Navigating Capstones in SimpleDL: A Basic How-To Guide

SimpleDL provides an intuitive interface that makes for friendly and smooth user experiences. The database houses capstones in one of three formats—Print, Broadcast, or Interactive—submitted by graduates of the CUNY Graduate School of Journalism which can be easily browsed, sorted and searched.

CAPSTONE FORMATS

The format for each capstone is given in a grey box to the right of its title, author, and metadata (subject concentration and tags). Below the format is the year the capstone was submitted. To the left of the title, author, and metadata is a thumbnail image that itself tells the format: a document page (print), a still from a video (broadcast), or an image of a web address or audio speaker (interactive).

BROWSING

There are three categories on the left side of the page you can use to browse and to filter the capstones:

- Subject Concentration
- Format
- Year

Beside the items in each category are numbers indicating how many capstones of the type that each item describes are currently in the database. Selecting any item in a category will collapse and filter out the others within that category and modify, for relevance, the numbers associated with visible items in the other two categories.
Clicking on 'International' under 'Subject Concentration’, for example, filters out the rest of the concentrations and changes the number of print capstones listed from the original total of 60 to 21; the number of broadcast from 20 to 5; and the number of interactive from 12 to 1. The totals for 'Year’ change as well, in this case from 51 to 15 for 2010, and from 41 to 12 for 2011.

This filter tells you that 27 total capstones have been submitted in the 'International’ subject concentration, 21 of which are print, 5 of which are broadcast, and one of which is interactive. Of these, 15 were submitted in 2010 and 12 in 2011.

The same modifications occur no matter what item or items are selected within any of the three categories. You can narrow the number of capstones returned in a filtering operation by selecting additional items within categories where no items were previously selected. Filtering a search for capstones in the 'International' category by broadcast capstones submitted in 2011, for example, returns 3 results:

1. Behind International adoption in Guatemalan
   2. Venezuelan Exiles
   3. Ahmed’s story
To undo any parameter within the filter and add back into the totals what the parameter excluded, simply click the red X next to desired selected item or items.

**SORTING**

There are 4 options in the ‘Sort by’ bar at the top of the page:

- Format
- Year
- Subject Concentration
- Relevance

The last option, ‘Relevance’, is the default option and capstones will appear thus sorted when you open the page.

Above the ‘Sort by’ is ‘Results’, which gives you the range of the capstones on the current page at 10 capstones per page as well as the total number of viewable capstones in the database. There is an RSS button above the sorting bar, next to which are navigation buttons—‘Next’ and, from the second page on, ‘Previous’.
Navigation buttons are also provided at the bottom of the page.

**SEARCHING**

At the top left of the page there is a global search bar. Searching in this bar for terms or keywords will retrieve all relevant results, whether they’re in the capstones’ titles, associated tags, or, in the case of print capstones, in the text of the documents themselves. Occurrences of the terms will be **bolded** and *italicized*. Searching for ‘city’ returns the following results, for example:

The first, third, and fourth results come from the text of each capstone, while the second result occurs within the tags.

To continue searching for occurrences of a search term or terms within a given capstone, click on the capstone you want and repeat the search in the search bar that comes up on the left above the ‘Table of Contents’. The results will appear in a list of the term’s occurrences sorted by document page number.
Please note that searching for phrases requires the use of quotation marks around the phrase. For example, searching the entire database for ‘city council’ or ‘city, council’ returns hits in 62 documents, while searching for “city council” returns hits in 5. The same applies for searching within documents.

Finally, you can search within a filtered set of capstones. To find out where “city council” appears in print capstones in the ‘Urban’ subject concentration from 2011, click ‘Urban’, ‘Print’, and ‘2011’ and type “city council” into the search bar.

You can also expand your search to return more results by relaxing filters within the search, like including both 2011 and 2010:
<table>
<thead>
<tr>
<th>Title</th>
<th>Author(s)</th>
<th>Format</th>
<th>Year</th>
<th>Subject Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source-of-Income Discrimination Still Rampant in NYC</td>
<td>by Daniel Tucker</td>
<td>Print</td>
<td>2010</td>
<td>Urban</td>
</tr>
<tr>
<td></td>
<td>At a City Council hearing in June, Saunders said the Commission on Human</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics of the Livery Industry</td>
<td>by Dan Rosenthal</td>
<td>Print</td>
<td>2011</td>
<td>Urban</td>
</tr>
<tr>
<td></td>
<td>appointed by Bloomberg, Cuomo, City Council Speaker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Christina Quinn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saving Jamaica Bay</td>
<td>by Sherry Mazzocchi</td>
<td>Print</td>
<td>2010</td>
<td>Urban</td>
</tr>
<tr>
<td></td>
<td>and the NYOC, the City Council passed a law that required the OCEP to create a protection plan for the Jamaica</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>