



SEESAC SALW MEDIA MONITORING DATABASE

USER MANUAL

Welcome to the SEESAC SALW Media Monitoring Database. This software package is designed to provide effortless and instant media monitoring capabilities to all individuals and organizations requiring this resource in covering SALW issues and awareness.

Before attempting to use the Database, please take a few moments to read this User Manual.

Installation

1. Click on Download Now to download the Database.
2. If prompted, choose option: Run file from current location
3. When asked, click on Install now

Using the Database

- When the installation is complete, click on the shortcut icon that has appeared on your desktop, this will launch the software.
- A main database form should open automatically. If it doesn't, open File in the top left hand corner and click on Main Frame.
- The Main Database form contains the following fields:
 1. **D or I buttons** – This relates to the connotation that the article has in relation to SALW topics; if directly related click [D], if indirectly affecting SALW issues click [I].
 2. **Region** – A scroll down menu designating the country to which the news item is related. In the database, you are provided with a sample list of countries/regions that can be changed for your purposes. In order to add/delete countries or regions from this list, click on Lists at the top left corner of your screen, and choose Regions; A table of regions will appear, which you can edit accordingly. Whichever order you enter the countries in, they will appear in alphabetical order on the scroll-down main frame.
 3. **Connotation** – This button implies whether the 'tone' in which the article was written is positive or negative towards the issue at hand or whether it is factual reporting, and this is denoted by the plus (+), minus (-) and zero (0) signs when the report is printed in word format, next to the Indirect/Direct buttons.
 4. **Title / Text** – Enter the title and the article (or a summary of).



5. **Sources** – On the right hand side, there is a scroll down menu that allows you to chose one or more sources where you received the information. The list of sources can be altered and added to in the Edit menu, second on the top left corner of your screen.
6. **Journalist** – If you wish to enter the name of the journalist who wrote the article for reference purposes, a field is supplied.

Menus

On the top left hand side of your screen, there are four main menus to choose from:

- ❑ **File** – Through this menu, you can change the layout of your screen, open the main form, print information currently on the screen, and, importantly, back-up your information. It is recommended to back-up data every day/time you enter information in the database. When you want to back up information, make sure you exit the Main Database Form first.
- ❑ **Lists** – The Lists menu contains listings of Sources, Regions and Journalists that you can add to or alter in any way you would like. Whichever way you enter information into these lists, they will appear in alphabetical order on your scroll menus. The Lists menu also includes two sub-databases: Journalists in Media and the Media Address Book. When accessing Journalists in Media, a small database address book will appear where you can enter contact information on journalists, and the Media Address Book lists information on all types of media you are working with.
- ❑ **Report to Word** – This function will ‘print’ a selection of reports into Microsoft Word format, for easier management of information. Once you have selected one or more reports by a desired search criteria (e.g. date, word, country), select Report to Word option, and these reports will be automatically placed in boxes with all information you have entered and presented in a document.

If you would like to change the format in which your report is presented as a Word Document, or would like to add your information/logo on the printout sheet, please use the following procedure:

- ❑ Open the file where the Database Folder is stored. In there, you will see a folder named: Templates. When opened, you will notice a Word document called “Report”. Right click, and select open. Make desired alterations to the document, and save. Do not attempt to change the main layout of the boxes where the reports are made, e.g. merge boxes, etc. because this will alter the programme.
- ❑ **Help** – The Help menu should assist you through any other issues not listed here.

Search Options

The Database is fully searchable by date, region/country, key word, etc. For search capabilities, right click on the database and a small menu will appear with your search options. Alternatively, first select a part of the database you would like to search by, e.g. highlight a word in the document or a certain date, and then right click for filtering by/excluding these parameters.

If you are still experiencing problems with the Database, or have any other questions, please feel free to contact the SEESAC Communications Officer at any time at tijana.vukadin@undp.org or on the following numbers: +381 244 2902 or +381 11 2459 957.



We hope the SALW Media Monitoring Database will be of use for you and your organization.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tijana Vukadin', is placed on a light pink rectangular background.

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