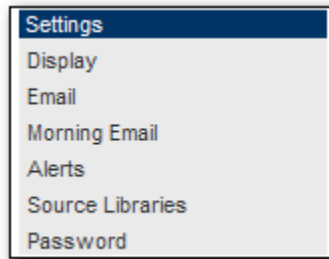


Settings

There are several personal settings that can be changed once you are logged on to FPinfomart.ca. Use the 'Settings' menu, located at the bottom-left corner of the home page, to: change your display settings, edit your email settings, change your morning email preferences, turn alerts on or off, edit your source libraries, or change your password.



Display

Once you click on 'Display' you will be able to: update your settings for duplicate results, specify 'Results per Page, hide or show Media Analysis, and change Document Highlighting settings.

Duplicate Results

Newspapers will often reprint stories submitted to them via newswires or news services. They might also supply FPinfomart.ca with more than one edition of their publication.

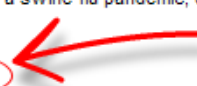
For this reason, your searches may yield duplicate articles. The 'Duplicate Results' feature allows you to decide how you would like FPinfomart to handle them. You may decide to have duplicate results grouped together or choose to have all articles listed individually.

Duplicate Results
Some searches may return similar results, from wire-services, or from later editions of newspapers. How would you like these similar items handled?

I want similar articles to be grouped together in result sets, when possible

I want all articles to be listed individually in result sets

If you have chosen the 'I want similar articles to be grouped together in results sets' option, you will see one relevant article – the 'parent' article – and a link to 'similar' hits.

WHO preparing to declare swine flu pandemic
The World **Health** Organization is preparing to declare a swine flu pandemic, officials hinted Tuesday, saying that the goal now is to prevent countries... (388 words)
Byline: Sharon Kirkey, Source: Canwest News Service
Nationalpost.Com - Tue Jun 9 2009 - 7 minutes ago - **2 similar** 

To view similar results, click here.

In the previous example, clicking '2 similar' will refresh your screen to the page shown below. You will see the original result listed at the top of the screen followed by the similar items listed below the line.

There are 2 similar items to this in your result set.

WHO preparing to declare swine flu pandemic
The World **Health** Organization is preparing to declare a swine flu pandemic, officials hinted Tuesday, saying that the goal now is to prevent countries... (388 words)
Byline: Sharon Kirkey, Source: Canwest News Service
Nationalpost.Com - Tue Jun 9 2009 - 34 minutes ago
Tone:

Similar items:

WHO preparing to declare swine flu pandemic
The World **Health** Organization is preparing to declare a swine flu pandemic, officials hinted Tuesday, saying that the goal now is to prevent countries... (385 words)
Byline: Sharon Kirkey, Source: Canwest News Service
Calgaryherald.Com - Tue Jun 9 2009 - 39 minutes ago
Tone:

WHO preparing the declare swine flu pandemic
The World **Health** Organization is preparing to declare a swine flu pandemic, officials hinted Tuesday, saying that the goal now is to prevent countries... (391 words)
Byline: Sharon Kirkey, Source: Canwest News Service
Canwest News Service - Tue Jun 9 2009 - 84 minutes ago
Tone:

Byline
Joanne Richard (17)
David Akin (16)
Sharon Kirkey (16)
Murray Brewster (14)
[more»](#)

Search In Results

Sort: Arrival Time
[more»](#)

Duplicates: Hidden
[Show](#)

You can also change your Duplicate Results settings by clicking 'Show' in the bottom of the navigation menu located on the right hand side of any search results page.


Results per Page

By default, FPinfomart.ca will display 10 results per page. If you would prefer to view more results on each page, you can select your desired number on the display preferences screen. You can choose to view 10, 20, 50, 100, or 200 results per page by using the drop-down menu.

Once you have highlighted your selection, click the 'Save' button.

Results Per Page
Some result sets are divided into pages. How many results do you prefer per page?

10 results per page
10 results per page
20 results per page
50 results per page
100 results per page
200 results per page



Media Analysis

If you would prefer not to see the Media Analysis information displayed with each result, you can hide it by placing a checkmark beside the 'Hide this extra information from my results' field.

Media Analysis
Media Analysis information (Ad Value, Circulation, and Tone) can be shown with results.

Hide this extra information from my results

Media analysis includes Ad Value, Tone, and Circulation. Ad Value is a dollar figure which attempts to quantify the cost of purchasing an advertisement with similar dimensions or parameters as the article in question. It allows the impact of an article to be quantified. Tone ratings use descriptive words within each article to assign a positive, negative, or neutral rating. This is useful to assess the impact of an article. Circulation is the number of copies of the publication printed on given day. It reveals the size of audience the article has reached.

[Clinton to use 'smart power'; Secretary of state nominee testifies before congress](#)
Secretary of State nominee Hillary Clinton pledged to use American "smart power" to renew the nation's international leadership, wielding diplomacy as the main tool in dealing with trouble spots from... (411 words)
Byline: Viola Gienger and Ken Fireman, Source: Bloomberg News
Page: A13, Edition: National
National Post - Wed, Jan 14, 2009
Tone: ■ Ad Value: \$8,794.17 ■ Circulation: 234,409 ■

← When Media Analysis is turned on, your results will look like this.

[Clinton to use 'smart power'; Secretary of state nominee testifies before congress](#)
Secretary of State nominee Hillary Clinton pledged to use American "smart power" to renew the nation's international leadership, wielding diplomacy as the main tool in dealing with trouble spots from... (411 words)
Byline: Viola Gienger and Ken Fireman, Source: Bloomberg News
Page: A13, Edition: National
National Post - Wed, Jan 14, 2009

← When Media Analysis is turned off, your results will look like this.

Result Highlighting

This feature allows you to customize how you would like your search results to be displayed. 'Keywords in context' will display the sentence surrounding your keyword within in your search results. It will display the first instance of the keyword. You may choose to have the keyword highlighted in yellow, highlighted in bold only, or to have no highlighting.

Alternatively, you may select 'I want the lead paragraph only' which will display the opening paragraph for each article in its 'peek'.

Result Highlighting NEW

How would you like matching search terms to be highlighted in your search results (i.e. peeks)?

- I want keywords in context, **highlighted in bold on a yellow background.**
- I want keywords in context, **highlighted in bold only.**
- I want keywords in context, with no highlighting.
- I want the lead paragraph only, with no highlighting.

Document Highlighting

To aid in searching efficiently, you may choose to have your matching search terms highlighted with a yellow background and in bold, highlighted in bold only, or to have no highlighting.

Document Highlighting

How would you like matching search terms to be highlighted in documents?

- I want them to be **highlighted in bold on a yellow background.**
- I want them to be **highlighted in bold only.**
- I don't want them to be highlighted at all.

Choose which highlighting setting you prefer.

Email Settings

Once you click on 'Email' in the Settings menu you will be able to edit your email address, switch your email format between text and HTML, and stop your emails while you are on vacation or until further notice.

Email Settings

Use this form to manage your general email settings. See also: [Morning Email Settings](#)

Email Address
 Update your email address here.

Format
I prefer e-mail in HTML Text **Choose your preferred email format here.**

Vacation Stop
 I am able to receive email alerts
 Stop my email alerts until Dec 31 2008 3 pm ET **Set Email stop here.**
 Stop my email alerts until further notice

Morning Email

FPinfomart offers you the option to receive a daily email containing the first four results from each of your Personal Profiles, a collection of articles based on current events, and specific news on up to five industries. You may check off the boxes which are of interest to you. Always click 'save' when you have finished.

Morning Email Settings

Use this form to manage your morning email subscriptions. See also: [General Email Settings](#)

Personal Profiles

Personal Profiles Morning Email

Managed Profiles

Managed Profiles Morning Email

****Note:** Not all options are shown in this example.

The Personal Profile, Current Events, and Industry News morning e-mails are a snapshot of the results that are available on FPinfomart.ca at the time that they are sent. FPinfomart.ca receives content from some community newspapers, video channels, newswires, and on-line sources throughout the day. Because of this, it is important to log in to FPinfomart.ca to view the newly added results.

**Please see the 'Alerts' section on page five to learn more about being alerted to newly added content.

Alerts

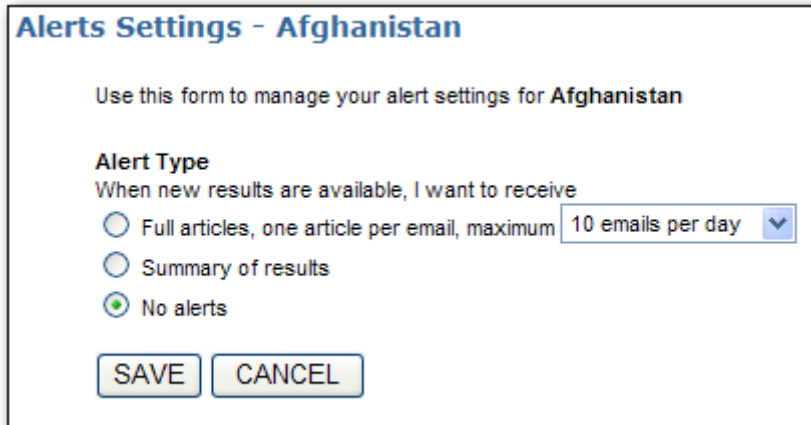
Alerts allow you to receive an e-mail notification when articles that match your search settings are added to FPinfomart. You can choose to be alerted if articles have been added to any of the following: Saved Folders, Shared Folders, Personal Profiles, Video Profiles, Managed Profiles (if you subscribe to this service), Current Events, and Industry News.

To enable the Alerts feature, click the 'None' link located beside the respective profile or folder name.

Current Events

Afghanistan	None
Canada/Middle East Issues Incl. the war in Iraq	None
Canada/U.S. Issues	None
Canadian Dollar	None
Global Financial Crisis	None
Oil Prices	None
Terrorism Threat	None
Vancouver 2010 Winter Olympics	None

Once you click 'None', the page will refresh to show the 'Alerts Settings' for that particular profile or folder. This page allows you to decide if you would like to receive the full text article(s) or a 'summary of results'. It also allows you set a daily maximum for the particular profile or folder.



Alerts Settings - Afghanistan

Use this form to manage your alert settings for **Afghanistan**

Alert Type
When new results are available, I want to receive

Full articles, one article per email, maximum 10 emails per day

Summary of results

No alerts

****Important****

There is no charge to receive a 'Summary of Results'. Depending on your subscription, you may be charged for full article alerts. It is always best to select 'Summary of Results' for **Video Alerts** as there is no charge for this format, but there is always an associated charge for full video transcripts.

Source Libraries

Source Libraries are saved groups of sources (Newspapers, Newswires, Magazines, etc). You may apply a Source Library to any Personal Profile or Archive search. This feature is convenient if you regularly search the same sources and you would like FPinfomart to remember your list of sources.

To create a Source Library, click 'Source Libraries' in the Settings menu. This will bring up the page shown below.



Manage Source Libraries

Source Libraries are saved groups of sources (Newspapers, Newswires, Magazines, etc). You may use your Source Libraries for any of your Personal Profiles or Archives searches. Use this page to edit or delete existing Source Libraries.

Canadian Newspapers [EDIT](#) [DELETE](#)

[Create a New Source Library](#)

Click here to edit or delete an existing Source Library.

Click here to create a new Source Library.

Select the sources you would like to include in the library by adding a check mark in the box located to the left of the source's name.

Create New Source Library

Create a name for your Source Library and enter it here.

Select exactly which sources you want to be included in this library...

Choose a name for this Source Library:

National Papers SELECT ALL

<input type="checkbox"/> Globe and Mail	<input checked="" type="checkbox"/> National Post
---	---

B.C. Papers SELECT ALL

<input type="checkbox"/> Abbotsford Times	<input checked="" type="checkbox"/> Fernie Free Press	<input type="checkbox"/> Okanagan Saturday
<input type="checkbox"/> Alaska Highway News	<input type="checkbox"/> Fort St. John Northerner	<input type="checkbox"/> Okanagan Sunday
<input checked="" type="checkbox"/> Alberni Valley Pennyworth	<input type="checkbox"/> Grand Forks Boundary Bulletin	<input type="checkbox"/> Parksville Morning Sun **
<input type="checkbox"/> Alberni Valley Times	<input type="checkbox"/> Grand Forks Gazette	<input type="checkbox"/> Penticton Herald
<input type="checkbox"/> Burnaby Now	<input type="checkbox"/> Harbour City Star	<input checked="" type="checkbox"/> Prince George Citizen

* Indicates source is not available for Archives. ** Indicates source is not available for Personal Profiles.

You can also create a source library any time you set up a new Personal Profile or perform an archive search. This can be done by giving your selected sources a name and entering it in the field shown below which appears at the bottom of any source selection page.

To create a Library, so you can use these sources with other profiles and searches, enter a name below.

Library Name:

Password

To change your password, click 'Password' in the Settings Menu.

Change Password

To change your password, enter both your current password and your preferred new password.

Current Password Enter your old password here.

New Password
Please use any combination of lowercase letters, numbers and underscores, minimum 4, maximum 20

New Password (again) Enter your new password twice.

For further assistance with FP Advisor, please contact us at 1-800-661-7678, or e-mail the Help Desk at helpdesk@canwest.com.