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There are seven main parts of EXPLORING CIVILIZATIONS that you may EXPLORE by clicking on a button.

The following are the 7 areas in the **MAIN MENU** of EXPLORING CIVILIZATIONS:

- The [GLOBE](#) button will take you to a screen with a globe locating the 40 civilizations.
- The [ACTIVITIES](#) button will take you to learning activities for you to play and test your knowledge.
- The [INTRO](#) button will introduce you to the mysteries surrounding the 40 civilizations; how they began, how they lived, and how they were uncovered.
- The [In-Depth Look](#) button will give you extensive information on seven of the civilizations.
- The [TOUR](#) button will give you a guided tour, through our program, led by our world-famous archeologist Professor Diggs! He will help you explore the 40 civilizations.
- The [LIST](#) button will give you an alphabetical list of the 40 civilizations.
- The [TIMELINE](#) button will show you a timetable of the 40 civilizations.

The following information, located at the top of the **MAIN MENU**, will help you use the program more efficiently:

- The ["Options"](#) button
- The ["Help"](#) button
- The ["Back"](#) button
- The ["Exit"](#) button

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By clicking on "List" in the "Main Menu" or by clicking on the "List" button in the "Overview" or "In-Depth" screen, you will jump to the "Civilization List" screen. The "Civilization List" screen allows you to access the civilizations alphabetically.

On the left side of the screen, are the alphabet keys. By clicking on an alphabet key, you will jump to the first civilization name beginning with this letter in the civilization list, or the next alphabetical civilization name. By clicking on the "Page Up" or "Page Down" button, you may view different pages of the civilization list.

On the right side of the screen, is an alphabetical list of all the civilizations. By clicking on a civilization name, you will jump to the "[Civilization Overview](#)" screen with information on that civilization. There are four pages of civilizations in this list.

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The "Civilization Overview" screen displays the civilization you have selected. You can reach the "Civilization Overview" screen through "List," "Map," "Timeline," or "History."

On the left side of the screen, you will see the civilization you have selected and its order by name. For instance, "Civilization 8 of 40 by Name" is the Byzantine Empire. Below the civilization name, is the time period this civilization existed. Below the time period, is the region where this civilization existed.

By clicking on the following symbols you can jump to that part of the program:



By clicking on this symbol, you can jump to the "[Civilization List](#)" screen.



By clicking on this symbol, you can jump to the "[Civilization Timeline](#)" screen.



By clicking on this symbol, you can jump to the "[Civilization Globe](#)" screen.

There is also a gallery at the bottom of the screen, that you can flip through by clicking on the left and right arrow buttons after SELECT A GALLERY ITEM. To view the contents of a gallery item, simply click on its picture. Once you select a gallery item, the right side of the screen will show the gallery item, the title, and the narrated text. Some gallery items have a NOTE, at the end of the text, which further explains the item. These NOTES are not narrated.

There are more options located on the bottom left of the civilization screen:

- By selecting the "Overview" button, you will be able to view overview text and an image of where it existed on the globe.
- By selecting the "[Map](#)" button, you will be able to view a map of the civilizations origins.
- By selecting the "[Search](#)" button, you will be able to search for a specific term related to a current civilization.
- By selecting the "[In-Depth](#)" button, you will be able to view in-depth text on that civilization. **NOTE:** There are ONLY SEVEN In-Depth civilizations, so you will not have this option for all the civilizations.

The right side of the screen displays the selected images and text.

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By clicking on the "Activities" button in the "Main Menu," you will jump to the "Activities Menu" screen. The "Activities Menu" screen is a hallway with doors leading into each of the seven main civilizations and one global activity.

Each doorway is an entrance into the civilization named above the door. To open a doorway, click on the door and you will be transported into the exciting and mysterious surroundings of that civilization. Within the civilization, are [activities screens](#) where you must help Professor Diggs find three educational games for you to test your EXPLORING mind. The questions used in the games will only refer to the civilization you are visiting.

The [global activity](#) door will transport you to the "Global Trivia Race" where you can play with up to three friends to see who is the champion of the civilizations. The questions in the game will test you on all of the 40 Civilizations.

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By clicking on the "Timeline" button in the "Main Menu" or by clicking on the "Timeline" button in the "Overview" or "In-Depth" screen, you will jump of the "Civilization Timeline" screen. The timeline screen presents the civilizations chronologically. The name and date of each civilization is written on a colored timeline. You can move back and fourth through the timeline by using the scroll bar or by using the arrow keys on the keyboard. By clicking on a particular civilizations timeline you will jump to the "[Civilization Overview](#)" screen on that civilization.

If you are not sure where to find a civilization on the timeline, select the "[Find](#)" button in the upper right of the screen.

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By clicking on the "Options" button, or by clicking on F2, you will jump to an "Options" dialog box. The dialogue box has different options to help you customize the program for your needs.



By clicking on these buttons you will be able to work with these parts in the program:

- By clicking on "[Keyword Search](#)" you will be able to search for specific keywords throughout the program.
- By clicking on "[History](#)" you will be able to see a list of all the places you have explored during your visit.
- By clicking on "[Glossary](#)" you will be able to view the glossary terms and their definitions.
- By clicking on "[Help](#)" you will be brought to the help menu.
- You can send something to the Printer or Clipboard in the "[Send current item to:](#)" option.
- You can adjust the narration/movies in the "[Automatically play narration/movies?](#)" option.

KEYWORD SEARCH

By clicking on the "Keyword Search" button, you will jump to the "Keyword Search" dialogue box. In the "Keyword Search" screen, you can type a keyword or select a keyword from the list. Once you have selected a keyword, click on the "Show Topics" button. The "Show Topics" button will show related topics at the bottom of the screen. You may select a topic by clicking on it, or by using the arrow keys. Once you select a topic, choose the "Go To" button. This will take you to the area in the program related to that topic.

EXIT

By clicking on the "Exit" button in the "Main Menu" screen or using the Alt F4 key, you will exit EXPLORING CIVILIZATIONS.

BACK

By clicking on the "Back" button or using the backspace key, you will jump back to the previous screen you were viewing.

HELP

By clicking on "Help," the help screen will appear.

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By clicking on the "Glossary" button, you will jump to a glossary dialogue box. The glossary dialogue box is an alphabetically sorted list of glossary terms found in EXPLORING CIVILIZATIONS. You can move through the list of glossary terms by highlighting the glossary term and using "Page Up" and "Page Down" or by using the arrow keys. You may also use the mouse to scroll through the list and click on a term. Below each term, a definition will be listed.

These additional options are available in the "Glossary" dialogue box:

- [Print Term](#)
- [Print all Terms](#)
- [Copy Term](#)
- [Copy All Terms](#)
- [Help](#)

PRINT TERM

To print a term, select the glossary term you would like to print and click on the "Print Term" button. This will send a printout of the glossary term to the printer.

PRINT ALL TERMS

To print all terms, click on the "Print All Terms" button. This will send a printout of the entire glossary, the terms and their definitions, to the printer.

COPY TERM

To copy a term, select the glossary term you would like to copy and click on the "Copy Term" button. This will send the term and definition to the clipboard.

COPY ALL TERMS

To copy all the terms, click on the "Copy Terms" button. This will send the entire glossary, all the terms and definitions, to the clipboard.

HISTORY

By clicking on History, you will jump to a "History" dialogue box. In the "History" dialogue box, there is a list of all the places you have explored. If you would like to visit an area of the program again, you may select the item by clicking on it, or by using the arrow keys and then clicking on "OK." You will then jump to that area

NOTE: The "History" option will not be available until you visit somewhere.

To exit the "History" box, click on "Cancel."

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By clicking on the door to a civilization or by clicking on the activities button in the "In-Depth" screen, you will enter that civilization's activity screen. Professor Diggs will automatically appear and give instructions for the activity, if you don't want to listen to his instructions, click the mouse button. The activity screen is the environment of a selected civilization with three exciting games to play. You can explore the civilization by moving Professor Diggs around with the mouse, or the arrow keys. The mouse cursor will change to show you how to move around the program.

These are the cursor directions:



When the mouse cursor turns into a magnifying glass, it means there is an activity in the area. To select the activity, click on the mouse button.



When the mouse cursor looks like Professor Diggs preparing to jump—it means Professor Diggs wants to jump! Just click on the area in front of him and he will jump to that area.



When the cursor is pointing forward, it means Professor Diggs has another screen to walk onto, you can move him by just clicking on the area he is pointing to.



When the cursor points down, it means Professor Diggs will walk to where it's pointing.

While you are exploring, you may see the mouse turn into a magnifying glass. If you click on the mouse button, you will jump to any of the following games:

- [Matching](#)
- [Map/ Gods/Inventions](#)
- [Roman Numerals](#)
- [Aztec Calendar](#)
- [Writing Game](#)
- [Abacus](#)

NOTE: There are ONLY THREE games in each civilization's activity section.

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By clicking on "Globe" in the "Main Menu" or by clicking on the "Globe" button in the "Overview" or "In-Depth" screen, you will jump to the 3D "Civilization Globe" screen. The "Civilization Globe" screen allows you to access the civilizations geographically and view a brief description of the civilizations.

On the left side, is a rotating globe that highlights seven main regions. Each region has an image on the globe representing the civilizations of that area. By clicking on an image, you will zoom to a map of the region. On the map, are civilizations located in that region, marked with a red box. You may select a civilization by clicking on a red box, and you will jump to the "[Civilization Overview](#)" screen.

On the right side of the screen is text. The text gives a brief description of what is currently being shown on the globe. The page number is shown at the bottom of the text. You can page through the text by clicking on the "Page Up" and "Page Down" buttons or by using the "Page Up" and "Page Down" keys.

If you don't know where to find a civilization on the globe, select the "[Find](#)" button in the upper right of the screen.

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The Matching activity is similar to a memory test, you must match picture tiles to the tiles naming or describing the pictures.

When you uncover a matching game, you will see a grid of tiles. By clicking on a tile, you will uncover a picture or text (the text names or describes a picture tile). This tile will remain uncovered until you select a second tile. If the tiles are a match they will remain uncovered, if they are not a match they will become blank again. You must repeat this searching process until all the tiles have a match. When all the tiles are uncovered, you win the game!

NOTE: Try to remember where each tile is located as you uncover them, it's good to remember where to look if you uncover a match.

At the bottom of the screen, you can see the time you have spent playing the game in the "Game Time" box. Next to the "Game Time" box, is the best time the game was solved, displayed in the "Best Time" box.

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The Map activity involves placing icons on the correct location of a map. Icons to the left have descriptive text that should help you figure out where to place an icon on the map to the right.

The map has red markers on the exact location of an area or pointing to an area. Each icon refers to one of the red markers on the map. You must figure out where each icon belongs and place it on that marker. You can place the icons by clicking on them and dragging them to a marker. If the icon is correctly placed, it will stay. If the icon is incorrectly placed, it will jump back to its original spot. After the first four icons are correctly placed, a second round of icons appears. After you correctly place the second round of icons, you win the game!

At the bottom of the screen, you can see the time you have spent playing the game in the "Game Time" box. Next to the "Game Time" box, is the best time the game was played, in the "Best Time" box. This activity has two rounds, the round currently being played is shown in the "Round #" box. You can also keep track of the number of icons you have correctly placed in the "_ of 8 correct" box.

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The Roman numeral activity tests your knowledge on translating numbers into Roman Numerals. You will be asked to translate five numbers into Roman Numerals.

In the Roman Numeral system, I=1, V=5, X=10, L=50, C=100, D=500, and M=1000. These numerals are located at the bottom of the screen. You may select a Roman Numeral by using the keyboard, or by clicking on it with the mouse button. If the number is correct it will appear on the screen below the question. If the number is incorrect, it will not accept the number. If, after three attempts, you still cannot get the correct answer, an arrow will point out the correct numeral and it will automatically appear on the screen.

At the right of the screen, you can see the time you have spent playing the game in the "Game Time" box. Next to the "Game Time" box, is the best time the game was played, in the "Best Time" box. If you need some hints on using Roman Numerals, click on the "helpful hints" button at the top of the screen.

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The Gods/Goddesses activity involves placing an icon on the correct name of a god. Icons to the left have descriptive text that should help you correctly place an icon on the chart to the right.

The chart has red markers associated with a gods name. Each icon refers to one of the red markers. You must figure out where each icon belongs and place it on that marker. If the icon is correctly placed, it will stay on the red marker. If the icon is incorrectly placed, it will jump back to its original spot. After the first four icons are correctly placed, a second round of icons appears. After you correctly place the second round of icons, you win the game!

At the bottom of the screen, you can see the time you have spent playing the game in the "Game Time" box. Next to the "Game Time" box, is the best time the game was played, in the "Best Time" box. This activity has two rounds, the round currently being played is shown in the "Round #" box. You can also keep track of the number of icons you have correctly placed in the "_ of 8 correct" box.

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The Inventions activity involves placing icons on the correct date of an invention. Icons to the left, have descriptive text that should help you correctly place an icon on the chart to the right.

The chart has red markers associated with a date. Each icon refers to one of the red markers on the map. You must figure out where each icon belongs and place it on that marker. If the icon is correctly placed, it will stay on the red marker. If the icon is incorrectly placed, it will jump back to its original spot. After the first four icons are correctly placed, a second round with four will appear. After you correctly place the second round of icons, you win the game!

At the bottom of the screen, you can see the time you have spent playing the game in the "Game Time" box. Next to the "Game Time" box, is the best time the game was played, in the "Best Time" box. This activity has two rounds, the round currently being played is shown in the "Round #" box. You can also keep track of the number of icons you have correctly placed in the "_ of 8 correct" box.

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The abacus activity begins with a "Abacus Activity Mode" dialogue box. The dialogue box will prompt you with two options: **Please show me how to use an abacus** or **I already know how to use an abacus**.

If you select **Please show me how to use an abacus**, follow the instructions on the screen very carefully. If you become lost during any of the steps, click the "Reset to previous step" button, which will appear on the screen after you move a bead. You can move the beads by clicking and dragging them with your mouse. If you want to try doing a problem without any help, select the "Helpful Hints Off" button in the lower right of the screen. Try using the Abacus to solve the given problems. If you become stuck, and you would like the computer to show you how to do the problem, select the "Helpful Hints On" button in the lower right of the screen. The "Helpful Hint On" button will take you step by step through the questions.

If you select **I already know how to use an abacus**, you will jump straight to the problems. You will be asked to solve five addition problems on the abacus. When you answer five questions correctly, you win the game. You may select the "Helpful Hints On" button, if you have any difficulty during the game.

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The Aztec calendar is a representation of how the Aztec (Tonalamatl) Calendar was organized. This 260 day calendar was used to predict the destiny of children born on each day. The wheel on left of the screen represents the numbers 1-13 (these numbers are represented by dots). The wheel on the right of the screen represents 20 named days (crocodile, wind, house, etc.). These wheels are a modern day interpretation of the Aztec Calendar. You may rotate the wheels by clicking on the arrow keys on the screen or by using the arrow keys on the keyboard. The "Up" and "Down" arrow keys work the calendar wheel on the left and the "Left" and "Right" arrow keys work the calendar wheel on the right.

Try rotating each wheel, and then selecting "Lock Calendar" to see a prediction. The prediction will appear at the bottom of the screen with the name of the day you selected (i.e. One Crocodile). You can also rotate the wheels with the calendar locked to see how the predictions change daily. To unlock the calendar, click on the "Unlock Calendar" button.

By clicking on the "Convert Date" button, a "Convert Date for Aztec Calendar" dialogue box will appear. This box will ask you to enter a date. You must enter the month, day, and year of the date you would like to convert (i.e. July, 18 1971) and click "OK." The prediction for this day will appear along the bottom of the screen.

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The wall in the writing game activity can be used to learn what the writing of the civilization might have looked like. You can try typing your name, or a secret message, using the keyboard, or by clicking on the letters at the bottom of the screen with your mouse. If you need to make a space when writing, click on the "Space" button or the space key. If you need to backspace when writing, click on the "Backspace" button or the backspace key. If you want to print your message, select the "Options" button, and then select print. To erase the wall, click the "Clear Wall" button. When you are ready to take a quiz, click on the "Take Quiz" button.

The writing game quiz will give you the answer using the writing of that civilization to a question using the modern day alphabet. You will be asked to translate five of these answers into the modern day alphabet.

At the bottom of the screen, the modern day alphabet is shown compared to that civilizations alphabet. You may select the correct symbol or letter by using the keyboard, or by clicking on it with the mouse button. If the letter is correct, it will appear on the screen below the answer. If it is incorrect, it will not accept the letter. If, after three tries, you still cannot get the correct answer, an arrow will point out the correct letter and it will automatically appear on the screen. When you finally get the correct answer, you must click the mouse button or hit any key to continue to the next question. When you answer the five questions correctly, you win the game!

At the right of the screen, you can see the time you have spent playing the game in the "Game Time" box. Next to the "Game Time" box, is the best time the game was played, in the "Best Time" box. If you would like to end the quiz at any time to practice, click on the "Practice" button.

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Once you select the number of players, you must "Choose Your Champion." The "Champion" will represent you in the Global Trivia Game. here are eight champions listed on the left of the screen. By clicking on the name of a champion, you will view a picture of them and their descriptive text. Once you find the champion you want, click the "Accept Champion" button. Once all the players have a champion, the screen will jump to the Global Trivia Game.

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By clicking on the "In-Depth Look" button, you will jump to the "In-Depth Look Menu." There are seven ["In-Depth Civilizations"](#) that you may EXPLORE in the In-Depth section.

The following are the seven main civilizations in the In-Depth Look Civilization Menu:

- CHINA
- AZTECS
- NATIVE_AMERICANS
- GREECE
- ROME
- EGYPT
- VIKINGS

The following information, located at the top of In-Depth Look Civilization Menu:

- The ["Options"](#) button.
- The ["Help"](#) button.
- The ["Back"](#) button.
- The ["Exit"](#) button.

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By clicking on the "Tour" button, you will jump to the "Program Tour" screen. Here, you will join Professor Diggs as he takes you through a tour of EXPLORING CIVILIZATIONS. Professor Diggs will show you how to explore every part of the program and all the civilizations. He will explain the functionality of all the buttons.

SEARCH

By clicking on "Search" in the "Civilization Overview" screen, you be able to search for a specific term related to the current civilization in the "Search" dialogue box. In the "Search" screen, you can type a word or select a word from the list. Once you have selected a word, click on the "Show Topics" button. The "Show Topics" button will show related topics at the bottom of the screen. You may select a topic by clicking on it, or by using the arrow keys. Once you select a topic, choose the "Go To" button. This will take you to the area in the overview text related to the topic.

NOTE: If you would like to do a search through the entire program, you must click on the "[Options](#)" button and select "[Keyword Search](#)."

MAP

By clicking on "Map" in the "Civilization Overview" screen, you will be able to watch a narrated slide show tracing, on a map, the origins of a civilization.

FIND

The "Find" button is located at the top right corner in the "Civilization Timeline" screen. By clicking on "Find," a "Find Civilization on Timeline" box will appear. This box allows you to search for a civilization by clicking on the arrow keys, or by using the "Page Up" and "Page Down" keys. Once you find the civilization where you would like to see a timeline, click on "OK." A little yellow hand will point out the civilization timeline that you are searching for.

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By clicking on the "Intro" button you can learn what a civilization is and how we know, what we know about them. You will see how archeologists, such as Professor Diggs, have uncovered the remains of civilizations of the past.

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The "In-Depth" screen on the selected civilization can be accessed by selecting the "In-Depth" button on the civilization overview screen, or by selecting the "In-Depth Look" button from the main menu. The "In-Depth" screen presents more detailed information about selected civilizations. The information is divided into topics.

(Just like the civilization overview screen, the information can be accessed by selecting gallery items. However, the items in the gallery can be changed by selecting a topic from the list on the left of the screen. To compare a topic between different civilizations, simply select the topic and then use the up and down arrows to flip through the different civilizations. To access the many games and activities for the current civilization, select the "Activities" button in the lower left of the screen.)

The In-Depth Civilization Screen has the following information:

[Select a Topic](#)

[List](#)

[Timeline](#)

[Globe](#)

[Activities](#)

SEND CURRENT ITEM TO:

By clicking on the "Options" button, you may send an item to the printer or clipboard. You may select either the printer or clipboard by clicking on that button. When you send something to the clipboard, a dialogue box will ask: **Send image to clipboard** or **Send text to clipboard**. You may select either the text or the image and this will be sent to the clipboard.

AUTOMATICALLY PLAY NARRATION/MOVIES

By clicking on the "Options" button, you may turn the narration on or off. If you select Yes, you may choose how many seconds must pass until the narration will play. If you select No, the narration will not automatically play, and you will have to turn it back on if you want to hear the narration to any part of the program.

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The following sixteen topics are included in each of the In-Depth Civilization screens. If you would like to see information on one of the following topics, simply click on that topic. The information will be displayed on the right and the gallery items representing the topic will appear in the gallery.

- Overview
- Family Life
- Food
- Fashion
- Lifestyles
- Beliefs
- Art
- Entertainment
- Architecture
- Transportation
- Government
- Economy
- Rulers and Kings
- Warriors
- Contributions
- Timelines

Global Activity Setup

By clicking on the Global door, you will enter the "Choose Your Champion" screen. A Dialogue box will appear asking you to enter the number of players for the activity. You may select one through four players. When you select the number of players, click on "OK." (If you are playing with one player, your player will compete against the computer player.)

Global Trivia Game

The Global Trivia Game asks multiple choice questions on the 40 civilizations. The questions can be answered by clicking on A, B, C, or D or by pressing these keys. Each champion (player one, two, three, and four) will have a turn to answer the EXPLORING questions. When a question is answered correctly, the champion will move ahead a space. The first champion to reach the finish line is the winner.

By clicking on the "Exit Game" button at the top of the screen you will exit the Global Trivia Game

