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For information about any of these help topics, use your mouse to position the on-screen pointer over one of the green words, then press (click) the left mouse button.

Whenever you see highlighted green words in an encyclopedia article or on a help screen, you can select them for more information about those topics.

If you are not familiar with the Windows environment, Windows Basics provides a brief summary of basic mouse operations, making selections and using dialog boxes.

If you click the on-screen pointer anywhere outside this help window, the help window may disappear behind other windows. It is easy to bring the help window to the front again so that you can read it. Press and hold the keyboard ALT key while you press the TAB key a few times. Do this until you see a box in the middle of the screen containing a big yellow question mark and the words Encyclopedia Help.

To close this help window, select the word File in the menu bar at the top of this screen, then select the Exit option.

Applications Menu

The Applications section of the encyclopedia explores the ways in which information technology has been applied, and provides an in-depth look at the products and services that are available to the consumer.

This help file explains how to use the Applications menu screen.

Choosing a Subject to Explore

Select one of the large, triangular buttons in the center of the screen to learn more about a particular category of products and services. This takes you to an overview screen where you can select articles, pictures and movie clips about your chosen subject.

Helpful Features

The other buttons on the screen are there to help you find your way around the encyclopedia. Select a button to activate one of the following features:

Path - enables you to jump to any screen in the encyclopedia. The Path button is the round icon in the upper right corner of the screen.

Exit - closes the encyclopedia and exits the program.

Options - brings up some useful options: **Dictionary** loads the Jones Interactive Dictionary with definitions for over 3,000 technical words; **Find** will search all the articles of the encyclopedia for any word or phrase you enter; **Print** will print an article if one is currently displayed; **Sound Level** allows you to adjust the sound level. Select **Close** to close the Options toolbox.

Question Mark - activates this on-line help system.

Landmark - the icon to the left of the question mark is called a landmark. Select this icon to return to the main menu.

Index - brings up the complete index of all encyclopedia articles grouped by category.

Tour - activates a guided tour through all of the functions on this screen.

Article Screens

Article screens are where you actually read encyclopedia entries or view pictures and movies about your chosen subject.

There are four types of article screen, depending on whether you have elected to read about trends, technologies, pioneers or a general article on a subject. All of the article screens work in the same way. The type of article is indicated in the top left corner of the screen.

Choosing and Reading an Article

Encyclopedia entries appear in the large white box on the right side of the screen. If you got to the article screen by selecting a pennant topic from the overview screen, this box will automatically display an article on that topic. Otherwise, the box will display a list of articles when the screen first appears. The list will be restricted to articles of the type noted in the top left corner of the screen. If the list is long, a scroll bar will appear along the right edge of the box. Select the arrows at the bottom or the top of the scroll bar to see the entire list.

You can choose an article from the list by selecting it. Your chosen article will then appear in the text box. To see the list again, select the **Articles** button at the bottom of screen.

You can read the article at your own pace. If the article is long, a scroll bar appears along the right edge of the text box. You can print the article for future reference by selecting **Options** (Toolbox) and then selecting **Print**.

As you read an article, you will notice that some of the words are highlighted in green. These words are linked to other encyclopedia articles, giving you quick access to related topics. Select one of the highlighted words to jump to that topic.

Exploring the Images and Movies

Each article is accompanied by a graphical image or a QuickTime movie which appears in the image box on the left side of the article screen.

Still images can be enlarged for a closer look. Select the **magnifying glass** button at the lower right corner of the image to blow the image up, and click anywhere on the picture to shrink the image back to its original size. The magnifying glass does not appear if the image box contains a QuickTime movie.

Movie clips can be viewed by selecting the triangular **play** button at the lower right corner of the image box. Select the square **stop** button to end the video. These two video control buttons do not appear if the image box contains a still photo or illustration.

Finding Your Way Around the Encyclopedia

The other objects on the screen are there to help you find your way around the information in the encyclopedia. The three buttons in the lower left corner of the screen help you to locate other articles that you might be interested in reading:

Go Back - returns to the previous article. You can go back to the last 50 Encyclopedia articles you've viewed. This feature is useful for retracing your path as you follow links and indices.

See Also - brings up a list of related articles in other sections of the encyclopedia.

Index - enables you to search for articles in any section of the encyclopedia.

The objects along the top of the screen activate some other useful features:

Path - enables you to jump to any screen in the encyclopedia. The Path button is the round object in the upper right corner of the screen.

Exit - closes the encyclopedia and exits the program.

Options - There are four options under the Toolbox icon: **Dictionary**, **Find**, **Print**, and **Sound Level**.

Dictionary - brings up the Jones Interactive Dictionary with over 3,000 definitions of technical terms.

Find - allows you to locate a specific phrase in the Encyclopedia. A full search engine has been provided for your convenience. Simply type in the word or phrase you wish to search, and select **OK**. A dialog box provides options and on-screen hints to assist your search.

Print - the last article reviewed will be printed on your default printer automatically.

Sound Level - allows you to change the sound level on your computer.

To leave the options menu select **Close**.

Question Mark - activates this on-line help system.

Landmarks - the icons to the left of the question mark are called landmarks. As you travel through Jones Telecommunications and Multimedia Encyclopedia, landmark objects appear at the top of the screen to indicate the branch you have traveled. Selecting these icons allows you to return to a previous level. The landmark on the right (three triangles) returns you to the main program menu. The landmark in the center (hexagonal or pentagonal) takes you back to the Industries or Applications menu, whichever you last visited. The landmark on the left (one triangle) takes you back to the overview screen for this section of the encyclopedia. Note that each article has a specific home and the landmarks will change to reflect this as you follow links.

Find

The Find option lets you to search the entire encyclopedia for articles containing a specific word or phrase. This is particularly useful if you want to read about a specific person, product or service but dont know where to look.

Using Find

When the Search dialog box appears, the text entry field at the top is empty. Use the keyboard to start typing your search words and they will appear in the text entry field. Each word should be separated by a single space. The search is not case-sensitive, so you can type your search words in any combination of upper- or lower-case letters. You must enter complete words, partial words are not searched.

When you are finished typing your search words, select **OK**. An alphabetical list of articles that contain those words will appear in the Search Results box on the right. If a scroll bar appears along the right edge of the list, you can scroll through the list by selecting the arrows at the bottom or the top of the scroll bar.

If you would like to jump to one of the articles on the list, first select the article to highlight it, then select on the **Go To** button. This will automatically close the dialog box and take you to the article you have selected.

If you want to try a different set of search words, dont select **Go To**. Instead, select **To Search** to return to the Search dialog box. You can then type in new search words.

Other Options

Close - closes the dialog box and takes you back to the previous window.

Question Mark - activates this on-line help system.

Index

The Index dialog box provides a complete list of encyclopedia articles grouped by category.

When the Index first appears, it lists all of the articles in the category you are currently exploring. If you got to the Index from the main menu, the list box will be empty until you choose a category.

Choosing Articles by Subject

The left side of the dialog box lists the categories in the Industries and Applications sections of the encyclopedia. Select a category name, e.g. Cable, to see a complete list of articles in that category.

The box on the right lists the articles alphabetically by title. If a scroll bar appears along the right edge of the list, you can scroll through the entire list by selecting arrows at the bottom or the top of the scroll bar.

If you would like to read one of the articles in the list, position the cursor over the title and select it. This will automatically close the dialog box and take you to the article viewing screen.

Other Options

Close - closes the dialog box and takes you back to the previous window.

Question Mark - activates this on-line help system.

Industries Menu

The Industries section of the encyclopedia describes the many industries that are rapidly converging on the information superhighway.

This help file explains how to use the Industries menu screen.

Choosing a Subject to Explore

Select one of the large, triangular buttons in the center of the screen to learn more about a particular industry. This takes you to an overview screen where you can view articles, pictures and movie clips.

Helpful Features

The other objects on the screen are there to help you find your way around the encyclopedia. Select an object to activate one of the following features:

Path - enables you to jump to any screen in the encyclopedia. The Path button is the round object in the upper right corner of the screen.

Exit - closes the encyclopedia and exits the program.

Options - brings up some useful options: **Dictionary** loads the Jones Interactive Dictionary with definitions for over 3,000 technical words; **Find** will search all the articles of the encyclopedia for any word or phrase you enter; **Print** will print an article if one is currently displayed; **Sound Level** allows you to adjust the sound level. Select **Close** to close the Options toolbox.

Question Mark - activates this on-line help system.

Landmark - the icon to the left of the question mark is called a landmark. Select this icon to return to the main menu.

Index - brings up the complete index of all encyclopedia articles grouped by category.

Tour - activates a guided tour through all of the functions on this screen.

Main Menu

This screen is the starting point from which you access all of the features and information in Jones Telecommunications and Multimedia Encyclopedia. It is the first screen you see when you start the program.

How the Information is Organized

Jones Telecommunications and Multimedia Encyclopedia is packed with hundreds of articles, pictures and movie clips that make the fascinating world of communications technology really come alive. All of this information is divided into three general sections: Industries, Applications and Timeline. Choose the section you wish to explore by selecting one of the three triangular buttons in the center of the screen:

Industries - select Industries to learn about the different technologies used for information exchange.

Applications - select Applications to see how these technologies have been used to create products and services for the consumer.

Timeline - select Timeline to get a historical overview of the innovations that have contributed to the development of the information superhighway.

Other Helpful Features

The other objects on the screen are there to help you find your way around the encyclopedia. Select an object to activate one of the following features:

Path - enables you to jump to any screen in the encyclopedia. The Path button is the round object in the upper right corner of the screen.

Exit - closes the encyclopedia and exits the program.

Options - brings up some useful options: **Dictionary** loads the Jones Interactive Dictionary with definitions for over 3,000 technical words; **Find** will search all the articles of the encyclopedia for any word or phrase you enter; **Print** will print an article if one is currently displayed; **Sound Level** allows you to adjust the sound level. Select **Close** to close the Options toolbox.

Question Mark - activates this on-line help system.

Index - brings up the complete index of all encyclopedia articles grouped by category.

Tour - activates a guided tour through all of the functions on this screen.

Overview Screens

Overview screens enable you to select the type of article you wish to read on your chosen subject. They also give you immediate access to some feature articles and a surprise movie clip.

Overview screens appear whenever you select a subject category from the Industries menu (i.e. Broadcast, Computer, Software, Cable, Satellite, and Telephone) or the Applications menu (i.e. Business, Education, Entertainment, Medical, and Personal). The subject category appears in the top left corner of the overview screen. There is a different overview screen for each subject but they all work in the same way.

Playing the Hidden Movie Clip

In each of the overview screens, there is a graphical hot spot that lets you play a QuickTime movie. You can't tell where the hidden hot spot is just by looking at the screen. Use your mouse to move the pointer across the various images on the screen until you find the hot spot. The hot spot will be highlighted in yellow when the pointer passes over it. Select this image to run the movie clip.

Choosing an Article

Like newspaper headlines, the pennants on the left highlight some of the interesting topics that you can learn about in the category you are exploring. If you select one of these pennants, an article about the featured topic appears. An image or movie clip accompanies each article.

You can look up other articles by selecting one of the buttons in the lower right corner of the screen. This will take you to an article viewing screen that initially displays an index of articles about the technologies, trends, industry pioneers or all of the articles in your chosen subject category.

The following objects and buttons will take you to an article viewing screen:

- Pennants** - for information about the topic written on the pennant.
- Articles** - brings up a complete list of articles about your chosen subject.
- Pioneers** - for an index of leading innovators in a particular industry. The Pioneers button is not active on the Personal and Medical Application overview screens.
- Technology** - for an index of articles about the key technologies in your chosen category.
- Trends** - for an index of articles about current and future trends in each industry or application.

Finding Your Way Around the Encyclopedia

The other objects on the screen are there to help you find your way around the information in the encyclopedia. The three buttons in the lower left corner of the screen help you to locate other articles that you might be interested in reading:

- Go Back** - returns to the previous article. You can go back to the last 50 Encyclopedia articles you've viewed. This feature is useful for retracing your path as you follow links and indices.
- See Also** - brings up a list of related articles in other sections of the encyclopedia.
- Index** - brings up the complete index of all encyclopedia articles grouped by category.

The objects along the top of the screen activate some other useful features:

- Path** - enables you to jump to any screen in the encyclopedia. The Path button is the round object in the upper right corner of the screen.
- Exit** - closes the encyclopedia and exits the program.
- Options** - brings up some useful options: **Dictionary** loads the Jones Interactive Dictionary with definitions for over 3,000 technical words; **Find** will search all the articles of the encyclopedia for

any word or phrase you enter; **Print** will print an article if one is currently displayed; **Sound Level** allows you to adjust the sound level. Select **Close** to close the Options toolbox.

Question Mark - activates this on-line help system.

Landmarks - the icons to the left of the question mark are called landmarks. As you travel through Jones Telecommunications and Multimedia Encyclopedia, landmark objects appear at the top of the screen to indicate the branch you have traveled. Selecting these icons allows you to return to a previous level. The landmark on the right (three triangles) returns you to the main program menu. The landmark in the center (hexagonal or pentagonal) takes you back to the Industries or Applications menu, whichever you last visited. The landmark on the left (one triangle) takes you back to the overview screen for this section of the encyclopedia. Note that each article has a specific home and the landmarks will change to reflect this as you follow links.

Path

The Path dialog box contains a map of every section in Jones Telecommunications and Multimedia Encyclopedia. It gives you a quick method of jumping directly to any one of the major viewing screens in the encyclopedia.

Choosing a Section to Explore

Select one of the menu titles (Main, Industries, Applications or Timeline) or select one of the subject categories (Broadcast, Computer, Software, Cable, Satellite, Business, Education, Entertainment, Medical, or Personal.) Under Timeline, you can select an era that you are interested in exploring, or select **Show All** to see a complete list of innovations and events. The **Show All** option is useful if you want to find out more about a particular invention but dont know when it was invented.

When you select a category or menu item the Path dialog will automatically close and take you to the viewing screen you selected.

Other Options

Close - closes the dialog box and takes you back to the previous window.

Question Mark - activates this on-line help system.

Timeline Menu

The Timeline section of the encyclopedia depicts the evolution of the information superhighway. It includes over 800 key inventions and other important events, providing an overview of the past and a glimpse into the future of the emerging global communications network.

This help file explains how to use the Timeline menu screen.

Choosing a Time Period to Explore

Select one of the large, blue buttons in the Timeport to choose an era that you are interested in exploring, or select **Show All** to see a complete list of inventions described in the encyclopedia. The **Show All** option is particularly useful if you want to find out more about a specific invention, for example, but don't know when it was invented.

When you select any of the blue buttons the Timeport will automatically take you to the Timeline viewing screen where you can read about innovations and events in the time period you have selected.

Helpful Features

The other objects on the screen are there to help you find your way around the encyclopedia. Select an object to activate one of the following features:

Path - enables you to jump to any screen in the encyclopedia. The Path button is the round object in the upper right corner of the screen.

Exit - closes the encyclopedia and exits the program.

Options - brings up some useful options: **Dictionary** loads the Jones Interactive Dictionary with definitions for over 3,000 technical words; **Print** will print a timeline description if one is currently displayed; **Sound Level** allows you to adjust the sound level. **Find** is not active in the timeline. Select **Close** to close the Options toolbox.

Question Mark - activates this on-line help system.

Landmark - the icon to the left of the question mark is called a landmark. Select this icon to go to the main menu.

Timeline Descriptions

This screen shows you a list of innovations for the time period that you selected from the Timeline menu. It also allows you to read brief descriptions of those innovations.

Reading About Innovations

When the Timeline viewing screen first appears, the oval window at the top of the screen shows the time period you selected. The box just below the oval window lists all of the innovations for that time period. If a scroll bar appears along the right edge of the list, you can scroll through the entire list by selecting the arrows at the bottom or the top of the scroll bar.

The rocker switch just below the list box lets you choose whether you want the innovations listed alphabetically (A-Z) or by date. Just click anywhere on the switch to toggle back and forth between these two options.

To read about an innovation, select it from the list box. The innovation will be highlighted in the list, and a brief description will appear in the large box on the right. A scroll bar may appear if the description is long. To see another description, simply select a different innovation from the list box.

Other Options

Options - brings up some useful options: **Dictionary** loads the Jones Interactive Dictionary with definitions for over 3,000 technical words; **Print** will print a timeline description if one is currently displayed; **Sound Level** allows you to adjust the sound level. **Find** is not active in the timeline. Select **Close** to close the Options toolbox.

Close - closes the dialog box and takes you back to the Timeline menu screen, where you can select a different era to explore.

Question Mark - activates this on-line help system.

Windows Basics

This help screen describes the system requirements for running Jones Telecommunications and Multimedia Encyclopedia and gives a brief overview of some basic operations common to all Windows programs.

System Requirements

Jones Telecommunications and Multimedia Encyclopedia needs at least 4MB of available RAM in order to run satisfactorily. This must be physical RAM, virtual memory provided by Windows will not suffice.

The minimum display resolution is standard VGA (640 x 480 pixels), and optimal playback requires a minimum of 64,000 colors.

To find out how your monitor is configured in Windows 95 or NT, run the Display program under the Control Panel. You can easily change the resolution and number of colors (palette) using the Display program.

To find out how your monitor is configured in Windows 3.1, go to the Main group in the Windows Program Manager and select the Windows Setup icon. The numbers at the end of the Display row tell you what your resolution and color settings are. The first two numbers give the display resolution in pixels (screen dots) and the last number gives the number of colors. For example, 800x600x256 means that you have a super VGA display (800 x 600 pixels) capable of 256 colors; 640x480x64K means that you have a standard VGA display capable of displaying 64,000 colors simultaneously.

For Help with other Windows Operations

Select the word Help in the menu bar at the top of this screen, and select the How to Use Help option. To keep this help window visible all the time, select the Always on Top option. Repeat the selection to turn this option off.

Using the Mouse

Selecting - move your mouse to position the on-screen pointer (arrow) over a button or menu item that you want to select, then quickly press (click) and release the left mouse button.

Dragging - once the pointer is in the correct place, press the left mouse button down and keep it depressed while you move the mouse. The pointer will move in the same direction as the mouse, "dragging" with it the on-screen object you have selected. Dragging works only in very specific cases.

Windows

Windows are rectangular areas of the screen that contain an application or a document. This help screen is an example. Click anywhere inside a window to make it active, which brings it to the front.

Title Bar - the bar at the top of a window that contains the application or document title, e.g. where the words Encyclopedia Help appear at the top of this window.

Resizing Windows - you can often change the size of a window by positioning the pointer over the border (outside edge) of the window. When the pointer changes to a double-headed arrow, you can drag the border in or out to resize the window. The size of the encyclopedia window cannot be changed but the size of this help window can.

Moving Windows - if your monitor screen is larger than a displayed window, you can move the window to a new position on the screen by dragging its title bar. You can move the encyclopedia window around if you have a super VGA monitor or better.

Using Dialog Boxes

Dialog boxes appear on screen to allow you to request or supply information, e.g. the Find dialog box, which you can get to by selecting the Options toolbox.

List Boxes - a list of choices in a box within a dialog box. If there are more choices than you can see at one time, a vertical scroll bar appears along the right side of the box (see Using Scroll Bars, below). For example, when the Index dialog box appears, the box on the right contains an alphabetical list of articles in the section you are currently exploring.

Choosing Items from a List Box - you can choose an article or subject from a list by positioning the pointer over the list item and selecting it. Once selected, the item will be highlighted.

Moving Dialog Boxes - any dialog box with a title bar can be repositioned to give you a better view of the window behind it. Simply drag the dialog box title bar to a new location.

Closing Dialog Boxes - most dialog boxes close automatically after you have made your final selection. If you decide you don't want to use the dialog box to make a selection, simply select the **Close** button to close the dialog box and return to the previous window.

Using Scroll Bars

If there is more information in a window or list box than you can see at one time, a vertical scroll bar appears along the right edge. A horizontal scroll bar may also appear along the lower edge. Select the arrows at the ends of the scroll bar to view all of the information, or click in the scroll bar itself (either side of the square scroll box).

