

**Metro's Editorial Library** is your place for copyright-free editorial features. Search by keywords, Metro's special section themes or popular categories. Metro subscribers have additional access to the editorial Bonus Features, which include Kids' Corner features, Prime Cuts recipes, crossword puzzles and horoscopes.

The screenshot shows the Metro Creative Connection Editorial Library interface. On the left, a sidebar contains search and navigation options, numbered 1 through 18. The main area displays a list of features with columns for Thumbnail, Story, Edición, and Pub Date. A search bar at the top left contains the word 'home'. The interface includes various buttons like 'SEARCH', 'DOWNLOAD', 'FIND SIMILAR', 'ADD TO PROJECT', and 'VIEW PROJECT'. A callout box on the right explains that clicking a story headline or thumbnail allows users to view the complete feature or download the story text and images.

## Explanation of Terms and Icons

- 1. Display Preferences.** Personalize your *MCC* background, text color, and number of images per page view.
- 2. Main Menu.** Return to the *MCC* home page to access other *Libraries*.
- 3. Clear Text / Clear Search.** Click to reset search parameters in either keyword box or all criteria.
- 4. Keywords/Filename.** Enter keyword(s) or Metro filename(s) into this window.
- 5. Cut Off.** Control search results based on a relevancy scale of the broadest parameters to the most exact (*red* being *Match All*, *hot pink* is *Match Any*.)
- 6. Search Button.** Click to initiate your search.
- 7. Edición.** Select a themed section to search from this pull-down menu.
- 8. Bonus Feature.** Select to access crosswords, sudoku puzzles, horoscopes, *Prime Cuts* recipes and *Kids' Corner* features.
- 9. Category.** Choose from popular preset categories to immediately get a selection of relevant features.
- 10. Edición.** Select a themed Spanish section to search from this pull-down menu.
- 11. Categoría.** Choose from popular preset categories to immediately get a selection of relevant features in Spanish.
- 12. Issue Date.** Enter an issue date or year to further narrow a search. Months can be abbreviated (i.e., *Jan 06*, *Feb 06* – note no period).
- 13. Download Button.** Click to download one or more *selected* files.
- 14. Find Similar.** Select any file to use to automatically find similar features.
- 15. Project Organizer.** (*Enhanced Users Only*) Select and store items from any *Library* for multiple downloading or future reference.
- 16. Project Name (My Projects).** Select Projects from the pull-down list, or create a new Project.
- 17. Add to Project.** Select any image(s) to save in the Project name appearing in line 16.
- 18. View Project.** Select to view the items in the Project name appearing in line 16.

## Editorial Symbols

- Preview.** Click any underlined headline to view an article in its entirety, where it can be downloaded with all associated images and text.
- Selector Button.** Select to download just the text file, add to a project, or use as the subject for **Find Similar**.
- Relevancy Button.** Color corresponds to the relevancy **Cut Off** scale. Red indicates a 90-100% match of your search criteria.
- View Records Button.** Delivers text file and all of the image(s) if any, that have been assigned to run with the story.
- View Info Button.** View story metadata, including keywords, issue date and section name. The info window can be printed, and the item can be downloaded without leaving the window.