

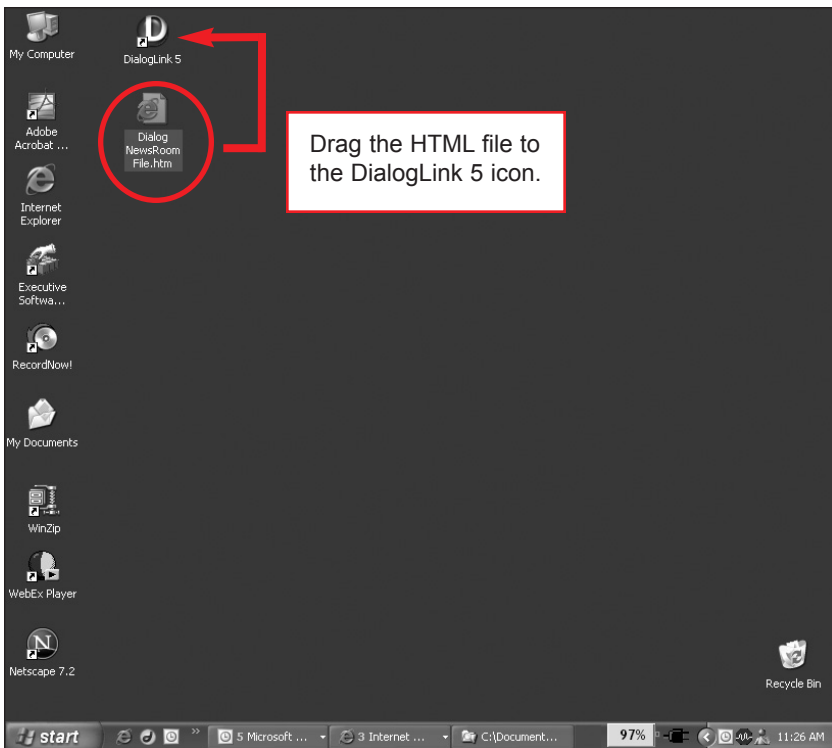
Convert E-mail Alerts

DialogLink 5

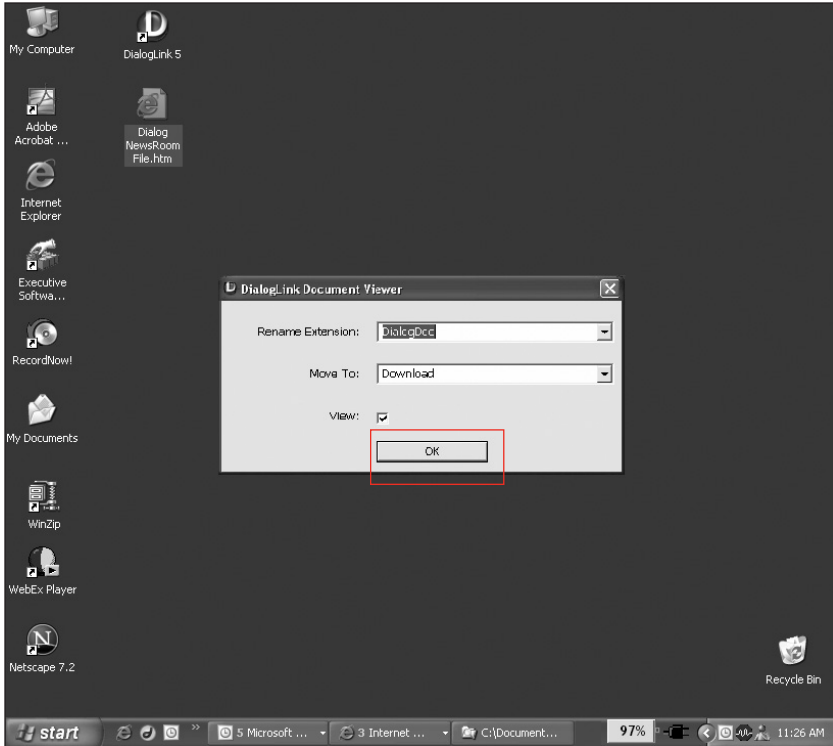
DialogLink 5 allows you to save a Custom E-mail Alert results to your computer desktop and drag and drop the Alert results onto the DialogLink 5 desktop icon to generate a nicely formatted report in Microsoft® Word format. The ability to present the table of contents and customize the output will help you review more information quicker and more quickly scan results for important stories.

In this example, a custom Dialog NewsRoom E-mail Alert is converted into a report. Should you need help in completing any steps, please contact your training or application specialist or the Dialog Knowledge Center.

1. Take the HTML file for the Alert and place it on your desktop.
2. Click and drag the HTML file to the DialogLink 5 icon.



3. Click **OK** on the DialogLink Document Viewer dialog box. It will convert to a Word report or redistribute the document. After you click OK, the file is moved to the location you specify and will no longer appear on the desktop. Please note that your file isn't deleted, just moved.



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