

# Bloomberg BNA

## NEWS MONITORS How-To Card



### HOME PAGE

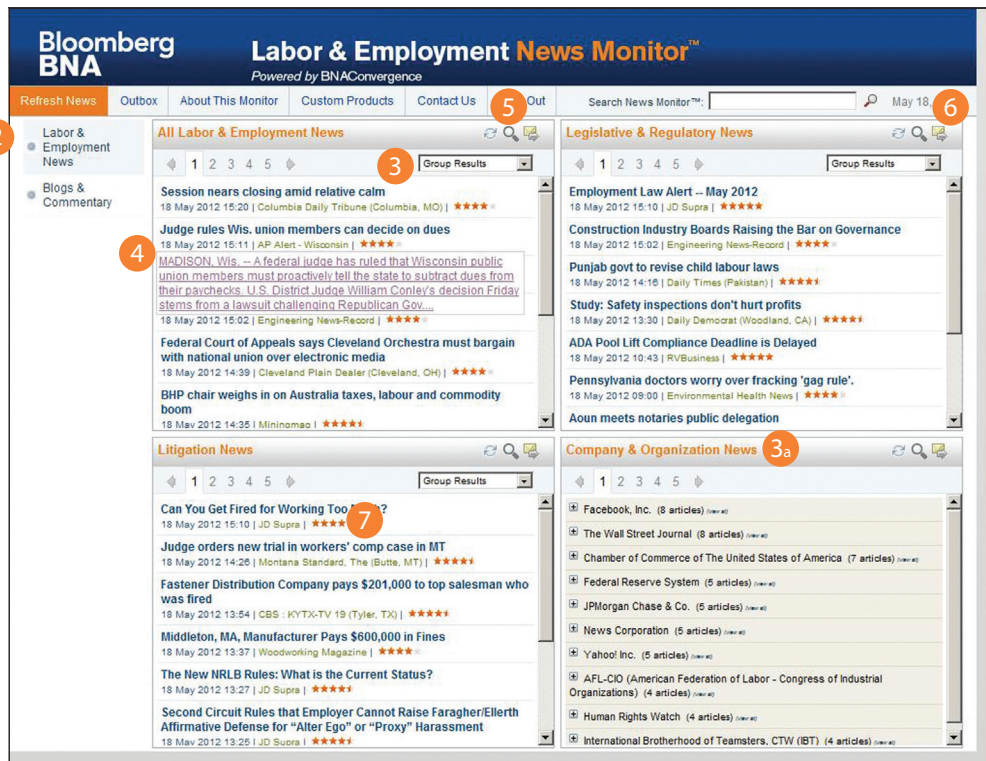
Functionality is the same for all News Monitors. Screen shots from the Labor & Employment News Monitor™ are being used for illustrative purposes on this card.



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Labor & Employment News Monitor™

- 1 Click the 'Labor & Employment News Monitor' link.
- 2 Select a 'Labor & Employment News' or 'Blogs & Commentary' monitor in the left column.
- 3 To group articles, use the drop-down menu to group the news by pre-selected categories within a frame. Make the selection, and then use the '4' signs to view the top 3 results. Click 'View All' to view all articles in the list.
- 3a Some News frames are already grouped and do not display the grouping option.
- 4 Hover over the title of most articles to view an abstract of the article. To view articles in full text, click the article title.
- 5 Search the entire News Monitor using the Global search text box. Click the magnifying glass icon  to launch the search. Use Boolean operators and wildcards to structure a search.
- 6 To e-mail articles, click the 'E-mail' icon  at the top of each frame to display the e-mail dialog box. See the flip side of this card for additional information.



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Article relevancy is indicated by a series of small gold stars.

#### Boolean Operators:


- apple AND pear – both words must be present
- apple OR pear – either word can be present
- apple w/5 pear – apple must occur within 5 words of pear
- apple NOT w/5 pear – apple must occur, but not within 5 words of pear
- apple AND NOT pear – only apple must be present

#### Wildcards:


- Use \* to match any number of characters – e.g. lawyer\*
- Use ? to match any single character – e.g. licen?e

# NEWS MONITORS

## REFRESH

Data refreshes when the News Monitor is launched. To manually refresh the data, click the 'Refresh News' button, or to refresh a frame, click the 'Refresh' icon  on the frame's toolbar.

## E-MAIL



- a Click the 'E-mail' icon  to launch the selection list.
- b Select article(s).
- c To immediately send articles, click 'Send Now.'
- d To batch a group of articles click 'Add to Outbox.'
- e In the 'Send Now' dialog box, review the list of articles.
- f Select and Deselect the articles to be sent.
- g Fill out the 'Send Now' dialog box, and click 'Send.'


Refresh News   Outbox   About This Monitor   Custom Products   Contact Us   Sign Out   Search News Monitor.




Legislative & Regulatory News   

Legislative & Regulatory News   

Labor & Employment News > All Labor & Employment News

Date Range: 5/14/2012  5/21/2012  [Change Dates](#)

Page: [1] 2 3 4 5 6 7 8 9 10 

Select Articles to E-mail  [Send Now](#)  [Add to Outbox](#)  [Outbox](#)

Select (all   none)	Articles (1,092)	Date
<input checked="" type="checkbox"/>	End of Extended Benefits May Lower Jobless Rate <i>Moneynews</i>	21 May 2012 14:06
<input type="checkbox"/>	SA: Statement by Afriforum, on its application against the Department of Correctional Services' Affirmative pan (21/05/2012) STATEMENT <i>Polity.org.za</i>	21 May 2012 14:06
<input checked="" type="checkbox"/>	Herman Miller, Inc.'s Hickory Operations to Receive Star Award for Workplace Safety and Health Excellence <i>State of Michigan News</i>	21 May 2012 14:06

**Send Now**

Recipient's e-mail:

*Use commas to separate multiple e-mail addresses.*

Your name: (optional):

Your e-mail:

Subject: (optional):

Message: (optional):


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**List of Articles**


Select All   Deselect All   Remove Checked Articles from List


1	<input checked="" type="checkbox"/>	Herman Miller, Inc.'s Hickory Operations to Receive Star Award for Workplace Safety and Health Excellence <i>Michigan.gov</i>
2	<input checked="" type="checkbox"/>	End of Extended Benefits May Lower Jobless Rate <i>Moneynews</i>

## DATE MODIFICATION

- a Click the magnifying glass icon  in each frame to modify the date range for the search.
- b Click 'Change Dates' and select a date range.
- c Enter the search terms and click 'Search.'

All Labor & Employment News   


1 2 3 4 5 



Group Results 

**End of Extended Benefits May Lower Jobless Rate**  
21 May 2012 14:06 | *Moneynews* | ★★★★★

**SA: Statement by Afriforum, on its application against the Department of Correctional Services' Affirmative pan (21/05/2012) STATEMENT**  
21 May 2012 14:06 | *Polity.org.za* | ★★★★★

Labor & Employment News > All Labor & Employment News

Page: [1] 2 3 4 5 6 7 8 9 10 

Date Range: 5/14/2012  5/21/2012  [Change Dates](#)