WiseNews User Guide

WiseNews is a one-stop solution for easy storage and fast retrieval of all media content in Wisers’ high-capacity archive. With daily update news folders on a wide spectrum of categories & user-defined topics of interest, news information tracking is made more convenient and efficient over the Internet.

To access WiseNews, all you need is Internet connection and a browser. Just enter the website, type your group ID, user ID and password to login to WiseNews.

If you have any questions about WiseNews, please email to cs@wisers.com or call our customer service hotline.

<table>
<thead>
<tr>
<th>Region</th>
<th>Telephone</th>
<th>Office Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hong Kong</td>
<td>852-2948 3888</td>
<td>Mon-Fri (8:30am-6pm), Sat (8:30am-1pm), except public holiday</td>
</tr>
<tr>
<td>Beijing</td>
<td>86-10-8527 1733</td>
<td>Mon-Fri (9am-6pm), except public holiday</td>
</tr>
<tr>
<td>Shanghai</td>
<td>86-21-3221 2228</td>
<td>Mon-Fri (9am-6pm), except public holiday</td>
</tr>
<tr>
<td>Taipei</td>
<td>008-0185 5717</td>
<td>Mon-Fri (8:30am-6pm), Sat (8:30am-1pm), except public holiday</td>
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Help Topics:

1. System requirement of WiseNews
2. Basic setting of WiseNews
3. How to view a news article?
4. How to use news selection functions?
5. How to use save & retrieval functions?
6. Download updated content list
1. System requirement of WiseNews

<table>
<thead>
<tr>
<th>Browser Support</th>
<th>Internet Explorer, versions 5.0 to 6.0 SP2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optimized Screen Resolution</td>
<td>1024 x 768 pixel</td>
</tr>
<tr>
<td>Traditional Chinese OS</td>
<td>Traditional Chinese Window 95/98/2000/NT Other language Window 95/98/2000/NT with Chinese Partner</td>
</tr>
<tr>
<td>Simplified Chinese OS</td>
<td>Simplified Chinese Window 95/98/2000/NT Other language Window 95/98/2000/NT with Chinese Partner</td>
</tr>
<tr>
<td>Chinese Partner</td>
<td>Richwin</td>
</tr>
<tr>
<td>Character Support</td>
<td>Hong Kong Supplementary Character</td>
</tr>
</tbody>
</table>

2. Basic settings of WiseNews

WiseNews provides 4 language options to ensure you can view the news information in the most comfortable way:

- English interface with traditional Chinese content
- English interface with simplified Chinese content
- Traditional Chinese interface and content
- Simplified Chinese interface and content

To change your language display, you can either:

(i) Select your language on the login page; or
(ii) After login to WiseNews, go to **Setting** and modify your language option.
3. How to view a news article?

WiseNews provides two types of news tracking folders for you to store your target news information in the most convenient way:

(i) Special Topics – Customized folder to track news article on user-defined topics or keywords
(ii) General Topics – Standard news folder selected from over 1500 categories.

a) How to View the Full Text and Image of an Article?
Click on the news headline or the button, and the full text will be displayed.
Click on the button and the preview image will be displayed.
You can view the image of the article in original format or perform thumbnail preview by using the “Customized image viewer function”.cki
4. How to use news selection functions?

a) How to select news of a specific date range?
   (i) Click on the folder to display related news.
   (ii) Select a period or choose your date range on the top right corner.
   (iii) Click Update.
   (iv) Related news published in the specific date range will be listed.

b) How to select news of a specific publisher?
   (i) Click on the folder to display related news.
   (ii) Click Select Source to show the media list.
   (iii) Click All, China, Hong Kong, Macau, Taiwan, or Others to select the region for your source list.
   (iv) Click All, Broadcast, Government Information, Magazine, Newspaper, News Agency, Web Site to select the type of media source.
   (v) Click on the media titles and Add or Add all. For multiple selection, hold <Ctrl> key and click on the titles simultaneously.
   (vi) To remove selected source, click on the media titles on the List of selected publications, and Delete or Delete All.
   (vii) Click OK when finished.
   (viii) News of the specific publisher(s) will be listed.
c) How to sort the news headlines?

You can change the display order with the menu bar beside Sort.

(i) Choose Rating for display according to relevancy of the topic or keyword.
(ii) Choose Date Ascending for oldest news to be displayed first.
(iii) Choose Date Descending for latest news to be displayed first.
(iv) Choose Source according to individual publisher’s name.
5. How to Use Save and Retrieval Functions?
For easy retrieval of news while getting offline, check out the Email, Print, Download and Save to My Folder functions.

a) How to Use the Email  
Function?
• When viewing an article, click  on top to open the Email browser; or
• To select multiple articles, click on the checkbox beside the chosen headlines, then click  and the Email browser will be shown.
• Enter recipient’s email address. For multiple recipients, use commas (",") to separate each address.
• Enter sender’s e-mail address or name.
• Choose article format, html or text, and select email scope, Full Article or Headline only.
• Enter email subject and message.
• Select and/or input the documents to be emailed.
• Choose to Enable or Disable the keyword highlight function.
• Click Send when finished.
b) How to Use Print  

- When viewing an article, click on top to open the Print browser; or
- To select multiple articles, click on the checkbox beside the chosen headlines, then click and the Print browser will be shown.
- Select Print scope; please select Headline, Content and Picture, Headline Only or Headline and Content.
- Choose to Enable or Disable the keyword highlight function.
- Click Print.

c) How to Use Download  

- When viewing an article, click on top to open the Download browser.
- To select multiple articles, click on the checkbox beside the chosen headlines, then click and the Download browser will be shown.
- Select and/or input documents to be downloaded.
- Choose article format, rtf, html or text.
- Choose to Enable or Disable the keyword highlight function.
- Click Download and a File Download dialog box will be shown.
- Select Save or Save this file to disk and click OK. (For Netscape Users please click Save File)
- In the Save As dialog box, select a location to store the file and click Save.
d) How to Use Save to My Temp Folder function?

- When viewing an article, click 📝 on top to open the Save to My Temp Folder browser.
- To select multiple articles, click on the checkbox beside the chosen headlines, then click 📝 and the Save to My Temp Folder browser will be shown.
- Select and/or input documents to be saved and click Save. (remarks: articles with more than 8000 characters of keywords expansion will not support the keyword highlight under “My temp folder”. However, you can still save the article.)
- To read your saved articles, click on 📝 My Temp Folder.
- To delete your saved articles, click on the checkbox beside the chosen headlines, then click 🗑 and the Delete browser will be shown.
- Select the documents to be deleted and click Delete.