How to use one newspaper's e-edition (Dave Jones recipient, Daniel Hawley used The News & Observer):

1. Insert url into browser: newsobserver.com/nie
2. Fill in user name and password (classrooms share user names and passwords)
3. The upper left 'Introduction' is a general start to using the Olive software.
4. When the paper replica appears, begin to turn pages both forward and backward by clicking on the page's upper corner – to turn the page forward, click in the upper right corner. Click in the upper left corner to turn backwards.
5. The left menu is useful for skipping sections of the paper. For example, to go directly to the sports page, click on 'sports' and the software immediately takes the reader to the sports section. Under the Table of Contents, the reader can choose specific sections of the newspaper, including 'popular' pages = puzzles, Sudoku, etc. Also under Table of Contents, readers see thumbnail pages for a quick scan without using the "page up/page down" bar.
6. The 'help' tab gives more detailed info about using the Olive replica of the paper.
7. SEARCH allows quick access to eight past, back issues = also in replica format.
8. Students can collect issues and gain access through 'my collection' tab; collections serve as 'digital note cards' for research tasks.
9. The 'Browse Archive' tab allows students to search by topic words or Boolean logic to find articles about a specific topic. The archives go back to 1990, providing resource on almost any topic/issue; particularly helpful are searches limited to the past five years. Under 'select a publication' readers can choose the paper's format: text only or replica (as it appeared in the newspaper).
10. Under 'Advanced Search' the software offers detailed options for searching topics. Directions for using the 'Advanced Search' are on the right side of the page.
11. Click on an article to make it larger, etc. The article will turn yellow to indicate its selection.
12. Click on an article to isolate it. It will appear in a box in the upper left corner of the screen. Options will be there for saving the article, emailing it, etc.
13. Readers may open, copy, save and print Sudoku, comics, crossword puzzles.
14. After clicking on a story, and after it appears in the upper left of the page, a reader can
    a. Translate the story and, or
    b. Have the story read aloud (option for subscriber)
15. Useful ways to use the e-edition:
    a. Use the comics to use/illustrate figurative language and literary devices; use the comics to teach main idea and inference
    b. Use the news to connect current events to literature: e.g. connect the attempted murder of Malala (Pakistani girl supporting education for females) to "Romeo and Juliet" – the history of hate.
    c. Use the archives to search any topic in the paper since 1990.
    d. Use the ads to teach math, art layouts, etc.
    e. Use the op-ed pages to analyze opinion and points of view.
    f. Use any article to illustrate/analyze the mechanics of grammar and punctuation.

16, What is a Boolean search? A Boolean search defines what learners want to know. It's used to locate those stories or links most relevant to the reader, limiting results to those stories. Examples below apply to Daniel Hawley's use of the e-edition to obtain information about Oakwood, useful in SEARCH or an "advanced search" under ARCHIVES.

Oakwood AND cemetery   Oakwood OR Historic Oakwood

Oakwood NOT Greenville   NEAR (same as quoting whole phrase) Society for the Preservation of Historic Oakwood

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