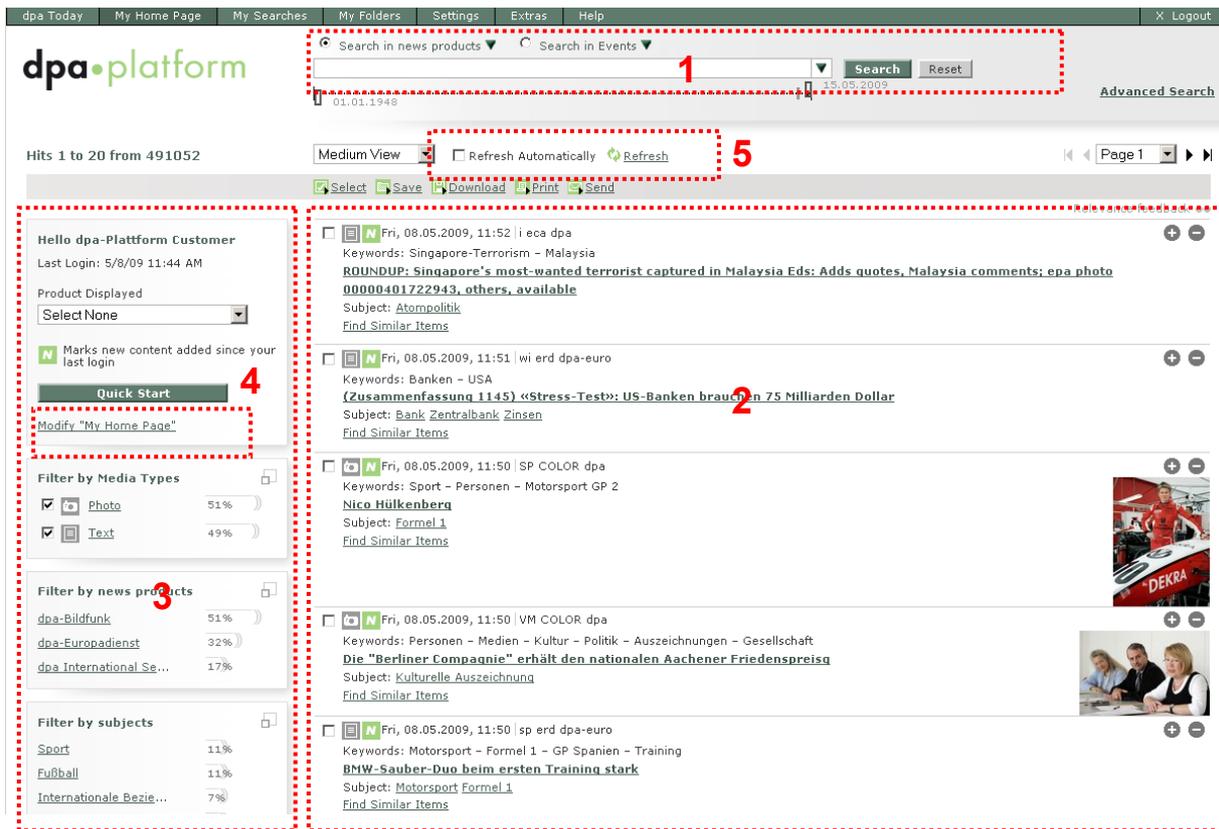




Home Page – what kind of search criteria and other information can I find on the Home Page?



The Home Page is made up of the following sections:

1) The Search Slot

The search slot at the top centre is where you enter the words or terms you are searching for. By clicking *Search* or hitting the *Enter* button your search will be carried out. A date range option drops down beneath the search slot. By shifting the pointer onto the timeline you can open the window and choose an exact date range.

2) The Results List

This results field in the centre of the page contains all the search results. The results are shown chronologically with the most recent news items on top. Make your choice from the results shown by clicking on the headlines which are underlined. The item you have selected will then be shown in detail.

3) Customising your search

On the left side of the Home Page you can see the items found during the search filtered according to the type of media and news product. All dpa news items and pictures are categorised according to the type of media (audio, picture, graphic, RegioData, text). By entering a particular search criteria such as "picture" the number of items found will vary.

4) Quick Start

Using the *Quick Start* button you can access the results of searches which you frequently use. In order to access these *saved searches* you must have set these up beforehand. For more information on this topic please read the section headed "Saved Searches".

5) Refreshing

The *Refresh* button allows you to view the latest media types and news products related to your search. If you wish to use the dpa-platform as a news ticker you can tick the option *refresh automatically*. This option is only recommended if the number of new documents is likely to be manageable.

6) Returning to the Main Menu

By hitting *My Home Page* on the menu bar at the top of the page you can return to the Main Menu.

Tips and Tricks

Use the *reset* button to clear all search criteria and search anew

When several search words or terms are entered into the search slot these are automatically linked with the word AND. In other words all the search results shown contain both terms. Other linking options include the words OR and NOT.

The asterisk symbol * behind a word or term used in a search means the search has found items which contain words related to the search word. For example searching for electric will also produce results for electrical, electronic etc.

