

Content

- Clear Query Limit
- Font Size

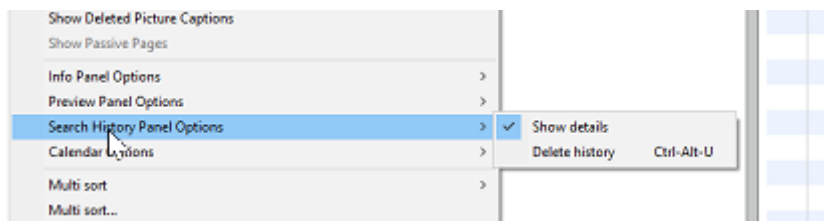
Clear Query Limit

About

This document describes how to clear the Saxo Query Limit when searching archives. This happens sometimes when an employee is searching through a lot of archive results. The employee can run through these steps on their end to clear the limit.

Go to the Archive Tab.

Go to **VIEW > SEARCH HISTORY PANEL OPTIONS > DELETE HISTORY**



Font Size

Sometimes the settings get a bit screwy in NCS. There will be times where text boxes are too small for the text in them, and you won't be able to read what is typed. The cause of this was the font size is set to Normal while the boxes are the size for Small. The steps below are to help you make sure that the text will be readable.

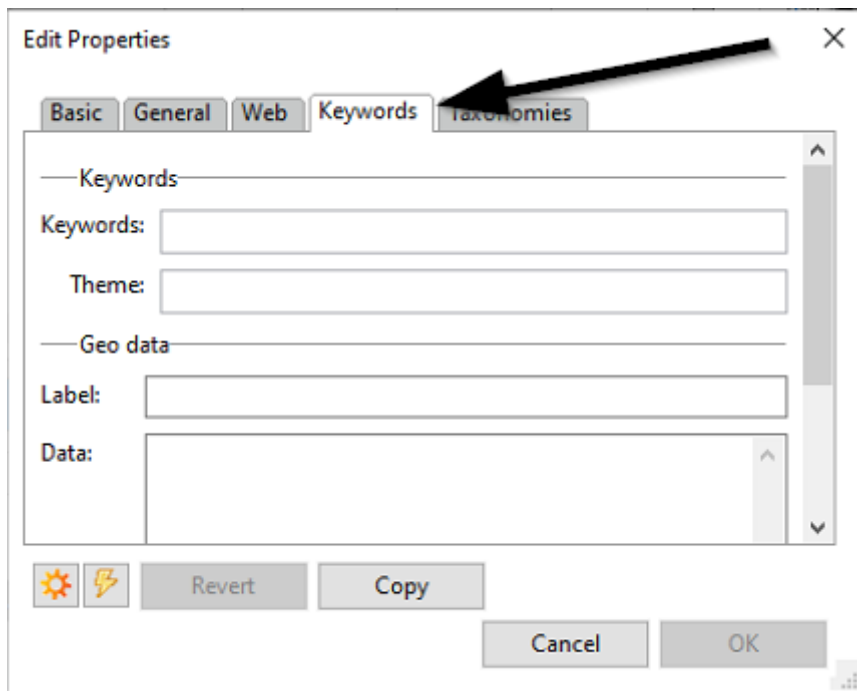
Log into NCS content and select select Incopy.

To see if the font size is a problem, find a story and click properties.

The screenshot shows the NCS Content Package interface. The top menu bar includes File, Edit, View, Work, Window, and Help. The 'Properties' window is open, showing the 'Content Package' tab. The 'Articles' list is visible, with one article selected. The 'Info' panel on the right shows details for the selected article, including the title 'NEMAN-COLUMN-SL [-] food (650 words)' and the byline 'By Daniel Neman'. The 'Notes' panel is also visible at the bottom right.

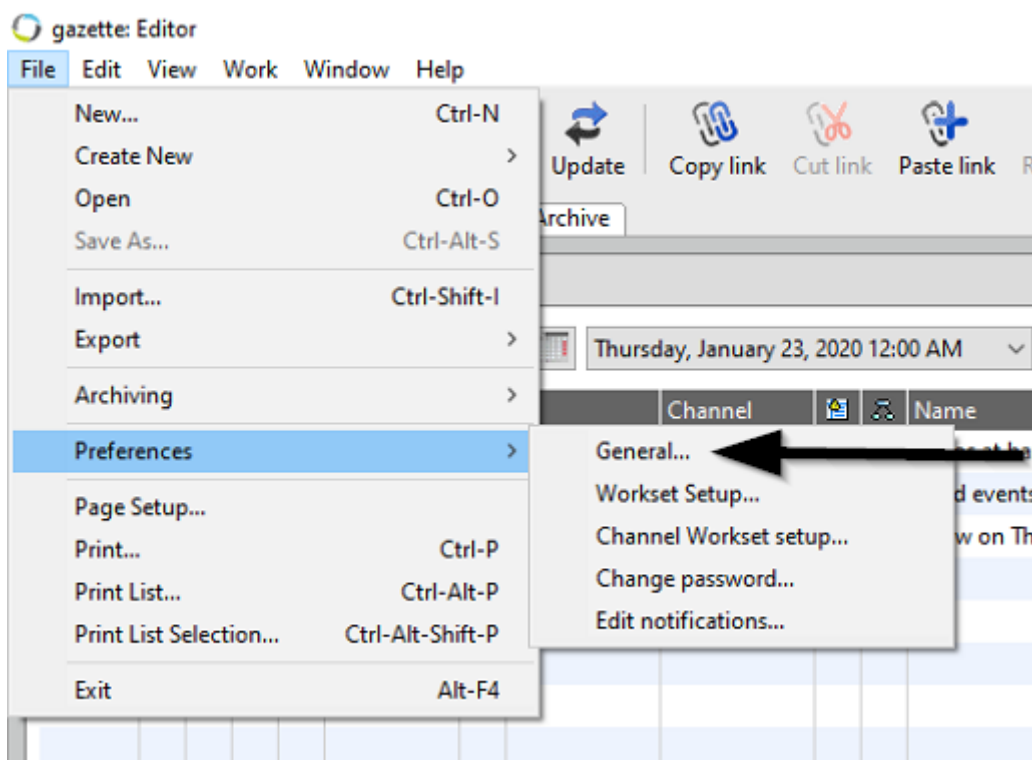
Type	Channel	Publication	Name	Se	Section	Page	Comments	Designer
Print	Thursday, January ...	CRA_23THHFM004		4	A	4	Nation/World	
Print	Thursday, January ...	CRA_23THHFM005		5	A	5	Insight	
Print	Thursday, January ...	CRA_23THHFM011		11	A	11	Living	
Print	Thursday, January ...	CRA_23THHFM001		1	A	1	1A (no ad)	
Print	Thursday, January ...	CRA_23THHFM002		2	A	2	Iowa Today	
Print	Thursday, January ...	CRA_23THHFM003		3	A	3	Top stories	
Print	Thursday, January ...	CRA_23THHFM006		6	A	6	Local	
Print	Thursday, January ...	CRA_23THHFM007		7	A	7	Local	
Print	Thursday, January ...	CRA_23THHFM008		8	A	8	Obits/jumps	
Print	Thursday, January ...	CRA_23THHFM009		9	A	9	Obits/jumps	
Print	Thursday, January ...	CRA_23THHFM010		10	A	10	Living cover	
Print	Thursday, January ...	CRA_23THHFM012		12	A	12	Comics	

This is most notably a problem when looking at keywords, so check the keywords section.



and here you can see if its a problem or not.

If it is a problem, you will want to go to File -> Preferences-> General



Under Program, you can change the font size which should correct the problem.

Preferences

Program

Data types

General defaults

Default categories

Default plan categories

Multi priorities

Language

Language:

US English

Measurement unit

Horizontal measurement unit:

points

Vertical measurement unit:

points

Toolbar

Show toolbar:



Printout scaling

Scaling factor:

12.0

Publication Days View (requires restart of NCS Content)

Publication days before current day:

3

Publication days after current day:

7

Font size

Font size:

Normal

Notes

Hide notes from System User:



OK

Cancel