



## Installation

NEWBASE Webshot is installed as an extension to the Firefox browser (Version 2.0 and higher). Other browsers are not supported.

An XPI Installation Packet is made available to you for the installation. You only need to drag the XPI file into the Firefox browser window and then perform the installation steps that are displayed. Restart the browser once installation is complete.

New versions of NEWBASE Webshot are installed in exactly the same way. Older versions are automatically replaced during the process.



## Starting and stopping the program

Before starting NEWBASE Webshot you have to load the web page from which you wish to cut content from. Once you have done this, you can start NEWBASE Webshot in a number of different ways:

- Select "NEWBASE Webshot" from the "Tools" menu.
- Use the keyboard shortcut "Ctrl - F9".
- Select "NEWBASE Webshot" from the context menu (via a right mouse click on a web page).

**Important:** It is common to find web pages that use frames, in which case the Webshot program has to be opened differently. Content can only be cut from portions of frame-based pages, as opposed to the complete content displayed. You therefore have to open the context menu (right mouse button) with the cursor on the particular area that contains the content you want to clip, and select "NEWBASE Webshot" from the context menu. The other ways of opening the program described above do not work for these web pages.

After starting, the toolbar shown below will appear in the lower part of the browser window:



To close NEWBASE Webshot, use either the "Ctrl - F9" shortcut once again or simply click on the little red box in the toolbar. You can also stop the program by opening a new web page.



## Clipping web content

You can use NEWBASE Webshot to clip web page content such as article texts, images and tables. Unwanted menus, advertising banners, background images, borders etc; can be removed.

There are two methods for clipping content: Rectangular Selection Mode and Text Selection Mode. The NEWBASE WebShot toolbar shows the method that is currently active. Here are the details of the two methods:

### Rectangular Selection Mode

This is the normal method. You use the mouse to pull open a rectangle around the area that is to be clipped.

We recommend the following procedure:

1. First, ensure that the Rectangular Selection Mode is active. This can be verified in the NEWBASE Webshot toolbar at the bottom of the window. If this is not the case, select this mode from the "Tools" menu.
2. Mark the smallest possible area containing all the content elements that you intend to save and use later. With the left mouse button depressed, drag open a rectangle over the desired area. We will take an article from a news web page as an example. The article still contains advertising and other navigation elements that are to be removed later:



3. The selected area is now marked as a grey rectangle. This area must now be cropped. To do this, click the "Crop to Selection" button in the toolbar. The result might look something like this:

**BBC NEWS | Science/Nature | Gigantic fossil rodent discovered - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

http://news.bbc.co.uk/2/1/science/nature/7189341.stm

## Gigantic fossil rodent discovered

By Jonathan Fildes  
Science and technology reporter, BBC News

**The fossilised skull of the largest rodent ever recorded has been described by scientists for the first time.**

The remains of the one-tonne beast, found in Uruguay, indicate that it would have been as big as a bull.

It is thought that the three-metre-long herbivore would have roamed estuaries and forests 2-4 million years ago.

The mammal, which is more than 15 times heavier than the largest living rodent, is described in the journal *Proceedings of the Royal Society B*.

The authors say the animal would have lived alongside carnivorous "terror birds" and sabre-toothed cats.

"If you are a rodent you cannot run so well so you would have had to fight with these predators," said Dr Rudemar Ernesto Blanco of the Institute of Physics in Montevideo, Uruguay, one of the authors of the paper.

"It might have reached this size to protect itself."

**Fighting giants**

The half-metre-long fossil skull was discovered by an amateur palaeontologist in a boulder on the Rio de La Plata coast in the south of the country.

NEWBASE Webshot 1.0

Export to NEWBASE-PR

Done

Tools

Rectangular Selection Mode  
Select a clipping region using your mouse

4. There may still be menus, banners or other elements contained in the cropped area that you would like to remove. This is achieved in the following steps by selecting the unwanted elements using the Rectangle Selection Mode and deleting them one after the other. To delete, click the "Remove Selection" button in the toolbar. Alternatively, you can also use "Ctrl - Del" shortcut.
5. The result is the desired page content free of all unwanted elements (the grey band underneath the image has been removed).



6. This clipping can now be exported to a NEWBASE Clipping System, as described in the "[Exporting clippings](#)" chapter.

**Note:** You can undo an action that you performed by using the "Undo" command ("Tools" Webshot menu). The "Remove Selection" command cannot currently be undone in Text Selection Mode, however it is possible to undo previous steps when in Rectangle Selection Mode.

### Text Selection Mode

Text Selection Mode offers another possibility to mark and remove unwanted elements. This tool will be needed from time to time since rectangle selection does not function with all web pages. Here is the procedure to follow:

1. If the Text Selection Mode isn't active, click the "Tools" button in the toolbar and select "Switch to Text Selection Mode".
2. Mark the area that you would like to remove. The selection is marked in colour (in the following example, lines from the sub-heading are to be removed and have therefore been marked in blue with the Text Selection Mode):

BBC NEWS | Science/Nature | Gigantic fossil rodent discovered - Mozilla Firefox

http://news.bbc.co.uk/2/1/science/nature/7189341.stm

## Gigantic fossil rodent discovered

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NEWBASE Webshot 1.0

Export to NEWBASE-PR

Remove Selection

Tools

Text Selection Mode

Select a clipping region using your mouse

Done

3. You can now remove the selected areas ("Remove Selection" button or "Ctrl - Del" shortcut).
4. Repeat this procedure as often as is necessary for different areas of the page until only the desired web page content remains.

**Note:** You can switch between both "Rectangle" and "Text" selection modes as often as you wish with via the "Tools" menu. This menu also contains other commands for further optimisation of the content: see the "[Other functions](#)" chapter.



## Other functions

There are also other functions available with which you can modify the selected web content:

- **Remove background images/colours:** Once the web content has been cropped, there may still be background images or colours that you don't need. Use this command to remove these or transform them into a white background. Do not use this function if the text itself is in white against a darker background, because the text will effectively disappear.
- **Reformat Document:** In web pages with fixed layouts, the clipped content may not be located in the best of positions or there may be a lot of white space left over. If you use the "Reformat Document" function, the program will try to position the clipped web content in the upper part of the page and distribute it evenly over the page width. The result may or may not be acceptable since it depends on the way in which the web page is built. If you are not happy with the result, use the "Undo" command in the "Tools" Webshot menu to restore the previous situation.
- **Add margins:** Removal of page content or formatting the page can result in there no longer being a margin next to the clipped content. Use this command to restore the margins.

**Note:** You can undo an action that you performed by using the "Undo" command ("Tools" Webshot menu). The "Remove Selection" command cannot currently be undone in Text Selection Mode.



## Exporting clippings

The clipped web content can be exported to a NEWBASE System.

The method for exporting is described below:

1. Click on the "Export to NEWBASE-PR" button.

**Important:** The export path is usually configured during the installation of the program. If this hasn't yet been done, you will be asked via a file selection dialogue where the "webshot2print.exe" file is located, prior to the execution of the export. This file is to be found in your NEWBASE system. For example, the path might be: \\ServerXY\Newbase\_PR\Exe\webshot2print.exe

2. A dialogue is opened in which you can enter metadata for the clipped web content, such as the title, name of the source, date etc. This data is necessary for processing the clipping with the NEWBASE system. The metadata actually required will depend on the current configuration of the NEWBASE system to which you are connected. An example:

The screenshot shows a dialog box titled "Articles". It has a standard Windows-style title bar with a close button (X). The dialog contains several input fields: "SourceName" is a pull-down menu; "SourceDate" is a text box containing "16.01.2008"; "Title" is a text box containing "Gigantic fossil rodent discovered"; "KeywordGroup" is a pull-down menu; "ArticleLanguage" is a text box; and "Author" is a text box. At the bottom of the dialog, there are two buttons: "Export" and "Abbrechen".

Should other fields be included in the dialogue, they are explained in the handbooks on the NEWBASE system, or will be known to your Administrator.

The program will already have pre-populated some of the fields with metadata. The title found in almost all web pages will be incorporated. You should still verify the entry and correct it if necessary. The current date is entered automatically in the "SourceDate" field. You will need to make entries in the rest of the fields yourself. Some of the fields already have pull-down lists from which you make your selection.

**Note:** If you want to export a second article from the same web page as an earlier export, the program will automatically pre-populate the field with the source name that you chose on the first occasion. Example: You clipped an article from the "www.spiegel.de" website and entered "Spiegel Online" as the source name. If you subsequently clip a further article from the "www.spiegel.de" website, the same source name will be entered in the field. You can also configure other fields such as "KeywordGroup" for example, so that the stored values of the field will be incorporated according to the web address.

You will find two further important functions in the context menu (click on the right mouse button with the cursor in the grey background of the dialogue):

- **Create new source:** If the source name, or more precisely, the website name, does not appear in the pull-down list of the main dialogue for the "Article", enter a new source name in the following dialogue:

Source (PublicationNo): Enter an abbreviation of the source name here (e.g. bbc\_net for BBC online or FAZ for Frankfurter Allgemeine Zeitung).

SourceName: The full, unabbreviated name can be entered here. If you entered the source earlier, it will be shown here automatically.

SourceLanguage: Enter the language used in the source if the language shown in the field is not correct.

Confirm the entries with "Ok".

- Field selection:** The following dialogue allows you to decide which fields are to be shown. Modifications should only be made in consultation with the NEWBASE system administrator, since some of the fields must be filled and must not therefore be removed:

The available fields are on the left and the visible fields on the right. You can now add or remove fields from the list of visible fields. To do this, select the field in question and then select one of the "insert" or "remove" buttons. You can also disable and enable individual fields. Blocking means that although this field will appear in the editing window, it cannot be altered. Finally you should save the new settings if you wish them to be retained the next time the program is started.

Confirm the changes with "OK".

- Once all the metadata has, as far as possible, been entered, click on the "Export" command to start the export process.