



**NEWSPAPERS IN EDUCATION
THE OKLAHOMAN**

FROM THE PRESSROOM TO THE CLASSROOM



STUDENT GUIDE

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Introduction to Newspapers In Education

Welcome to Newspapers In Education at *The Oklahoman*! We deliver daily digital newspapers and subject-based educational programs to more than 15,000 students a year, and we're glad to count you among them. The electronic edition and archives of *The Oklahoman*, as well as our curriculum-based programs that your teachers may use, have a great deal to offer you as you progress through school.

Here's why you're using our products digitally now. The electronic edition:

- is an exact replica of the print newspaper, accessible in a technological way students prefer and engage in.



- has reliable delivery – the paper is never late and never wet.



- is environmentally responsible.



- allows teachers and students to email, print and save articles.



- has a search tool to quickly find people, places or subjects of study in the news.



- can be accessed by many students at the same time, avoiding shortages of print copies.



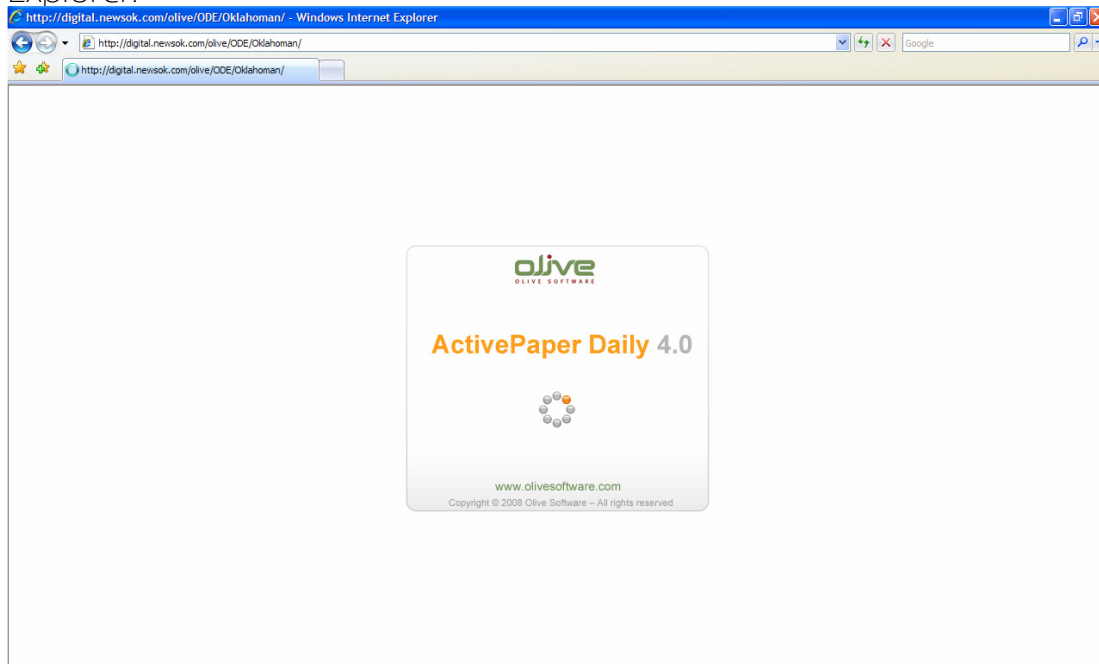
How to Use the Electronic Edition

1. Log in

Visit nie.newsok.com/edition. Then enter your school's 9-digit state ID code or your school's assigned username and password and click "Submit." Ask your teacher for this login information. Your school must be signed up for access to the electronic edition and you must be at your school location for this to work.



The following page will appear while the electronic edition loads. No special software or downloads are required. The electronic edition works best in Internet Explorer.



This is how the electronic edition appears on the computer screen. Click "Close" on the top of the left screen to expand the side with the newspaper page.



2. Change pages

There are several ways to change pages. One is to click the corner of the page. This works to flip pages backward as well.



Another is to click the yellow arrows. The plain arrows move forward and back one page at a time. The arrows with the vertical lines jump to the first and last pages of the newspaper.



The final way to change pages is to type the number of the page you want to view. You must include the letter of the section, such as 2A or 6B. Press “Enter” on your keyboard to move to the page number you typed.



3. Change sections

The table of contents is helpful for changing sections quickly. Begin by clicking “Contents” and then “What’s Inside?”



Click the small arrow to the left of "Front page" to collapse the menu bar.

The screenshot shows the website interface for 'The Oklahoman' on Sunday, May 31, 2009. At the top, there is a navigation bar with 'Contents', 'Search', and 'Back Issues'. Below this is a 'Table of Contents' sidebar on the left, which is circled in red. The main content area displays the newspaper's masthead and several article teasers, including 'Over \$95 Worth of valuable coupons inside!', 'Cowboys up', and 'Performing the classics'. A red circle highlights the 'Front page' link in the 'Table of Contents' sidebar.

Now, select the section of the newspaper you want to view.

This screenshot shows the same website interface, but with the 'Business' section selected in the 'Table of Contents' sidebar, which is circled in red. The main content area now displays the 'BUSINESS' section header and several articles, including 'Need tires? Think Hibdon!', 'Setting the stage' featuring Jill McCartney, and 'Tax change brings doubt for many'. A red circle highlights the 'Business' link in the 'Table of Contents' sidebar.

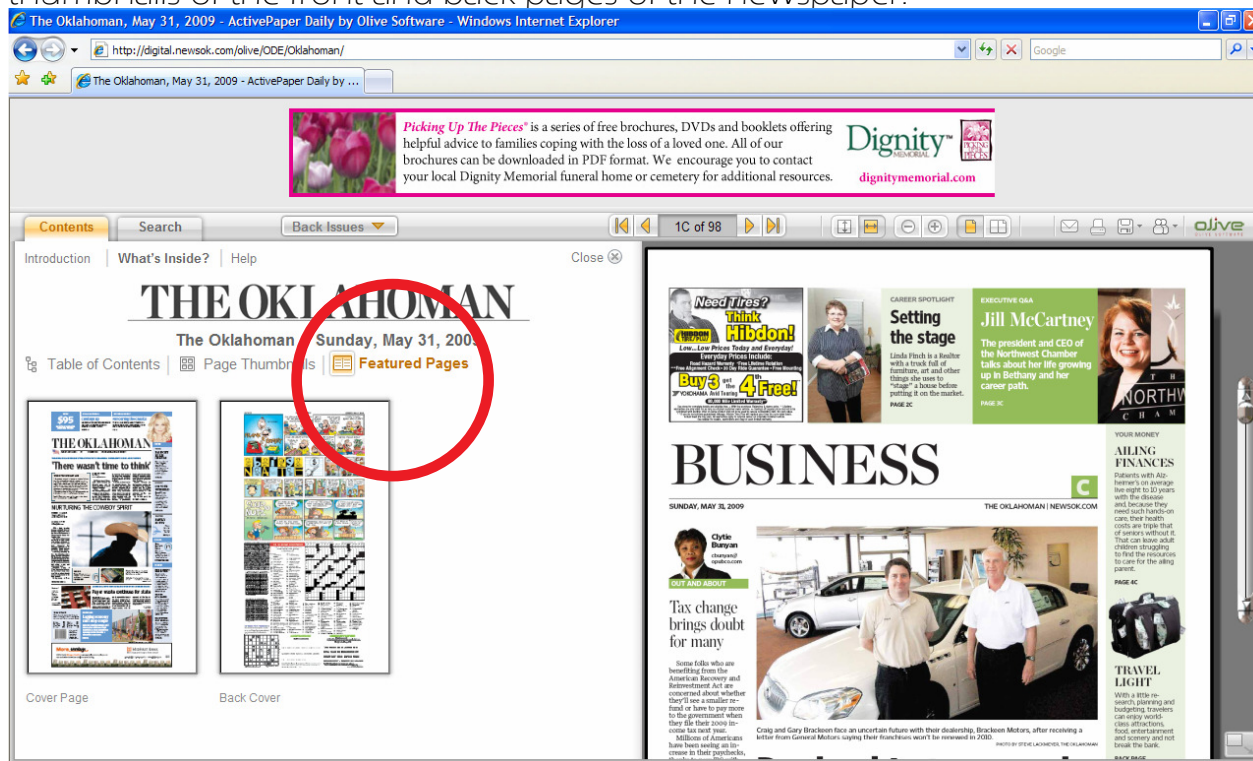
From here, you can click on a story in the expanded table of contents to jump directly to a specific article, or close the left window and browse the section.

The screenshot shows a web browser window displaying the 'Table of Contents' for 'The Oklahoman' newspaper from Sunday, May 31, 2009. The browser's address bar shows 'http://digital.newsok.com/olive/ODE/oklahoman/'. The page features a navigation menu with 'Contents', 'Search', and 'Back Issues'. The main content area lists several articles, with 'CEO works for Bethany community' highlighted in yellow and circled in red. Other articles include 'State's college tuition is not as simple as 123 or 529' and 'FAMILIES OF ALZHEIMER'S PATIENTS OFTEN DEAL WITH DIFFICULT DEC'. A sidebar on the right contains a 'PERSONALLY SPEAKING' section with a photo of Jill McCartney.



The other way to change sections (and pages) is by selecting "Page Thumbnails" to see a small image of what appears on each page of that day's newspaper.

This screenshot shows the same web browser window, but with the 'Page Thumbnails' view selected. The navigation menu now highlights 'Page Thumbnails' with a red circle. The main content area displays a grid of small thumbnail images representing different pages of the newspaper, including sections like 'OUTDOORS', 'BUSINESS', and 'TRAVEL LIGHT'. The 'BUSINESS' section is prominently displayed in the foreground, showing a large article about 'Setting the stage' by Jill McCartney.

You may also notice an option called “Featured Pages.” This usually shows the thumbnails of the front and back pages of the newspaper.



4. Change viewing modes

Now we'll look at how you can change the zoom and appearance of the electronic edition. To zoom in or out, click the   buttons. (Remember to click “Close” if the left screen is still visible, in order to expand the side with the newspaper page.)



Or, you can make the page fit the screen vertically or horizontally, according to your preference, by selecting the   buttons.



Or, you can view the newspaper pages side-by-side as if the newspaper is opened. To toggle between a single-page and double-page view, click the   buttons. You can also still toggle between zooming in and out.



The electronic edition also can be viewed in full screen mode. Switch to the full screen view by clicking the button in the lower right corner.

The screenshot shows a Windows Internet Explorer browser window displaying the Oklahoma newspaper page. The browser's address bar shows the URL <http://digital.newspaper.com/olive/OE/Oklahoman/>. The newspaper page is titled "The Oklahoman, May 31, 2009 - ActivePaper Daily by Olive Software - Windows Internet Explorer". The page content includes a top banner for "Picking Up The Pieces" with a "Dignity Memorial" logo, a navigation bar with "Contents", "Search", and "Back Issues", and a media player showing "14B/1C of 91". The main content area is divided into two columns: "OUTDOORS" and "BUSINESS". The "OUTDOORS" section features a large article titled "An overdue regulation" with a sub-headline "FISHING | NEW LAW REQUIRES FISHING GUIDES TO OBTAIN LICENSE FROM STATE BEGINNING JULY 1". The "BUSINESS" section features a large article titled "Dealership to appeal" with a sub-headline "Tax change brings doubt for many". A red circle highlights a button in the bottom right corner of the newspaper page that says "Switch to full screen mode".

This is how the full screen mode appears. Click escape (ESC) on your keyboard to return to the regular screen view.

The screenshot shows the newspaper page in full screen mode. The browser interface is removed, and the newspaper content is expanded to fill the screen. The "OUTDOORS" and "BUSINESS" sections are clearly visible. The "Dealership to appeal" article in the "BUSINESS" section is the main focus, with a sub-headline "Tax change brings doubt for many". The "OUTDOORS" section's "An overdue regulation" article is also visible. The "Switch to full screen mode" button is no longer present.

5. Read stories

Stories can be read by single-clicking or double-clicking on them. A single click zooms in on the story. This will allow you to read the story quickly and is useful when browsing articles for information. However, it does not allow you to use special features. Keep reading to see everything you can do with the double-click option.

The screenshot shows a Windows Internet Explorer browser window displaying the website 'The Oklahoman, May 31, 2009 - ActivePaper Daily by Olive Software'. The address bar shows 'http://digital.newsok.com/olive/OOE/Oklahoman/'. The main headline is 'Budget cuts, reform attempts fill 2009 legislative session' by Julie Bisbee and Michael McNutt. The article text is visible, discussing government reform, civil justice reform, anti-abortion measures, and public safety. A sidebar on the right contains a 'Forest Park' advertisement and a 'Dignity Memorial' advertisement. The browser interface includes navigation buttons, a search bar, and a 'Back Issues' dropdown menu.

Double-clicking opens the story in a new window.

This screenshot shows a second browser window opened by double-clicking on the article in the first window. The new window title is 'Budget fill' and it displays the same article content as the first window. The browser interface is similar to the first screenshot, but the address bar shows a different URL: 'http://digital.newsok.com/olive/OOE/Oklahoman/'. The article text is clearly visible, and the sidebar advertisements are also present. The browser interface includes navigation buttons, a search bar, and a 'Back Issues' dropdown menu.

There are two viewing preferences in this screen: “Text” and “Paper.” The latter option shows the article as it appears in the newspaper. The “Text” option shows the article in the following plain text format.



If you are reading in the paper layout and the story has a jump – or continuation to another page – click “SEE (STORY NAME)” or “Continue.” Note that if you happen to open a short promotion from page 1A to a story on the inside, you also will have to click a link to get to the full story.



6. Special Features

Besides navigating the newspaper electronically, *The Oklahoman's* electronic edition has special features that would not be possible with a print copy.

Articles can be emailed, printed, saved and shared with these buttons in the article window:



The email button opens this window.

Send this article... Close (X)

From: support@newsok.com

To:

Cc:

Subject: Budget fill on Page 8A of May 31, 2009 issu

Message Body:

Please see [Budget fill on Page 8A of May 31, 2009 issue of The Oklahoman](#)

Enter the text to be appended to the message:

Send Cancel

The print button opens this window.

Print Settings Close (X)

Page Size:

Letter Legal A4 11x17

Page Orientation:

Portrait Landscape

Print Cancel

The save button opens this window. This will bookmark the story in the web browser.

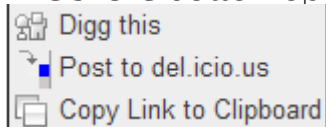
Add a Favorite (X)

Add a Favorite
Add this webpage as a favorite. To access your favorites, visit the Favorites Center.

Name: Budget fill on Page 8A of May 31, 2009 issue of The C

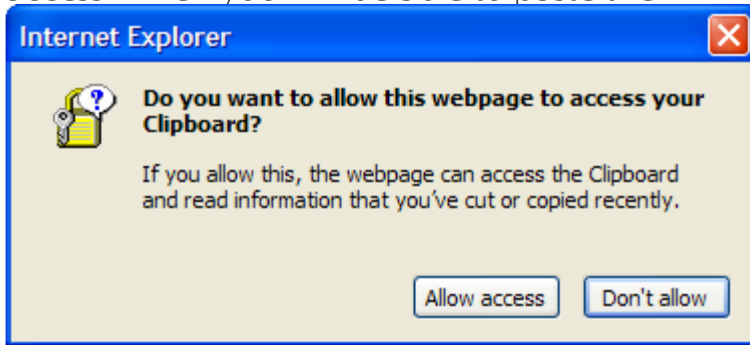
Create in: Favorites


The share button opens this drop-down menu.



The first two options open windows to <http://digg.com> and <http://delicious.com>. You may want to use these if you are already a member of these services, but they are not essential for using the electronic edition.

The “Copy Link to Clipboard” option will open the following window. Click “Allow access.” Then you will be able to paste the link in a document.

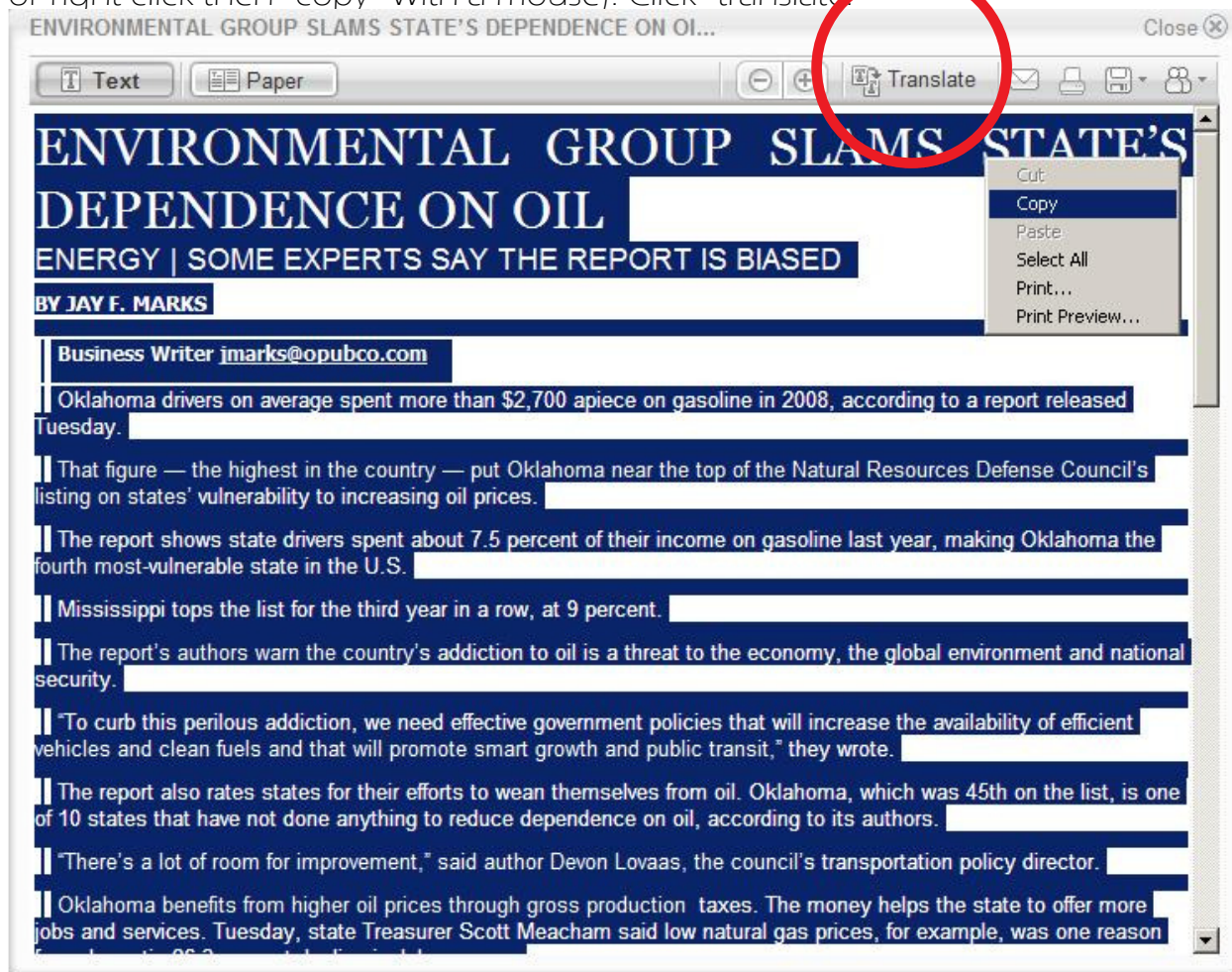


You also can translate stories into Spanish by clicking the  Translate button from inside an article window. Keep reading to see the steps required to translate stories into other languages, or jump to page 20 to skip these steps. You can close the article windows when you are done by clicking “Close” in the upper right corner of the windows.

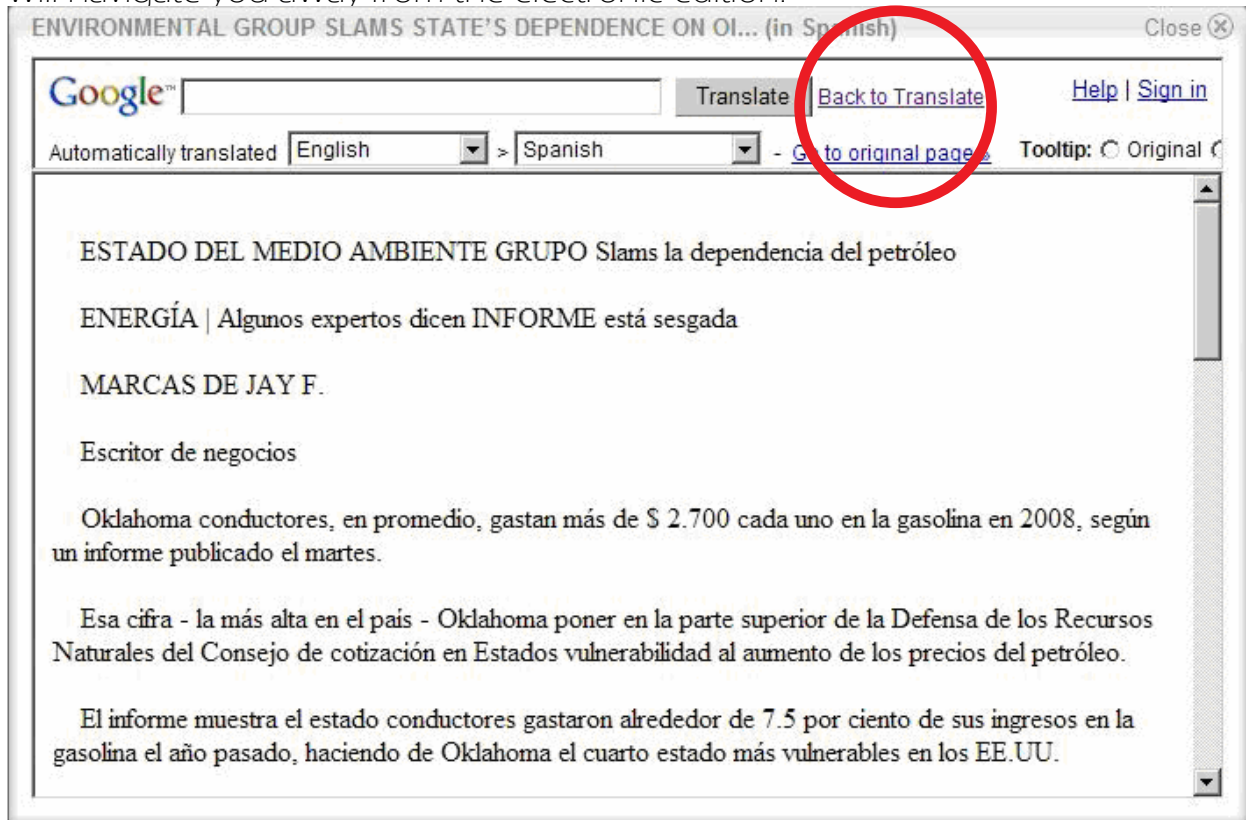


Translating stories into other languages can be done, but requires additional steps. Because *The Oklahoman* utilizes Google Translation, Google has added a drop-down menu of other languages, even though our software currently only supports the Spanish translation within the electronic edition window.

To translate to a language besides Spanish, begin by viewing the article in the English plain text mode. Then select the text and copy it (Ctrl+C on the keyboard or right-click then “copy” with a mouse). Click “translate”



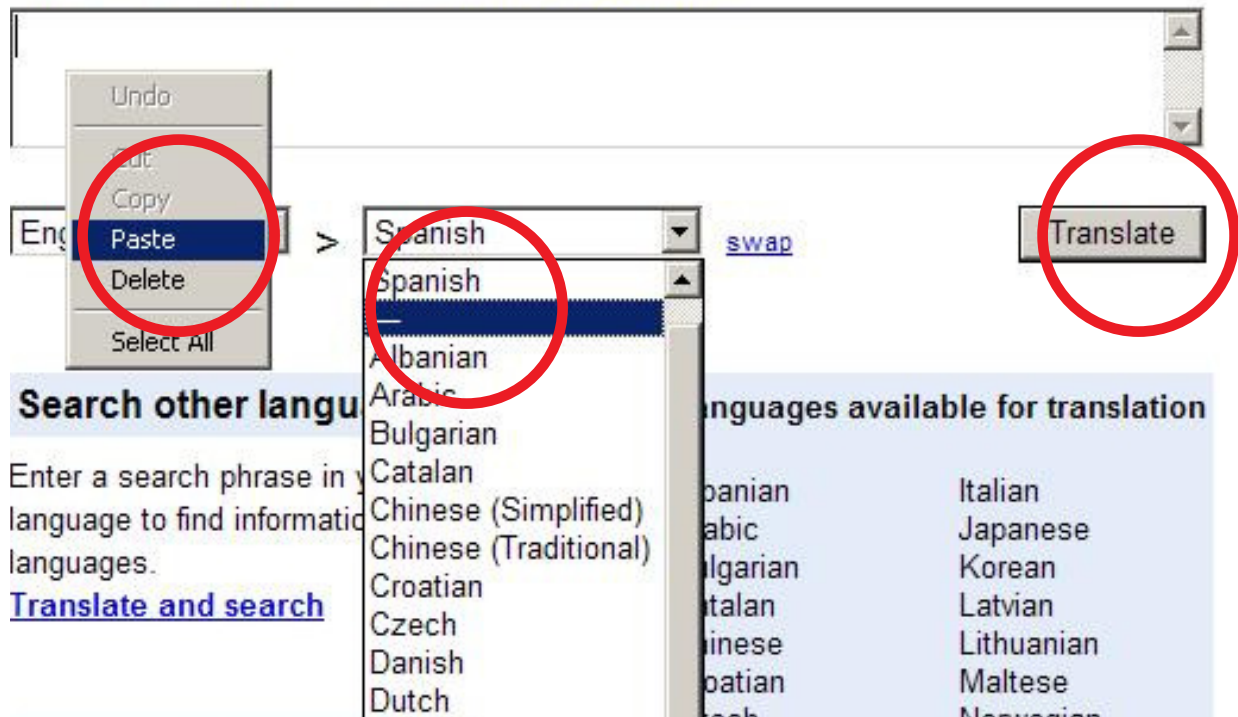
Now click “back to translate.” This will take you to the Google translation page. It will navigate you away from the electronic edition.



Here, you can paste the text of the article and translate it into different languages.

Translate text, webpage, or document

Enter text or a webpage URL, or [upload a document](#).



This is how your results will appear, with the translated version on the right.

Translate text, webpage, or document

Enter text or a webpage URL, or upload a document.

Translation: English » French

ENVIRONMENTAL GROUP SLAMS STATE'S DEPENDENCE ON OIL ENERGY | SOME EXPERTS SAY THE REPORT IS BIASED BY JAY F. MARKS Business Writer jmarks@opubco.com

Oklahoma drivers on average spent more than \$2,700 apiece on gasoline in 2008, according to a report released Tuesday. That figure - the highest in the country - put Oklahoma near the top of the Natural Resources Defense Council's listing on states' vulnerability to increasing oil prices.

The report shows state drivers spent about 7.5 percent of their income on gasoline last year, making Oklahoma the fourth most-vulnerable state in the U.S. Mississippi tops the list for the third year in a row, at 9 percent.

The report's authors warn the country's addiction to oil is a threat to the economy, the global environment and national security.

"To curb this perilous addiction, we need effective government policies that will increase the availability of efficient vehicles and clean fuels and that will promote smart growth and public transit," they wrote.

The report also rates states for their efforts to wean themselves from oil. Oklahoma, which was 45th on the list, is one of 10 states that have not done anything to reduce dependence on oil, according to its authors.

"There's a lot of room for improvement," said author Devon Lovaas, the council's transportation policy director. Oklahoma benefits from higher oil prices through gross production taxes. The money helps the state to offer more jobs and services. Tuesday, state Treasurer Scott Meacham said low natural gas prices, for example, was one reason for a dramatic 26.3 percent decline in July revenue.

ENVIRONMENTAL GROUP Chelem ETAT DU dépendance au pétrole ÉNERGIE | certains experts disent RAPPORT est biaisée PAR JAY F. MARQUES Business Writer jmarks@opubco.com

Oklahoma conducteurs, en moyenne, dépensé plus de \$ 2700 chacun sur l'essence en 2008, selon un rapport publié mardi.

Ce chiffre - le plus élevé dans le pays - à mettre l'Oklahoma vers le haut de la défense des ressources naturelles du Conseil de l'inscription sur les états "à la vulnérabilité croissante des prix du pétrole.

Le rapport montre l'état des pilotes ont dépensé environ 7,5 pour cent de leurs revenus à l'essence l'année dernière, en Oklahoma la quatrième la plus vulnérable aux États-Unis

Mississippi en tête de liste pour la troisième année consécutive, à 9 pour cent.

Les auteurs du rapport mettent en garde les pays de la dépendance au pétrole est une menace pour l'économie, l'environnement mondial et la sécurité nationale.

«Pour enrayer cette dangereuse dépendance, nous avons besoin de politiques gouvernementales efficaces qui permettront d'accroître la disponibilité des véhicules économes et des carburants propres et à promouvoir la croissance intelligente et le transport», ont-ils écrit.

Le rapport indique également les taux de leurs efforts pour sevrer du pétrole. Oklahoma, qui était 45e sur la liste, est l'un des 10 états qui ne l'ont pas fait quelque chose pour réduire la dépendance sur le pétrole, selon ses auteurs.

«Il ya beaucoup à faire pour l'améliorer", a déclaré l'auteur Devon Lovaas, le conseil du directeur de la politique des transports.

Oklahoma bénéficient de la hausse des prix du pétrole brut par le biais de taxes sur la production. L'argent permet à l'état d'offrir davantage d'emplois et de services. Mardi état Trésorier Scott

Translation: English » French

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If you have navigated to the Google translation page, return now to the electronic edition. Another special feature of this digital version is the ability to electronically search for articles with certain keywords. Begin by clicking “Search,” next to “Contents.”



Then use the following diagram to guide you through your search. You can:

- Enter keywords to search for.
- Choose to search “This issue” or “All issues,” which will search the past week.
- Choose whether to search articles, advertisements, pictures, or all content.




Hit “Enter” on your keyboard or click the spyglass  button to perform the search.

You can use a basic search such as “Russia” or “legislature.” Searches are not case sensitive. Your search terms will be highlighted when you open articles from the results list.

The following advanced search tools will be useful for some types of searches.

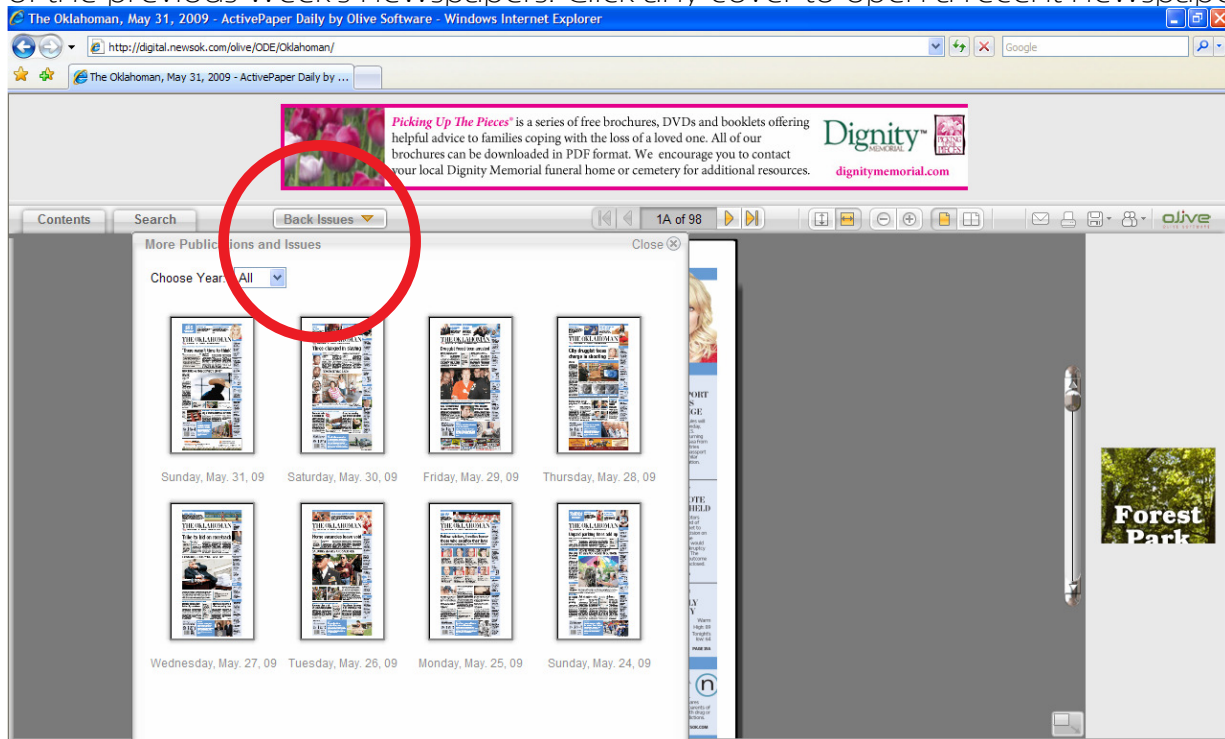
- Multiple words: Searching for *Russia government* will return more refined results than *Russia*. Be careful not to refine the search so much that your results are limited.
- Asterisk: The asterisk is a wildcard that replaces any number of characters. A search for *legislat** will return results for legislature, legislator and legislative.
- Question mark: The question mark replaces a single character. A search for *spa?* will return results for spam, span, spar, spas, spat and spay. Multiple question marks can be used. A search for *s?a??* will return results for slats, spade, stain, etc.
- Quotation marks: Adding quotation marks will search for a set of words as a phrase. A search for *heart disease* will return stories that contain both words, but a search for *“heart disease”* will only return stories where both words appear next to each other.
- Or: Entering <OR> between words will generate a search where not all words have to appear. Using the same example as above, a search for *heart <OR> disease* will return results of stories about heart disease as well as stories about the heart, but not about disease, and about disease, but not necessarily of the heart. *Note: The operator <AND> may be used, but is not necessary. The search function assumes multiple words should be included.*
- Not: Entering <NOT> will eliminate stories with a certain word. For instance, a search for *“postal service” <NOT> “Oklahoma City”* will return stories about the postal service that do not mention Oklahoma City.
- Near: Entering <NEAR/n>, where n is a number, between words will find stories where the two words are within that number of words of each other. A search for *modern <NEAR/3> art* will return results like “...modern museum of art.” The n value can go up to 9.
- The operators that use the < > format cannot be used inside quotation marks. A search for *“economic analysis <NEAR/5> Washington”* will return no results.
- Parentheses, however, can be used to group logical operators, much like a math formula. The search *“economic analysis” <NEAR/5> (Washington <OR> “Wall Street”) <NOT> Madoff* is a valid, though narrow, search.

There also are special features that apply to the whole newspaper, not just specific articles. Selecting the save  button from the main screen allows you to download the entire paper as a PDF, save it for offline browsing or bookmark it in the browser.



7. View previous dates

The electronic edition also allows you to view the previous seven days of newspapers without switching to the archives. Click "Back Issues" to see the covers of the previous week's newspapers. Click any cover to open a recent newspaper.



How to Use the Archives

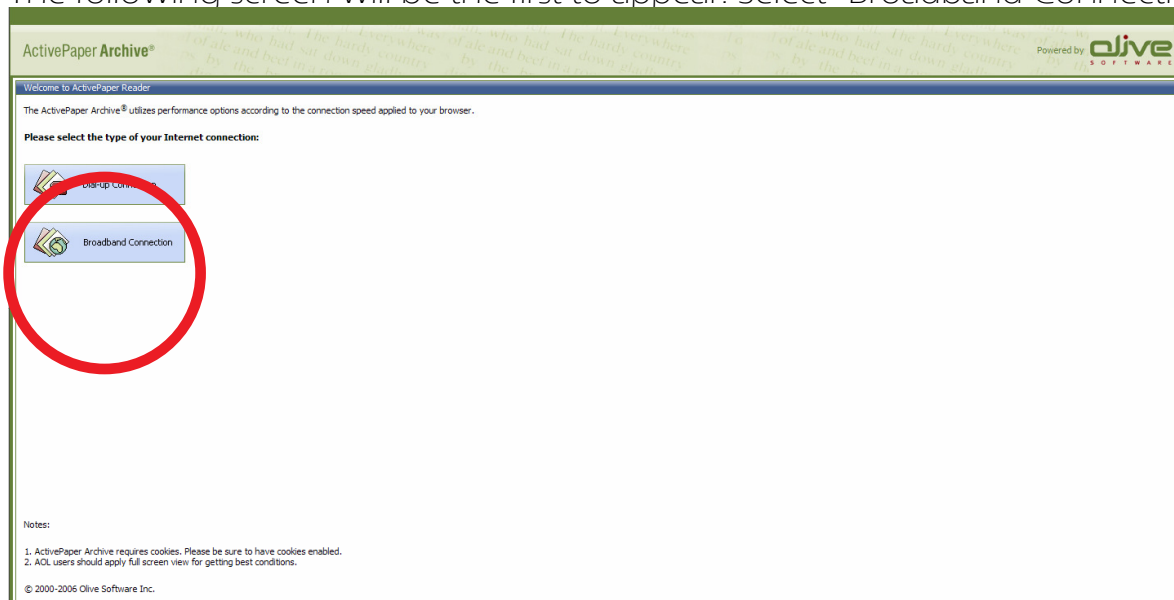
All schools have complimentary access to *The Oklahoman's* electronic archives thanks to Devon Energy. The archives provide access to more than 2.2 million pages in 37,000 issues of the newspaper dating back to September 25, 1901.

1. Log in

Visit nie.newsok.com/archives. Then enter your school's 9-digit state ID code and click "Submit." Ask your teacher for your school's code to log in; it is the same code you used to view the daily electronic edition.



The following screen will be the first to appear. Select "Broadband Connection."



2. Search


There are two ways to search the archives. One is through the “Browse Archive” page, which provides for a more basic search if you know which date(s) you want to view, or through “Advanced Search.”

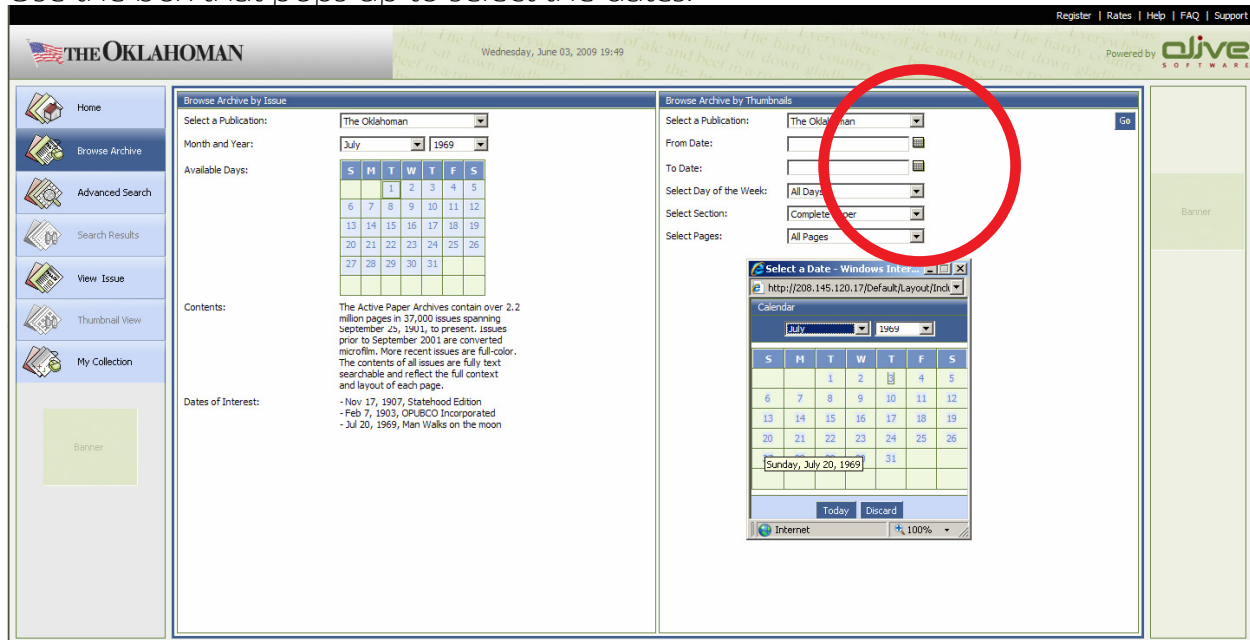
To browse by issue, start by clicking “Browse Archive” on the left.

The screenshot shows the website interface for 'THE OKLAHOMAN' newspaper archives. On the left side, there is a vertical navigation menu with several options: Home, Browse Archive, Advanced Search, Search Results, View Issue, Thumbnail View, and My Collection. The 'Browse Archive' option is circled in red. The main content area features a search bar at the top with a 'Go' button and an 'Advanced Archive Search' link. Below the search bar, there is a large banner image showing several newspaper clippings, including one titled 'THE STEAMBOAT LINDA'. The date 'Wednesday, June 03, 2009 19:39' is displayed at the top right of the page.

To browse the archives by issue, use the panel on the left. Enter the year from the drop-down menu first, then the month, and then the day.

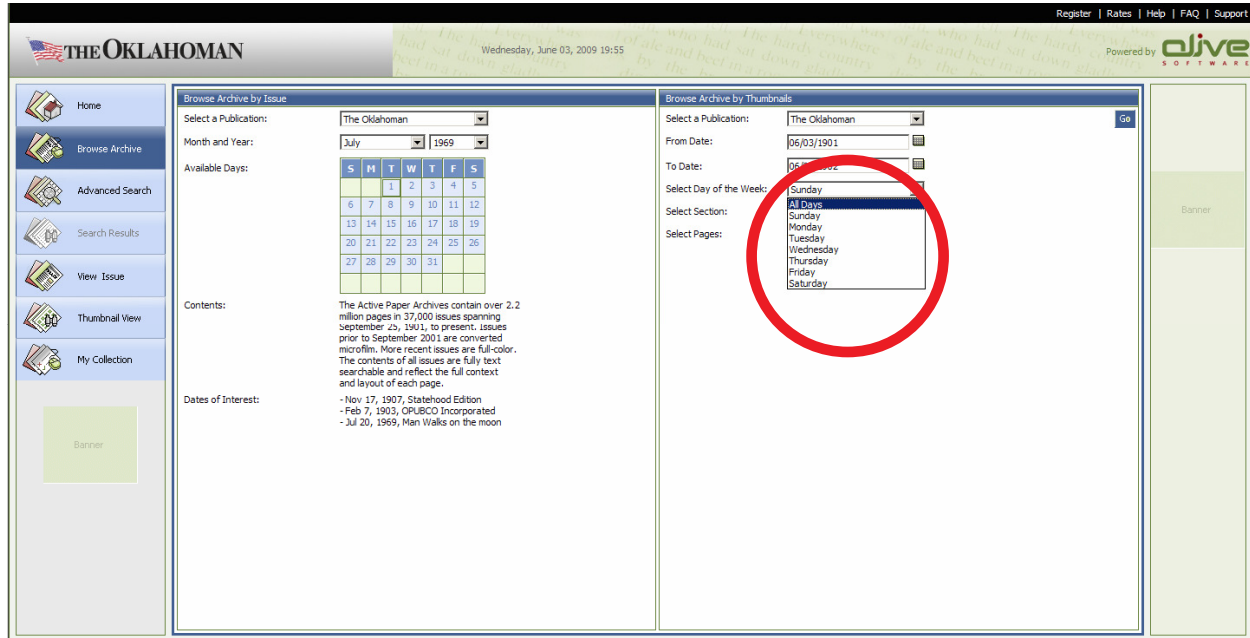
The screenshot shows the 'Browse Archive by Issue' panel on the website. The panel is divided into two main sections: 'Browse Archive by Issue' and 'Browse Archive by Thumbnails'. In the 'Browse Archive by Issue' section, there is a dropdown menu for 'Select a Publication:' set to 'The Oklahoman'. Below this, there are dropdown menus for 'Month and Year:' set to 'June' and '2009'. A calendar grid is displayed for the month of June 2009, with the number '2' in the first column (S), '1' in the last column (S), and '3' in the middle column (T). Below the calendar, there is a 'Dates of Interest:' section with a list of dates: '- Nov 17, 1907, Statehood Edition', '- Feb 7, 1903, OPUBCO Incorporated', and '- Jul 20, 1969, Man Walks on the moon'. In the 'Browse Archive by Thumbnails' section, there are dropdown menus for 'Select a Publication:' set to 'The Oklahoman', 'From Date:', 'To Date:', 'Select Day of the Week:' set to 'All Days', 'Select Section:' set to 'Complete Paper', and 'Select Pages:' set to 'All Pages'. A 'Go' button is located at the end of the 'Browse Archive by Thumbnails' section.

To browse the archives by thumbnails, use the panel on the right. To enter the dates for your date range, click the small  button to the right of the blank space. Use the box that pops up to select the dates.



The screenshot shows the website interface for 'THE OKLAHOMAN' on Wednesday, June 03, 2009. The 'Browse Archive by Thumbnails' panel is active. The 'From Date' field is empty, and a small calendar icon is visible to its right. A red circle highlights this area. A 'Select a Date' dialog box is open, showing a calendar for July 1969. The date Sunday, July 20, 1969 is selected.

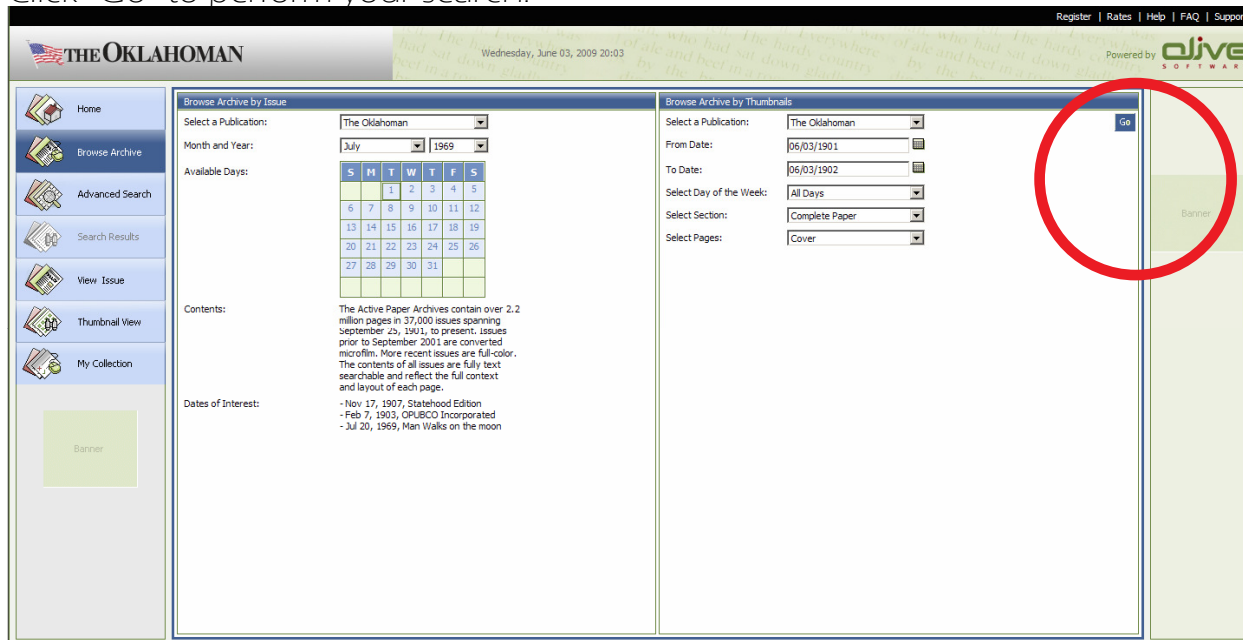
You may then select a specific day of the week if you know what day of the week you want to view. The archives will search all days of the week unless you change this selection.



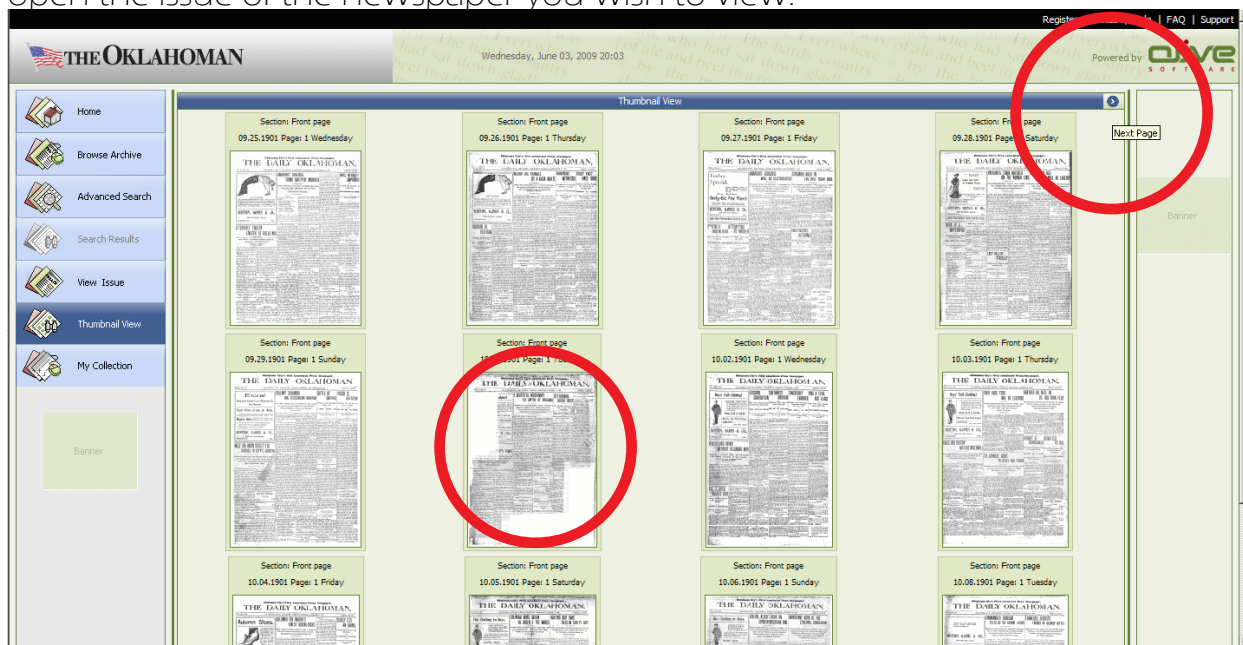
The screenshot shows the website interface for 'THE OKLAHOMAN' on Wednesday, June 03, 2009. The 'Browse Archive by Thumbnails' panel is active. The 'From Date' field is now populated with '06/03/1901' and the 'To Date' field with '06/03/2002'. The 'Select Day of the Week' dropdown menu is open, showing options: All Days, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. A red circle highlights this dropdown menu.

Finally, you can choose to view the pages by “Cover” or “All pages.” The archives default to showing “Cover,” or the front page of every newspaper in the date range you choose. Changing the selection to “All Pages” will show the thumbnails (small images) of every page in every newspaper in the date range you chose.

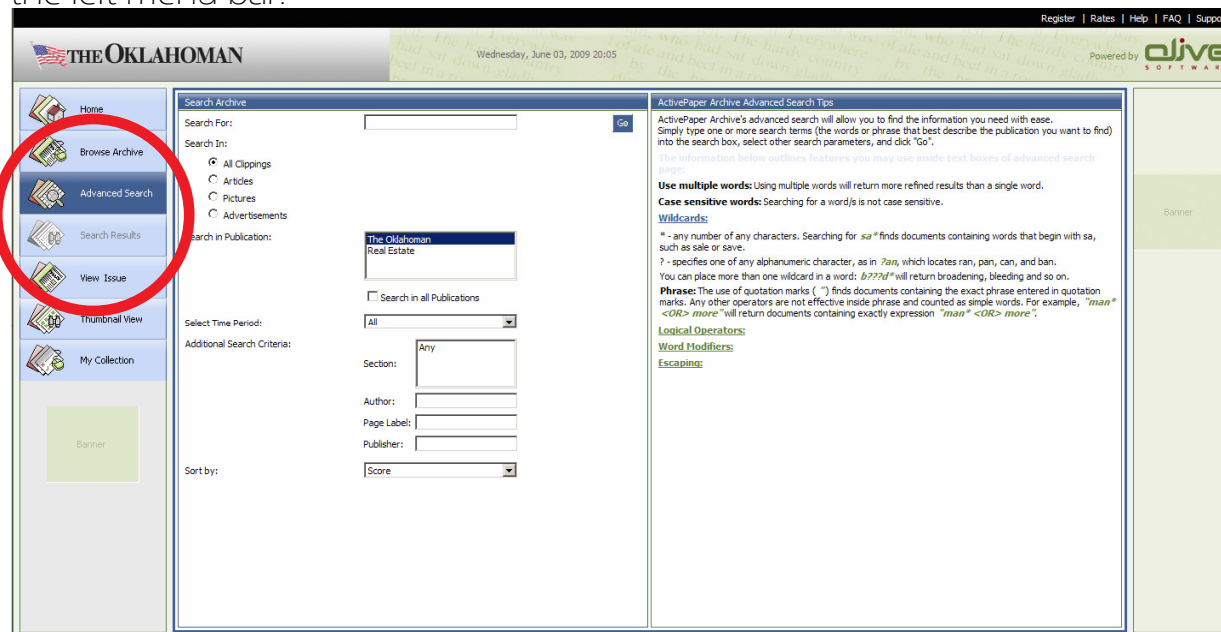
Click “Go” to perform your search.



Click the forward arrow to view additional thumbnails. Then click any thumbnail to open the issue of the newspaper you wish to view.



The other way to search is with an advanced search. Click “Advanced Search” on the left menu bar.

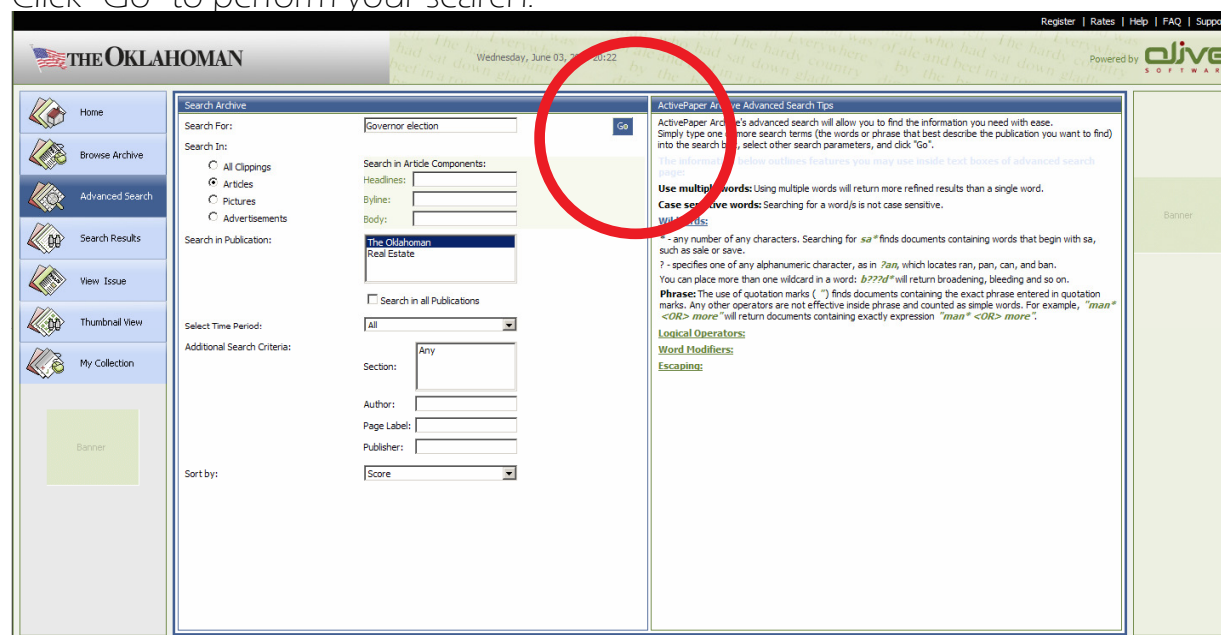


Type your search term in the top box. The same advanced search terms that may be used in the electronic edition (page 21) also may be used in the archives. Also take note of your other options. You may choose to:

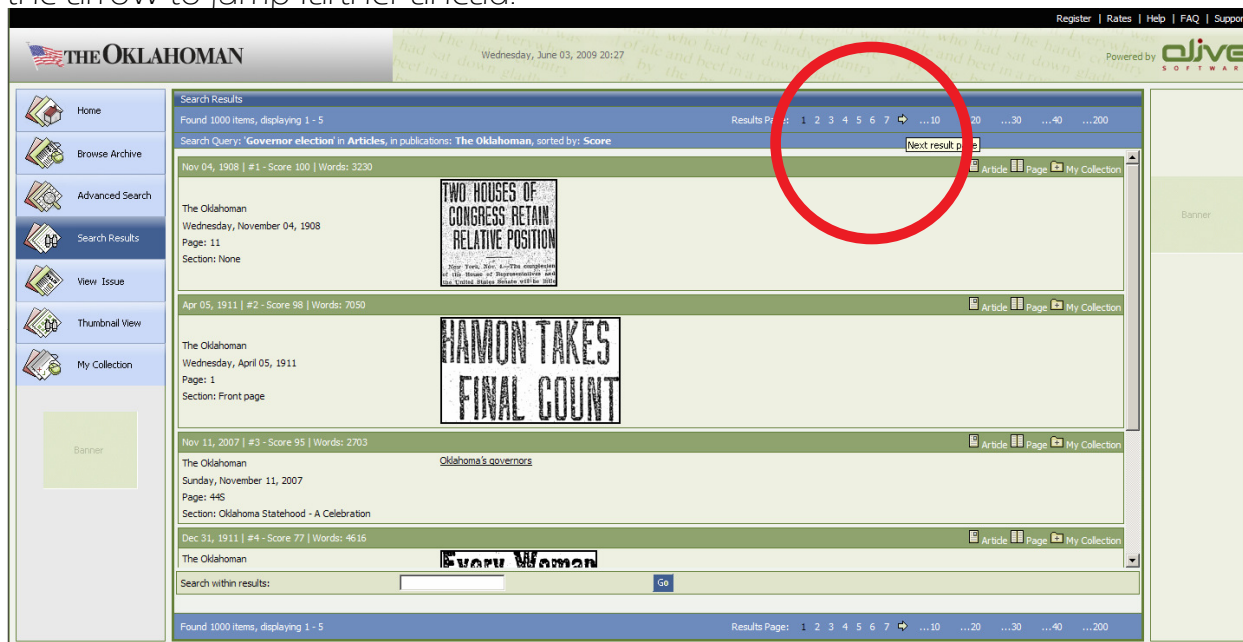
- Search articles, pictures, advertisements, or all content.
- Select a time period, including searching a set length of recent newspapers, such as “Last Month,” searching a specific date range, or searching by decade.
- Change how you want the archives to sort your results.

The “section,” “author,” “page label” and “publisher” field options are not recommended for school searches.

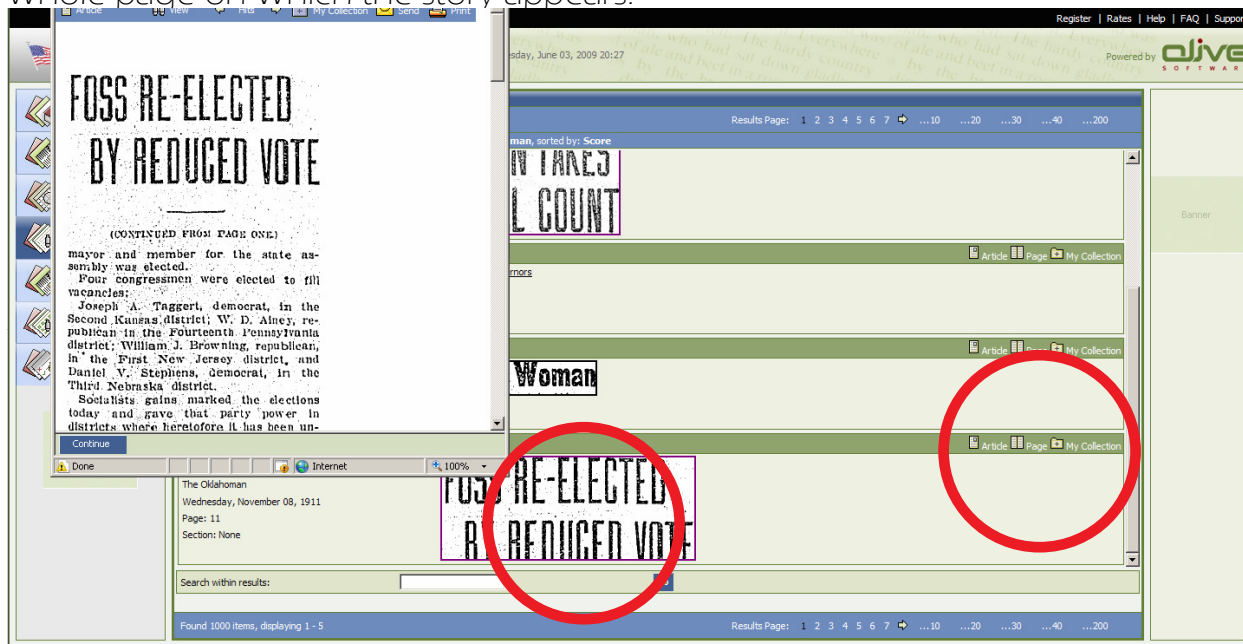
Click “Go” to perform your search.



Click the forward arrow to view the next page of results, or a number adjacent to the arrow to jump farther ahead.



Click directly on the story you want or on the word "Article" in the darker green bar in order to open it in a new window. Alternatively, click on "Page" to open the whole page on which the story appears.




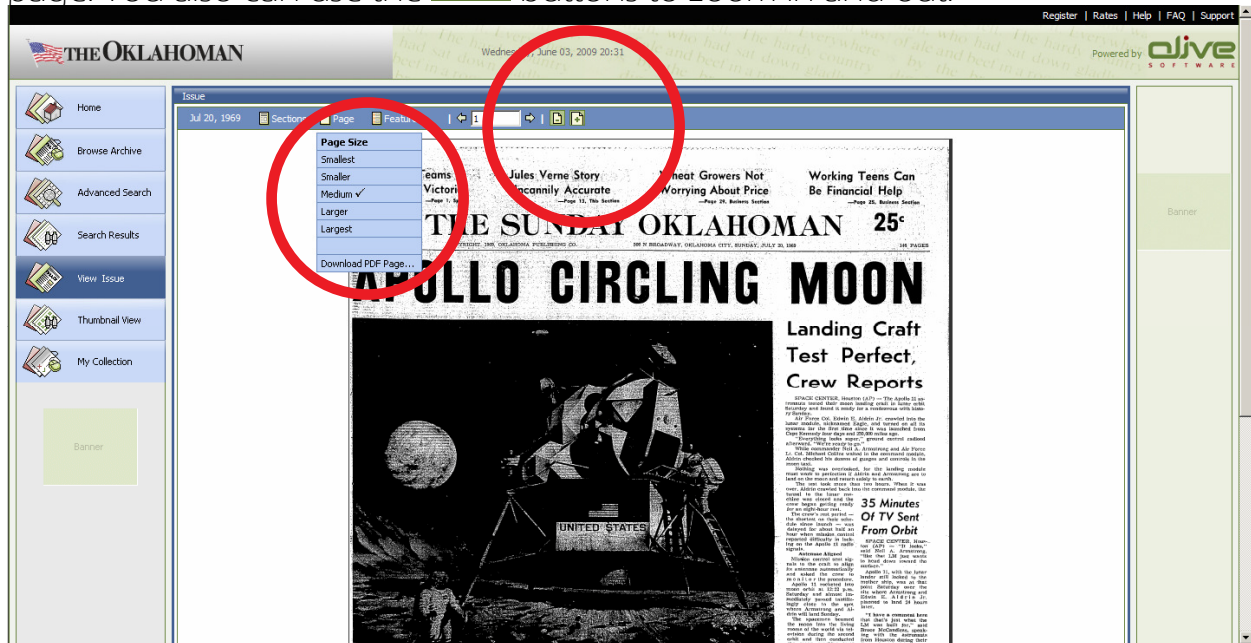
3. Explore stories

Here is an overview of the options from the page view.

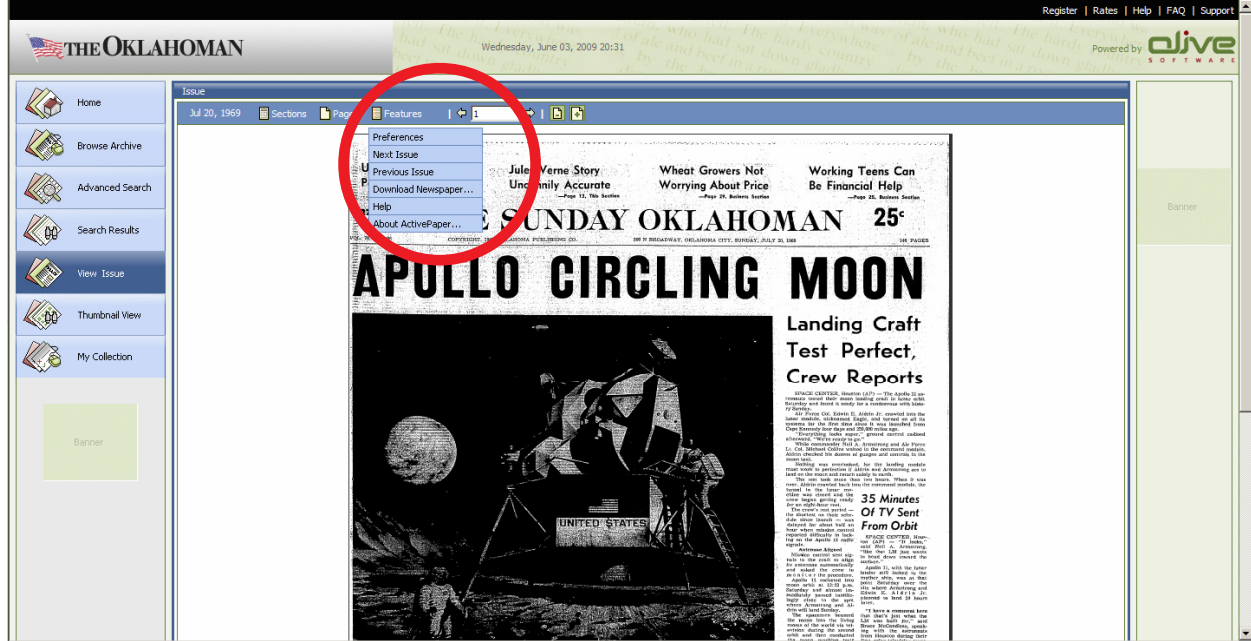
First: Sections. There may be no options here for newspapers from older years.



Second: Page. Change the size of the page on the screen or print an image of the page. You also can use the  buttons to zoom in and out.



Third: Features. Jump to the next issue or previous issue. As in the daily electronic edition, the arrows to the right will turn the page. Unlike in the daily electronic edition, clicking the corner of the page will not.

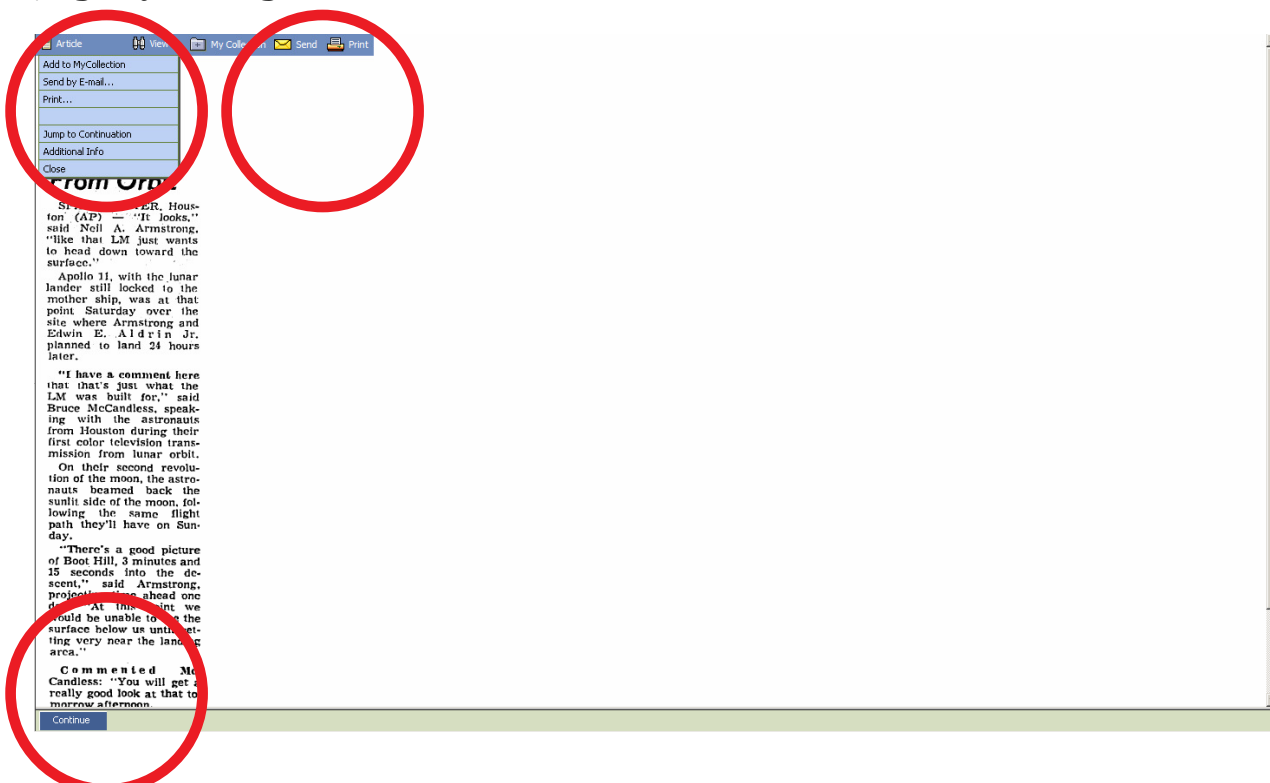


Open a story by clicking once on the article image.

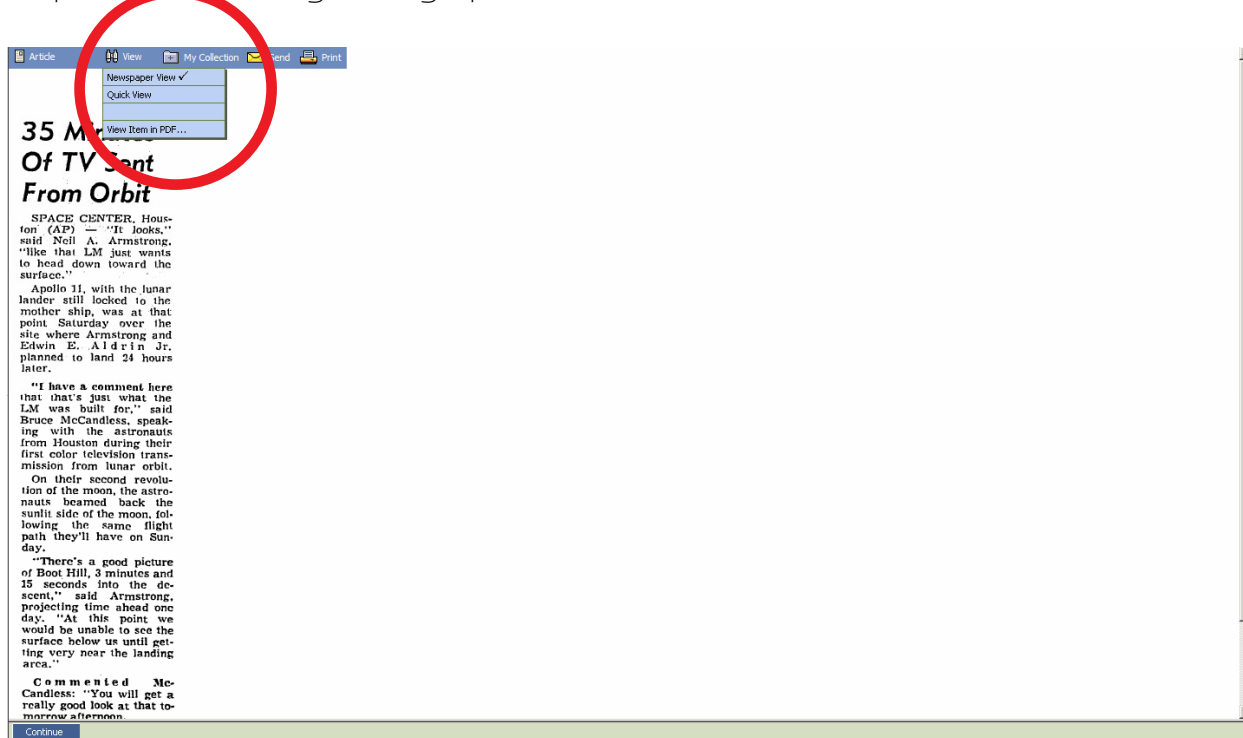


Following are the options once a story has been opened in a new window.

Article: This drop-down menu allows you to email, print and save the article, and jump to the continuation of the story. The email and print options also appear in buttons to the right. You also can continue reading stories that jumped to a second page by clicking "Continue."



View: This drop-down menu allows you to read the story as it appeared in the newspaper or in "quick view" mode (plain text, only for articles since September 2001). It also allows you to view additional information, which may be especially helpful when writing bibliographies.



Notes

