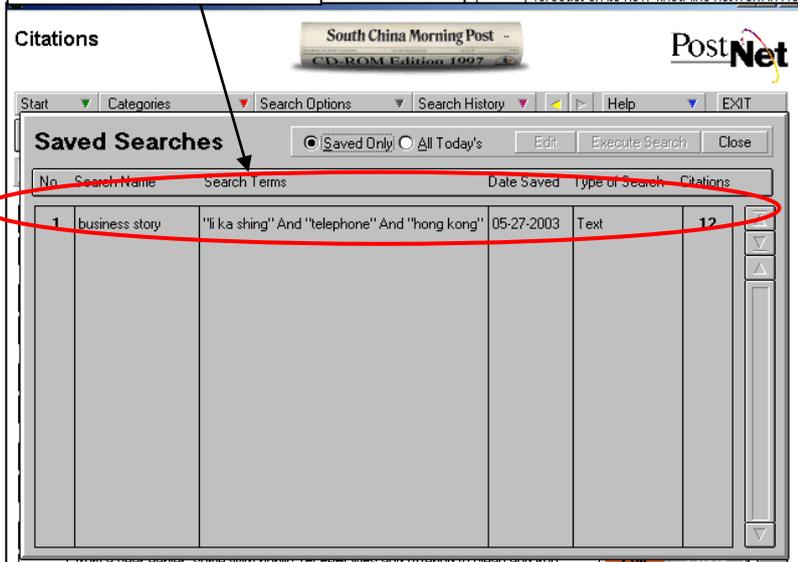
3. Construct-A-Search

(4a) Construct-A-Search guides you in the searching process by suggesting the field of WHO, Company, WHAT, WHERE, and WHEH for you to type search terms into. Then press "Execute Search"

(4b) Choose "Save This Search" to save a search for future reference.

(4c) Double-click on the selected search history to view search results.

(4d) Click "Print" to get the print-out of the news article.

4. Logout

Click **Exit** button to Logout and then click **[Please click here to resume normal screen].**