

Content

- Clear Query Limit
- Font Size

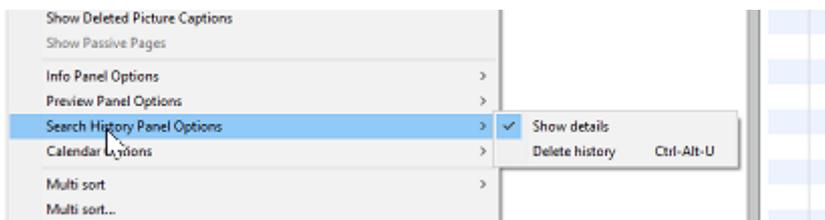
Clear Query Limit

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

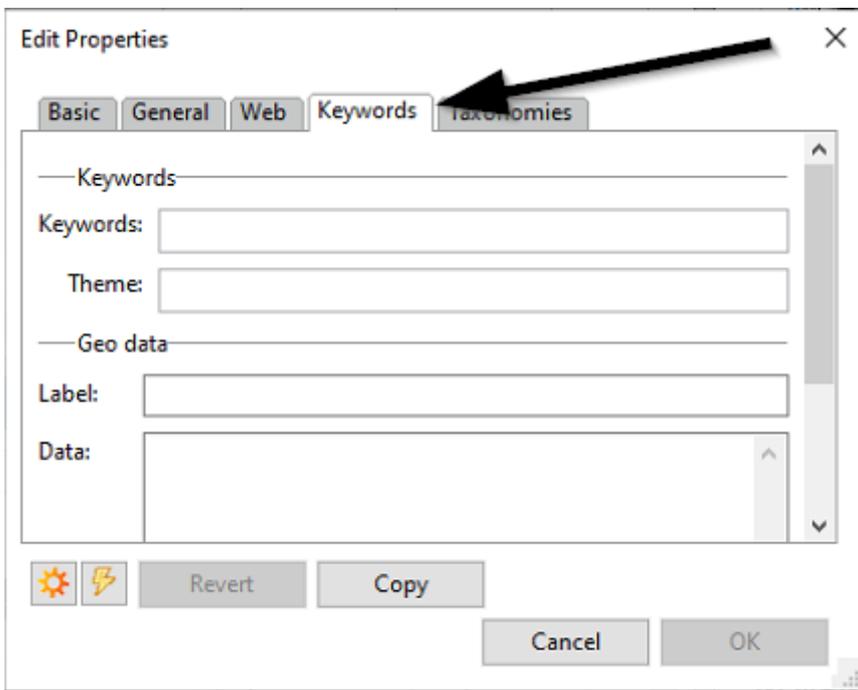
Sometimes the settings get a bit screwy in NCS. There will be times where text boxes are too small for the text in them, and you won't be able to read what is typed. The cause of this was the font size is set to Normal while the boxes are the size for Small. The steps below are to help you make sure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

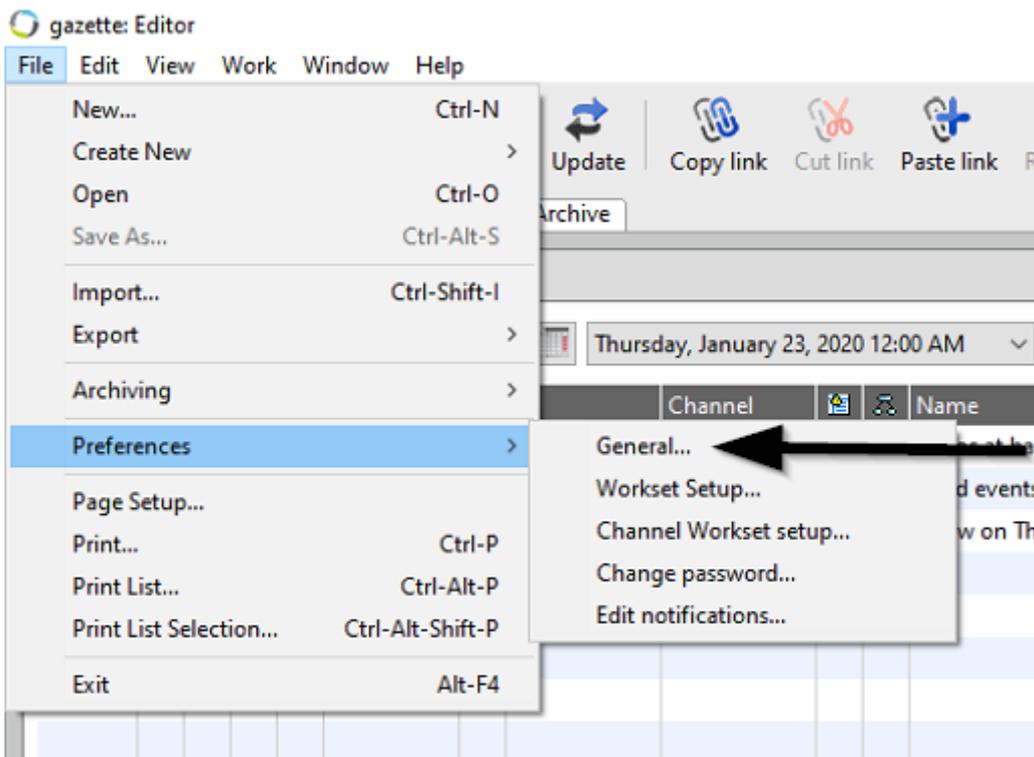
The screenshot shows the 'gazette Editor' interface. The 'Properties' menu item is circled in red in the top toolbar. Below the toolbar, the 'Content Package' and 'Articles' sections are visible. The 'Articles' section contains a table with columns for Agency, Access level, Channels, ID, Name, GAZ-L pul, Last sent to online, Timestamp, Category, and Autho. One article is selected, and its details are shown in the 'Info' panel on the right. The 'Info' panel shows the article title 'NEMAN-COLUMN-SL - food' and the body text: 'xReporter default head_44: BC-NEMAN-COLUMN:SL - food (650 words)<\n>Daniel Neman: Restaurant reservations have gone to yelp<\n>(PHOTO) xWeb default head: byline1: By Daniel Neman Body copy ragged right: St. Louis Post-Dispatch (TNS) Body copy ragged right: All I want to do is make a reservation at my favorite restaurant. Or any restaurant, for that matter. I'm not picky. But you can't pick up the phone anymore and ask to make a reservation. That involves too much personal interaction, and an increasingly large segment of our population'.

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.

- 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