



Welcome to Bookshelf 98 Help

To find help on a subject, click the **Contents** button at the top of this screen, then click the topic you want.

Or click **Index** to look at a more detailed list of the subjects covered in Help. In the Index tab you can also type the words you want to search for in the text box, and the index will scroll to the words you've typed.

To return to the last topic you viewed, click **Back**.

To close Help at any time and return to Bookshelf, click **File** in the Help menu bar at the top of this screen, and then click **Exit**.

Within a topic, click the colored jumps to switch to other topics.

Tips on using Help

You can arrange the Bookshelf and Help windows to allow you to work in the program while consulting Help.

You can move either window by clicking and dragging its top title bar. You can also resize the Help or Bookshelf windows by clicking and dragging a window border.

See Also

[Resizing the Bookshelf window](#)

Microsoft® **Bookshelf 98**



Welcome to Microsoft Bookshelf 98, the multimedia reference library that turns your personal computer into a rich resource of information, education, and entertainment. Whether you're writing a research paper, looking up trivia, or just browsing, Bookshelf's integrated features help you explore almost any topic.

With Bookshelf, you can:

- Search the library of 10 reference books, or search a single book. [Click here for an overview of searching with Bookshelf.](#)
- Look up references, define words, and copy and paste articles and images while working in other Windows programs, using [QuickShelf](#).
- Take your search online, with the new [Go Online tab](#).
- Supplement your knowledge of a subject with images, videos, audio clips, animations, and 360° Views. [Click here to find out more about searching for specific media types.](#)

For more information about Bookshelf, try the following:

- [Tips for the new user](#)
- [Overview - searching with Bookshelf](#)
- [Bookshelf Tips and Tricks](#)
- [About QuickShelf](#)
- [QuickShelf Tips and Tricks](#)

If you're new to Bookshelf, here are a few ways you can begin to explore:

- **Bookshelf tour**

An interactive tour of the Bookshelf screens and menus.

- **Overview - searching with Bookshelf**

Helpful advice on getting the most out of Bookshelf's search capabilities.

- **The overviews to the reference books**

[Almanac](#)

[Atlas](#)

[Chronology](#)

[Computer/Internet Dictionary](#)

[Dictionary](#)

[Encyclopedia](#)

[Internet Directory](#)

[Quick ZIP Code](#)

[Quotations](#)

[Thesaurus](#)

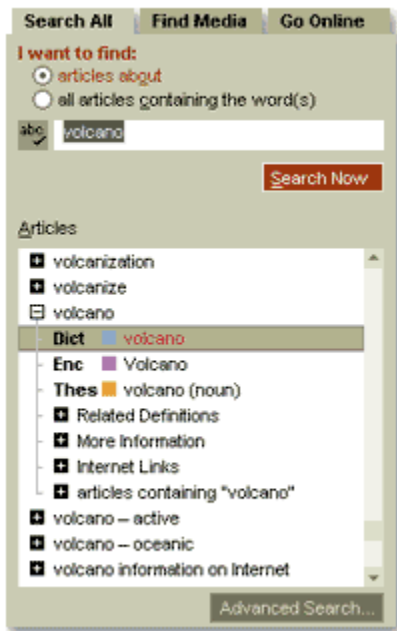
In the picture, click a menu to view more information.




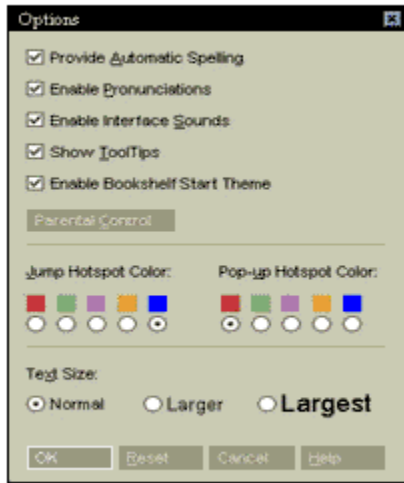
See also

[Shortcut menu tour](#)

The search panel contains three tabs—Search All, Find Media, and Go Online—that help you find information in Bookshelf and on the World Wide Web. To learn more about how a tab functions, click it below.



Move the mouse pointer over the picture. When the pointer becomes a hand , you can click a region to view more information.



See also

Enabling and Disabling:

[ToolTips](#)

[pronunciations](#)

[automatic spelling check](#)


[sounds](#)

[the Bookshelf start theme](#)

[the Parental Control option](#)

[Changing the color of jump text](#)

[Changing articles' text size](#)

Move the mouse pointer over the picture. When the pointer becomes a hand , you can click a region to view more information.



The image shows a screenshot of a software dialog box titled "Quick ZIP Code". The dialog box has a yellow background and a black title bar with a close button (X) in the top right corner. The main content area contains the following elements:

- Text: "Enter as much of the address as possible:"
- Text: "Street:" followed by a text input field.
- Text: "City" followed by a text input field.
- Text: "State" followed by a text input field.
- Text: "ZIP Code" followed by a text input field.
- A red "Find" button.
- Text: "City, state, ZIP code recommendations:" followed by a large empty text area.
- At the bottom, there are three buttons: "Copy Address", "Cancel", and "Help".

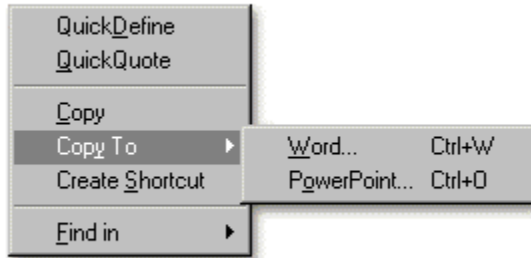
See also

[Finding address information](#)

[Overview - Quick ZIP Code](#)

[Quick ZIP Code tips](#)

In the picture, click a menu command to view more information.




See also

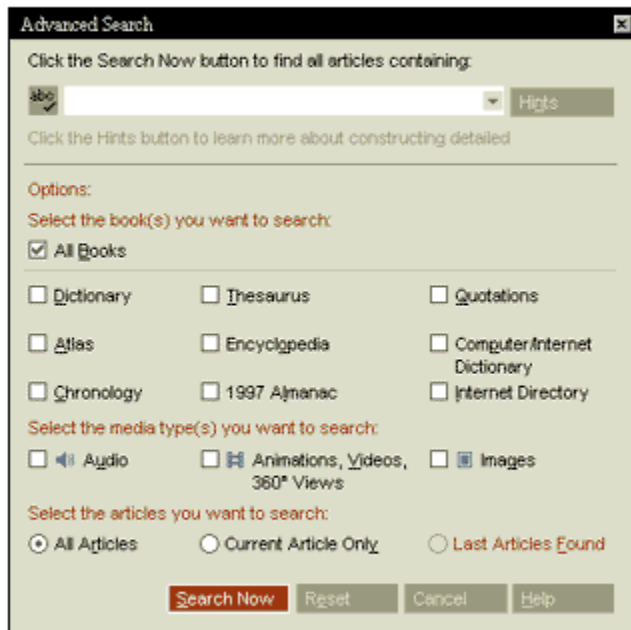
[Defining words instantly](#)

[Creating a shortcut to an article](#)

[Jumping to related articles](#)

[Copying and pasting](#)

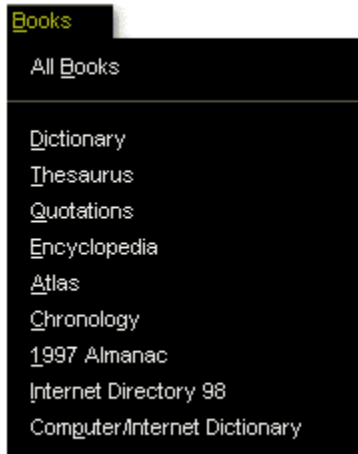
Move the mouse pointer over the picture. When the pointer becomes a hand , you can click a region to view more information.



See also

[Narrowing your search with Advanced Search](#)

In the picture, click a menu command to view more information.



See also

[Browsing through articles](#)

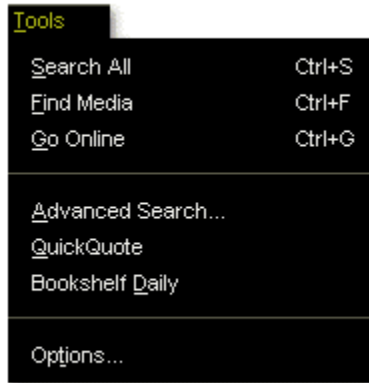
In the picture, click a menu option to view more information.




In the picture, click a menu command to view more information.



In the picture, click a menu command to view more information.



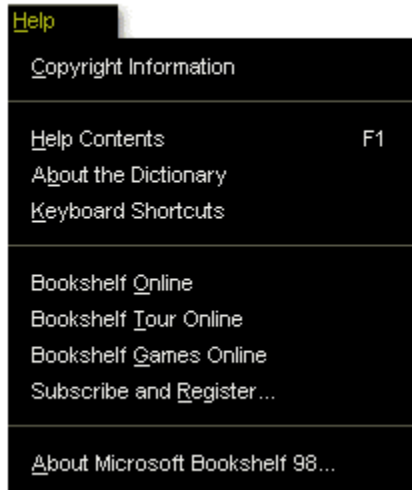
Move the mouse pointer over the picture. When the pointer becomes a hand , you can click a region to view more information.




See also

[Using QuickQuote](#)

In the picture, click a menu option to view more information.




Move the mouse pointer over the picture. When the pointer becomes a hand , you can click a region to view more information.

Atlas

[Introduction](#)
[Atlas special features](#)
[Link to the World Map](#)
[Sample information box](#)
[Copyright information](#)

*A Guidebook
to the World*



**The Encarta 98 Desk
World Atlas**

Att ■ This atlas contains over 125 maps on four levels. Every country, U.S. state, and Canadian province has a popup information box containing the flag, anthem, audio pronunciation, and links to related articles in the almanac and encyclopedia. In the article list, atlas entries are designated by the red icon.

[Bookshelf tips](#) | [QuickShell™ tips](#) | [Subscription and Registration](#)

Legend Zoom In ← Page Page →

New Books

Bookshelf now includes the *Microsoft Bookshelf Computer and Internet Dictionary*, with over 7000 definitions. And, from the makers of the world's best selling encyclopedia, Bookshelf now features *The Encarta 98 Desk Encyclopedia* as its encyclopedia.

New and Updated Content

This edition of Bookshelf has more than 2500 pictures; more than five hours of sound; and more than 100 videos, animations, and 360° Views. Sixty new maps have been added to the Atlas.

New Features


Bookshelf 98 contains the following new features:

- Simpler and more intuitive searching (see [Overview - searching with Bookshelf](#))
- Bookshelf Premier Web Search, a fast and efficient way to search the World Wide Web
- A new media type, [360° Views](#)
- QuickQuote, Bookshelf's new quote wizard, which helps you find the right quote fast (see [Using QuickQuote](#))
- An improved user interface (see the [Bookshelf tour](#) for a quick introduction)
- Contents pages added to the opening screen of each book, allowing for easy access to information about the books
- A new Parental Control feature that gives you the ability to hide potentially offensive words and articles

New Online Capabilities

- Bookshelf now features the [Go Online tab](#), a powerful way to extend your search to the World Wide Web.
- With [Bookshelf Premier Web Search](#), you can limit your search to high quality Web sites which have been selected by Bookshelf's editorial staff.
- Bookshelf 98 includes Internet Explorer version 3.02, Microsoft's powerful Web browser, which you can [install](#) from the Bookshelf CD (note that this is a separate installation).


Changes to QuickShelf

[QuickShelf](#) has been simplified and more fully integrated with other Windows 95-based programs, such as Word and Internet Explorer. Now you can access all of QuickShelf's capabilities—such as QuickDefine, QuickQuote, and Find in Bookshelf—by clicking the QuickShelf  icon in the Windows 95 taskbar at the bottom of your desktop.

[Quick ZIP Code](#), one of the options on the [menu bar](#), provides a quick, easy way to locate the city, state, and ZIP code for most United States addresses.

Use Quick ZIP Code to verify an address's accuracy, find states that have cities with the same name, search for the number of cities with a street address that matches your own, or locate cities that share a particular ZIP code. Once you've found the address information you need, you can copy it to the Clipboard and paste it into any other program.

The city/state/ZIP code combinations that Quick ZIP Code provides reflect the postal addressing standards of the United States Postal Service. If you have occasions where your search results are not what you expect, it may be due to a discrepancy with what the U.S. Postal Service considers to be a correct address. For more information on partial-address searches, see [Finding address information](#).

Note Quick ZIP Code is also easily accessible in any windows program. Click the QuickShelf  icon at the far right of the Windows taskbar, and then click **Quick ZIP Code**.

See also

[Quick ZIP Code tips](#)

[State abbreviations](#)

[Using QuickShelf](#)

The *Encarta 98 Desk World Atlas* contains eight views of the world, topographic maps of the world's continents and countries, and state and regional maps of the United States and Canada.

Bookshelf enhances the information with audio pronunciations of country, city, and U.S. state names; full-color examples of country and state flags; and audio clips of the national anthems for many of the world's nations. The Atlas is also linked to the Encyclopedia and the Almanac, so access to detailed information about a particular region is only a click away.

In the search panel, Atlas articles are designated with a red ■ icon.

For information about working with the Atlas, see [Using the Atlas](#).

For information about the full version of the Atlas, see [About Encarta Virtual Globe](#).

See also

[Opening a book](#)

[Finding information about a place](#)

[Changing your view of the Atlas](#)

[Viewing the Atlas Legend](#)

Introduction

The *Microsoft Bookshelf Internet Directory 98* is a guide to resources on the Internet, particularly the World Wide Web. Essentially it is a distillation of the best of the Internet, and its entries have been editorially selected for their quality and interest to Bookshelf users. The Internet Directory is a useful tool for the student, the researcher, the casual Web enthusiast—anyone looking for Web destinations. Each Internet Directory listing provides a brief description of the Internet resource, the type of resource it is, its intended audience, and a hot link you can click to start your browser and take you to the site. See [Using the Internet Directory](#) for more information about connecting to these Internet resources.

In the search panel, Internet Directory articles are designated with a light green ■ icon.

Internet Directory updates

Now in Bookshelf 98, you can access new listings online via a page in the Bookshelf Web site. These listings are updated monthly. To access the page, click the Help menu, and click **New Internet Directory listings online**.

Disclaimer

Some of the links or content presented in the product will take you to sites and content not controlled by Microsoft. The Web links and content are for your convenience only, and Microsoft does not endorse and is not responsible for any Web sites or other third party content other than Microsoft's.

Other trademarks or tradenames mentioned herein are the property of their respective owners.

See also

[Opening a book](#)

[Finding Internet sites by category](#)


[About Internet browsers and resources](#)

[Receiving Internet Directory updates](#)

[Finding Internet links](#)

Longman's original *Roget's Thesaurus of English Words and Phrases* is a vast resource of over 250,000 words and phrases classified according to underlying ideas and meaning. Each entry contains many more related terms than the typical thesaurus. This thesaurus can be an indispensable companion for writers and speakers and can help you expand your vocabulary, avoid repetition, or simply recall a word that has slipped your mind.

The words and phrases in the Longman version of *Roget's Thesaurus* are categorized into six classes. Dr. Peter Mark Roget developed this classification system in the 1800s for the first thesaurus, and his system has proven capable of absorbing new concepts and new vocabulary. Dr. Roget used a logical progression from abstract concept, through the material universe, to mankind itself, culminating in what he saw as mankind's highest achievements: morality and religion. First published in 1852, this complete unabridged edition is fully revised to reflect the English language of the 1990s.

In the search panel, Thesaurus articles are designated with an orange  icon.

See also

[Opening a book](#)

[Finding articles by category](#)

[Finding synonyms for words](#)

The American Heritage Dictionary of the English Language, Third Edition brings you the richness of American English with more than 350,000 definitions written in clear, exact language. In addition to over 16,000 new words, this edition of *The American Heritage Dictionary* includes over 500 Usage Notes, Regional Notes, cross-referenced Synonym Paragraphs, and a Pronunciation Key. This comprehensive Dictionary offers expanded historical information in more than 400 Word History paragraphs and also includes Indo-European Roots that allow you to trace our language back 6,000 years to its origins.

Bookshelf enhances the information provided by *The American Heritage Dictionary* with images, audio and animations, pronunciations, and videos.

In the search panel, Dictionary articles are designated with a blue ■ icon.

See also

[Opening a book](#)

[Defining words instantly](#)

[Determining a word's pronunciation](#)

[Listening to and disabling pronunciations](#)

[Enabling the daily word/quote](#)

The Columbia Dictionary of Quotations contains more than 18,000 remarks, witticisms, judgments, and observations on 1,500 subjects that reflect the range of human experience. The quotations in this collection were spoken or written by both the famous and the forgotten—figures modern as well as old—who collectively constitute the shapers of our modern cultural landscape. These memorable, funny, or profound quotations were chosen not for their familiarity but for their relevance in the 1990s.

Bookshelf enhances *The Columbia Dictionary of Quotations* with images and audio recordings of some of the people whose quotes are presented.

In the search panel, Quotations articles are designated with a green ■ icon.

QuickQuote

Bookshelf 98 now features QuickQuote, a fast and easy way to search for the perfect quote. For more information, see [Using QuickQuote](#).

See also

[Opening a book](#)

[Finding articles by category](#)

[Enabling the daily word/quote](#)

The Encarta 98 Desk Encyclopedia puts a world of knowledge at your fingertips with 16,000 entries on a wide range of subjects. A streamlined version of the popular multimedia Encarta Encyclopedia, *The Encarta 98 Desk Encyclopedia* is designed to work in combination with Bookshelf's other reference works to provide you with quick reference to essential information. As in Encarta Encyclopedia, the information is enhanced with images, maps, charts, tables, audio clips and animations, musical examples, videos, 360° Views, and national anthems.

In the search panel, Encyclopedia articles are designated with a purple ■ icon.

For information about the full version of the Encarta Encyclopedia, see [About the Encarta Encyclopedia](#).

See also

[Opening a book](#)

[Finding articles by title or subject](#)

[Using tools to find articles](#)

The People's Chronology is a compendium that documents social and historical events from 3 million years BC through 1995. Covering 30 distinct areas of human endeavor in more than 35,000 entries, *The People's Chronology* provides concise information about the milestones that have occurred throughout the ages. This reference work is both a quick portrait of the world and a chronicle of the people and events that have shaped it.

Bookshelf enhances the information provided by *The People's Chronology* with audio, animations, videos, and images.

In the search panel, Chronology articles are designated with a yellow ■ icon.

See also


[Opening a book](#)

[Finding information about a year](#)

[Chronology categories](#)

The Microsoft Bookshelf Computer and Internet Dictionary is an online version of the *Microsoft Press Computer Dictionary, Third Edition*. This is a comprehensive dictionary of computer- and Internet-related terms and abbreviations, presented in an easy-to-use standard dictionary format.

Bookshelf enhances the information with audio and images.

In the search panel, Computer and Internet Dictionary articles are designated with a blue-green  icon.

See Also

[Opening a book](#)

[Determining a word's pronunciation](#)

[Listening to and disabling pronunciations](#)

The World Almanac and Book of Facts 1997 is a general reference book of statistical data, contemporary facts, geographic information, and trivia that provides up-to-date, reliable information on people, places, and events throughout the world. The entries in *The World Almanac* are organized into chapters. Each chapter is divided into categories based on a wide variety of subjects. Most categories are further divided into sub-categories of information.

In the search panel, Almanac articles are designated with a brown ■ icon.

Bookshelf enhances the information provided by *The World Almanac and Book of Facts 1997* with images, animations, charts, graphs, maps, and calendars. Bookshelf divides Almanac articles into the following 13 chapters:

<i>1996</i>	<i>Religion</i>
<i>Consumer Information</i>	<i>Science and Technology</i>
<i>Economics</i>	<i>Sports</i>
<i>Health</i>	<i>Transportation</i>
<i>Language, Arts, and Media</i>	<i>United States</i>
<i>Nations of the World</i>	<i>World History and Geography</i>
<i>People</i>	

See also

[Opening a book](#)

[Finding articles by category](#)

[Using tools to find articles](#)

The Internet Directory provides a link to, and a brief description of, high quality Internet resources selected by our editors. These include:

- World Wide Web pages, Gopher, and FTP sites. To connect to these you must have a [browser](#) installed and an account with an Internet service provider (ISP). Click “Choosing an Internet service provider” on the Internet Directory content page for more information.
- E-mail mailing lists, announcements, and responders. These are e-mail services to which you can automatically subscribe if you use a compatible mail client. To install a mail client from your Bookshelf CD, see [About browsers](#).

The following table lists all the types of Internet resources in the Internet Guide, and gives brief instructions for connecting to each one.

Resource type and example	How to connect	Web Link Redirection
World Wide Web site (http://web.address.domain)	Clicking the address starts your browser and connects you to the site.	Yes
Gopher site (gopher://gopher.address.domain)	Same as Web sites	Yes
FTP site (ftp://ftp.address.domain)	Same as Web sites	Yes
e-mail announcement list (mailto:lastname@domain.name)	Clicking the address starts your Internet Mail program and places a message in your outbox to be sent. The message will be sent the next time you log on (or immediately, if you are already logged on).	No
e-mail discussion list (mailto:lastname@domain.name)	Same as e-mail announcement list	No
e-mail responder (mailto:lastname@domain.name)	Same as e-mail announcement list	No
telnet (telnet://bookshelf.microsoft.com)	Clicking these addresses will start a telnet application and connect you to the site, where you will need to log on. If there are no logon instructions, log on as “guest” or “anonymous” and use your e-mail name as a password.	Yes
MUD (telnet://mud.name)	MUDs are also accessed using telnet applications (see above); however, they have complex usage requirements. See one of the online FAQ (Frequently Asked Questions) in the Internet Guide for information on connecting to and using MUDs.	Yes
newsgroup (news:newsgroup.name)	Clicking these addresses will start a newsgroup reader and connect you directly to the newsgroup.	Yes
dial-up (512) 555-1212	These links are not hot in the Internet Guide. To access these resources, you need a properly configured modem and a telecommunications program (e.g., Dial-up Networking in Windows 95). In the telecommunications program, create a new connection to the phone number listed in the Internet Directory article, then dial that	No

number to connect.

If you can't access a site

The Internet is always changing. Sites move, are renamed, and become very busy, in which cases you may not be able to access them. Bookshelf 98 includes a new feature, called Web Link Redirection, that automatically checks the Internet Directory address that you are trying to access, and notifies you of any discontinuations, equipment failures, or address changes. For more about Web Link Redirection, see [Updating Internet links](#).

Even with Web Link Redirection, however, there may be times when you can't access a site. If an Internet Directory link does not work, try it again later—the site may be so busy that it can't accommodate you. If you cannot connect after several such attempts, assume that you cannot use this site for one of many reasons. For example, the name of the site may have changed and therefore the link will not work.




See Also

[About Internet browsers and resources](#)

[Updating Internet links](#)

[Finding Internet links](#)

You can zoom in and out when viewing Atlas maps, increasing and decreasing the scale of the map. If an Atlas map is too large to fit on your screen, you can increase the size of the Atlas window by hiding the search panel.

- To zoom in on an Atlas map, click regions, nations, or states. An expandable area can be identified by the zoom  icon next to your mouse pointer.
- To zoom out on an Atlas map, click the **Zoom Out** button on the bottom of the [article panel](#).
- To hide the search panel, click the Hide  button at the top of the [search panel](#).
- To view the search panel, click its Show  button.

See also

[Overview - The Encarta 98 Desk Atlas](#)

[Using the Atlas](#)

If Quick ZIP Code is unable to find the address information you need, try the following:

- Check to see that the street name and/or city name are spelled correctly.
- If an address has a directional (N, S, E, W, NE, NW, SE, or SW) be sure to include it.
- Be sure the directional is typed in the correct location in relation to the street name or number. For example, if an address is 101 Main St. NW and you type 101 NW Main St., you will get either no results or incorrect results.
- Try deleting some of the address criteria. Sometimes you will get better results if you don't narrow your search too much.
- Be sure you're using the correct [state abbreviation](#).

Note [Quick ZIP Code](#) provides city/state/ZIP code combinations that reflect the postal addressing standards of the United States Postal Service. If you have occasions where your search results are not what you expect, it may be due to a discrepancy between what the specified address indicates and what the U.S. Postal Service considers to be a correct address.

See also

[Overview - Quick ZIP Code](#)

[Finding address information](#)

Each entry in *The People's Chronology* falls under one of the following categories:

Agriculture	Literature
Architecture	Marine Resources
Art	Medicine
Communications and Media	Music
Consumer Protection	Nutrition
Crime	Photography
Economics, Finance, and Retailing	Political Events
Education	Population
Energy	Religion
Environment	Science
Everyday Life	Sports
Exploration and Colonization	Technology
Food Availability	Theater and Film
Food and Drink	Tobacco
Human Rights and Social Justice	Transportation

See Also

[Finding information about a year](#)

Using the Legend, you can identify the symbols used in Atlas maps.

- To open the Legend from within the Atlas, click the Legend button on the [bottom of the article panel](#) below the map.

See also

[Opening a book](#)

[Overview - The Encarta 98 Desk Atlas](#)

[Using the Atlas](#)

You can use the following United States state, territory, or military station abbreviations when using [Quick ZIP Code](#).

AA	Armed Forces Americas, except Canada	MO	Missouri
AE	Armed Forces Europe, Middle East, & Canada	MP	Northern Mariana Islands
AP	Armed Forces Pacific	MS	Mississippi
AK	Alaska	MT	Montana
AL	Alabama	NC	North Carolina
AR	Arkansas	ND	North Dakota
AS	American Samoa	NE	Nebraska
AZ	Arizona	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NV	Nevada
DC	District of Columbia	NY	New York
DE	Delaware	OH	Ohio
FL	Florida	OK	Oklahoma
FM	Federated States of Micronesia	OR	Oregon
GA	Georgia	PA	Pennsylvania
GU	Guam	PR	Puerto Rico
HI	Hawaii	PW	Palau
IA	Iowa	RI	Rhode Island
ID	Idaho	SC	South Carolina
IL	Illinois	SD	South Dakota
IN	Indiana	TN	Tennessee
KS	Kansas	TX	Texas
KY	Kentucky	UT	Utah
LA	Louisiana	VA	Virginia
MA	Massachusetts	VI	Virgin Islands
MD	Maryland	VT	Vermont
ME	Maine	WA	Washington
MH	Marshall Islands	WI	Wisconsin
MI	Michigan	WY	Wyoming
MN	Minnesota		

See also

[Overview - Quick ZIP Code](#)

[Quick ZIP Code tips](#)

About Encarta Virtual Globe

Using the *Encarta 98 Desk World Atlas* in Bookshelf is a good first step in exploring the world. If you'd like to explore in much greater detail, try the full version of *Encarta Virtual Globe*. This multimedia CD-ROM includes more than one million locations and helps you explore the continents and countries, sights and sounds, cultures, and facts and figures that make up our world.

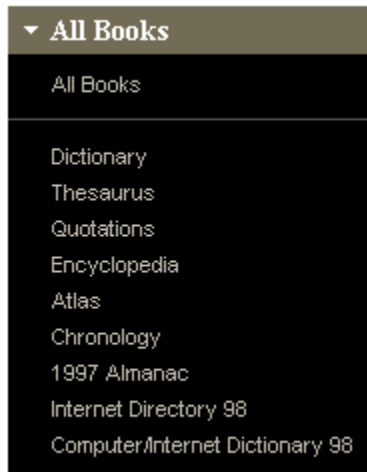
For more information about *Encarta Virtual Globe*, visit the Web site at http://www.encarta.com/ewa_us

About Encarta Encyclopedia

After using *The Encarta 98 Desk Encyclopedia* in Bookshelf, you might find you'd like to explore the full version of the Encarta Encyclopedia. This comprehensive encyclopedia, on two CD-ROMS, features more than 30,000 articles, extensive multimedia content, and many online links and interactive features, allowing you to continue your research at even greater depth.

For more information about *The Encarta 98 Desk Encyclopedia*, visit the Web site at <http://www.encyclopedia.com>

When you start Bookshelf, the Articles list contains all articles from all books. You can narrow down that list by opening a single book, called a *book filter*.



To open a single book

- 1 Click the Search All tab or the Find Media tab (note that it is not possible to open individual books in the Go Online tab).
- 2 Click the book selector bar atop the search panel. In the menu that appears, click the book you wish to open.

The book opens and displays its contents page in the Article Panel, containing a brief description of the book and links to more information. The Articles list now shows entries from only that book, and the title bar above the search panel indicates which book is open.

Note In the Search All tab, make sure the **articles about** option is selected. Otherwise you will not see the book's entries in the Articles list.

To open all books

- To access all of Bookshelf's books, click the book selector bar atop the search panel. In the menu that appears, click **All Books**. The Articles list contains entries from every book.

Note It's easy to forget when you have a book filter on. If Bookshelf 98 detects that you aren't getting the information you need, it will display a message suggesting that you switch to All Books.

See Also

[Overview - searching with Bookshelf](#)

[Search panel tour](#)

[Book menu tour](#)


You can copy text from within an article or another program, and then paste that text into any text box in Bookshelf, including those in Notes. You can also copy an address, unit of media, or block of text from Bookshelf articles and use it in another program, such as your word processor.

- To copy Bookshelf text or images to the Clipboard, use your mouse to select what you want to copy. Click the right mouse button, and in the [shortcut menu](#) click **Copy**.
- To select an image, double-click the image until a blue border appears.

Note Enlarged images cannot be selected; press CTRL + C to copy enlarged images to the Clipboard.

- To copy selected text directly into Microsoft Word or PowerPoint, click the right mouse button. In the shortcut menu that appears, click **Copy to** and select the program into which you want to copy the text.

Note If you're copying and pasting a table into Word, you may need to reformat the text using Word's Text to Table command. For more information about converting text to a table, see the Word documentation.

- To copy pronunciations to the Clipboard, right-click the audio  icon and in the shortcut menu click **Copy**.
- To copy a [Quick ZIP Code](#) address to the Clipboard, click the **Copy Address** button.
- To paste text from the Clipboard, click the point in a document or other text file where you want the text or media to be inserted, and then click **Paste** in the Edit menu.

See also

[Taking notes](#)

[Printing articles](#)

[Copying text or media into Word or PowerPoint](#)

You can print part or all of an article's text. If you do not select text before you click **Print**, all of the article text prints.


To print all or part of an article

- 1 Open the article you want to print. If you want to print the entire article, go to step 3.
- 2 To print only a portion of the article, select the text with your mouse.
- 3 Click the File menu and click **Print Article**. The selected portion prints.

Note The printed result may have a different appearance than the article on your screen depending on your printer and configuration. For example, fonts and special characters may print differently, and images may not print clearly. Also note that Bookshelf automatically includes a citation for the source of the article.

You can use the Note feature to keep track of articles and make notes to yourself, just as you might with a paper stick-on note in a book. While you're viewing an article, you can open the Note box and attach a note to that article. You can revise, add, and remove notes from within the Note dialog box.


To attach a note to an article

- 1 Click the [Edit menu](#) and click **Note**.
- 2 In the box which opens, click **Add Current Article** to attach a note to the current article. The title of the article appears in the Articles list.
- 3 Type your comments, if any, in the Annotation box.
- 4 Click **OK**. The Note box closes, and a note  icon appears to the right of the article's title in the article panel.

To go to an article to which a note is attached

- Open the Note box, click the title of the article in the Articles list, and click **Go To**.

To view a note attached to an article

- Click the note  icon in the upper right corner of the article panel. The Note box opens with the current article selected and your comments, if any, displayed in the Annotations box.

To paste article text into a note

- 1 Copy the text to the Clipboard. See [Copying and pasting](#).
- 2 Open the Note box, and then click the title of the article you want to annotate.
- 3 Click the Annotations box, and then press CTRL + V to paste the text from the Clipboard.

To remove a note from the Note box

- Open the Note box, click the title of the article you no longer want to annotate, and then click **Delete**. Your note on the article will be deleted, but not the article itself.


See also

[Copying and pasting](#)

[Using tools to find articles](#)

- To quit Bookshelf, click the File menu and click **Exit**.

—Or

- Click the close  button in the upper right corner of the Bookshelf window.

By registering your copy of Bookshelf, you ensure that you'll be notified of software updates.

To register your copy of Bookshelf

1 In the Help menu, click **Subscribe and Register**.

2 In the dialog box that appears, follow the instructions for filling out and mailing the form.

—Or

2 To register electronically, click **Subscribe and Register Online** at the bottom of the dialog box and follow the instructions for registration only.

Note If you subscribe to Bookshelf, your current copy is registered automatically.

See also

[Subscribing to Bookshelf](#)

[Printing articles](#)

Our staff is hard at work compiling information for next year's Microsoft Bookshelf CD-ROM reference library. Now there's a convenient, no-risk way to keep your copy of Bookshelf current and get the latest, up-to-date information automatically delivered to you. Just sign up for a Bookshelf annual subscription.

To subscribe to Bookshelf

- 1 In the Help menu, click **Subscribe and Register**.
- 2 Follow the instructions in the dialog box that appears.






- Click **Subscribe and Register Online** at the bottom of the dialog box and follow the instructions for subscribing.

See also

[Registering your copy of Bookshelf](#)

You can instantly get definitions of a word as you're using Bookshelf. Simply double-click the word and the QuickDefine dialog box opens with the word's definition. Words with more than one definition also have a browse control in the upper right corner of the QuickDefine box.

- To display a word's definition in Bookshelf, double-click the word.
- To view the next definition in the QuickDefine box, click the right  arrow. To go back, click the left  arrow.
- To hear the word's pronunciation, click the sound  icon next to the word.
- To close the QuickDefine box, click **Close** or click somewhere out of the box.

See also

[Overview - The American Heritage Dictionary of the English Language, Third Edition](#)

[Defining words in Microsoft Word or PowerPoint](#)

[Defining words in any application with QuickShelf](#)

In the Dictionary, you can view and even listen to the correct pronunciation of a word. The Pronunciation Key explains the phonetic spelling of a word.

- To listen to a word's pronunciation, click the sound  icon next to the word.
- To view the Pronunciation Key, click the word's phonetic spelling, which is in colored text in parentheses.

See also

[Overview - The American Heritage Dictionary of the English Language, Third Edition](#)

There are two main ways of searching the Bookshelf reference library:

- [Searching by keyword](#), which is similar to scanning an index
- [Full-text searching by word or phrase](#), in which you search for specific words, regardless of their context

To take advantage of the expanded search capabilities of Bookshelf 98, try conducting your search in the following order:

1. Choose **All Books** from the book menu atop the search panel.
2. Click the **Search All** tab, and make sure the **articles about** option is selected.
3. Type in the subject you're searching (e.g., "mountain"). As you type, the keyword list scrolls to the closest match.
4. Click the plus sign (+) next to the keyword that matches your search. An indented list opens, showing a list of articles indexed to that word, grouped by book. Click an article to open it in the article panel.
5. If you haven't found the information you're looking for, click any of the further information categories that appear at the end of the indented list (not all categories will appear for every keyword). "Related Definitions" contains further entries from the Dictionary; "More Information" contains related articles from the Encyclopedia, the Almanac, and the Chronology; "Quotations" directs you to related articles in the Quotations; and "Internet links" finds further Internet Directory entries related to your search.
6. If you still haven't found the information you are looking for, try clicking the [jumps within the articles](#).
7. Then, if you still can't find the information you're looking for, click the **articles containing x** option in the Articles list. A new list opens, displaying up to 50 articles that contain your search word(s), ranked in order of most to least likely to be useful.
8. If you still don't have the information you need, try [narrowing your search with Advanced Search](#), or [extending your search to the Web](#). For the Thesaurus, the Internet Directory, the Almanac, or Quotations, you can also broaden your search using the [Outline button](#).

See Also

[Opening a book](#)

[Using tools to find articles](#)

You can use the Thesaurus to look up synonyms—words similar in meaning—for a word you specify. This is particularly useful if you're trying to think of a word but can't; if you look up a similar word in the Thesaurus, its synonym list may include the word you want.

To find a synonym for a word

- 1 Open the Thesaurus.
- 2 Click the **Search All** tab in the search panel. The Search All page appears.
- 3 In the text box, type the word for which you want to find synonyms. As you type, the Articles list scrolls to the part of the alphabet you specify.
- 4 Click an item in the Articles list to view the Thesaurus article or a list of articles from which you can choose.

See also

[Opening a book](#)

[Overview - Roget's Thesaurus of English Words and Phrases](#)

[Defining words instantly](#)

You can use the **Search All** tab to find articles by their keyword or title. A keyword list is similar to a book index.

To find an article by its keyword or title

- 1 To search all of Bookshelf, select **All Books** from the Book selector bar atop the search panel. If you wish to search a specific book, [open the book](#) you wish to search.
- 2 Click the **Search All** tab. The Search All page appears in the search panel, with the **articles about** option button automatically selected.
- 3 In the text box, type the name of the subject or article title you want. As you begin to type, the Articles list scrolls to the part of the alphabet you specify.
- 4 Click a keyword in the list (an entry with a plus (+) next to it). The entry expands to show a list of articles in the current book, or, if you have selected **All Books**, a list of books with articles on that subject, and the first article in the list appears in the article panel. Click any article in the list to view it.

Note To collapse the keyword list again, click its minus sign (-).

See also

[Overview - searching with Bookshelf](#)

[Opening a book](#)

[Using tools to find articles](#)

With the **Search All** tab in the search panel, you can search for all Bookshelf articles that contain a specific word or words.

To search for a specific word or words

- 1 To search all of Bookshelf, select **All Books** from the book selector bar atop the search panel. If you wish to search a specific book, [open the book](#) you wish to search.
- 2 In the search panel, click the **Search All** tab. The Search All page appears.
- 3 Click the **all articles containing the word(s)** option button.
- 4 In the text box, type the word(s) you want to search for and click **Search Now** or press ENTER. The articles containing the word(s) you typed appear in the Articles list. Click any title to view an article.

Note If you want to search for multiple words as a phrase, put quotation marks (" ") around them. For information on more sophisticated types of searches, see [Using search operators](#).

See also



[Overview - searching with Bookshelf](#)

[Opening a book](#)

[Using tools to find articles](#)

[Narrowing your search with Advanced Search](#)

You can search by category for articles in the Thesaurus, Quotations book, Almanac, and Internet Directory. When you open one of these books, the **Outline** button appears on the bottom of the article panel along the bottom of the article panel. The Outline box which opens contains a list of keywords, similar to a book index, in the currently displayed book.

- To open the Outline dialog box, click the **Outline** button. If you have an article open, the article's category is selected. If no article is open, the beginning of the keyword list appears.
- To view the titles within one of the Outline's categories, click the plus sign () next to the keyword.
- To hide the titles within a category, click the minus sign () next to the keyword.

See also

[Using tools to find articles](#)

[Overview - searching with Bookshelf](#)

You can use the search panel's **Find Media** tab to search for articles that contain audio, animations, video, images, or 360° Views.

To search for media

- 1 To search all of Bookshelf, select **All Books** from the book selector bar atop the search panel. If you wish to search a specific book, [open the book](#) you wish to search.
- 2 Click the **Find Media** tab in the search panel. The Find Media page appears.
- 3 If you are continuing a search, your search text appears in the text box. Otherwise, type in the word or phrase you wish to search for.
- 4 Select the type of media you wish to find. If you wish to search for all types of media, click **All Media**. The Articles list displays titles of the articles that contain the selected form(s) of media.
Note If you have a book filter on, only those media the book contains can be selected.
- 5 Click a title in the Articles list to view the corresponding article.

See also

[Opening a book](#)

[Search panel tour](#)

[Narrowing your search with Advanced Search](#)

You can use the Chronology to learn about important events in a year you specify. The Articles list in the search panel displays articles by both category and year.

To search by year for a Chronology or Almanac article

- 1 Click the **Search All** tab. The Search All page appears in the search panel.
- 2 In the text box, type the year in which you're interested. The Articles list scrolls to the year you specify, and lists keywords for that year.
- 3 Click a year and keyword (an entry with a plus (+) next to it). The articles list expands to show articles within that subject, and the first article opens in the article panel.
Note To collapse the subject again, click its minus sign (-).
- 4 Click any article to open it in the article panel.


See also

[Overview - The People's Chronology](#)

[Using tools to find articles](#)

In the Atlas, you can view a country or state's flag, listen to how the location's name is pronounced, listen to a national anthem, and jump to articles related to that location. You accomplish all of these tasks through the Atlas information dialog box, which you open by viewing a map and clicking on a location's name.

To search the Atlas for articles about a location

- 1 Click the **Search All** tab. The Search All page appears in the search panel.
- 2 In the text box, type the location's name. The Articles list scrolls as you type.
- 3 Click the plus  next to the location's name. In the indented list that appears, click the Atlas entry for the location. A map containing that location appears in the article panel.

For information about navigating in maps and accessing Atlas information, see [Using the Atlas tools](#).

See also

[Opening a book](#)

[Overview - Encarta 98 Desk World Atlas](#)

[Using the Atlas](#)

[About the Atlas cursor icons](#)

With [Quick ZIP Code](#)'s searching capabilities, you can search using portions of addresses and retrieve various kinds of information. For example, if you know part of an address, you can quickly find its ZIP code; if you know a street address, you can find a list of cities that have that address. The table below describes information that results from different partial searches.

If you type . . .	Quick ZIP Code finds . . .
Street address and city	All states and ZIP codes for that street/city combination.
Street address	All cities, states, and ZIP codes with that street address.
Street address and state	All cities and ZIP codes in that state for that street address.
Street address and ZIP code	The exact city and state for that street/ZIP combination.
City	All states and ZIP codes for cities with that name.
City and state	All ZIP codes for that city/state combination.
City and ZIP	The state.
State	All cities in the state and all ZIP codes for each city.
State and ZIP code	All cities in that state with that ZIP code.
ZIP code	All cities (and, in some cases, sections of cities) with that ZIP code.

See also

[Overview - Quick ZIP Code](#)

[State abbreviations](#)

[Quick ZIP Code tips](#)

You can narrow down the number of Internet sites listed in the Internet Directory by using the Outline feature to search by category.

To search for Internet sites by category

- 1 Open the Internet Directory and click the **Outline** button at the bottom of the article panel.
- 2 In the Outline dialog box, click the category you want. Names of sites related to that category appear.
- 3 Click the name of a site to see more information about it.
- 4 To go to a site, click its Web address (displayed in the article in colored text). Bookshelf starts your Web browser and connects you to the site.

Note Bookshelf online features require Internet Explorer 3.0 or later, or Netscape 2.0 or later. If you do not have a browser installed, when you first click a link or other online feature Bookshelf offers to [install Internet Explorer](#) for you from the Bookshelf CD. It also installs a mail client and a chat client that can be used with other Internet Directory links. See [About browsers](#) for more information.

See also

[Opening a book](#)

[Overview - Internet Directory](#)

[Finding Internet links](#)

With [Advanced Search](#), you can refine your search for articles by searching for media and article types, searching only in certain books, and searching for certain combinations of words. You can combine criteria to narrow your search even more. For example, to find quotations by theologian Martin Luther, you could search for all articles in the Quotations book that contain the words “Martin Luther” but not “King”.

Note Advanced Search is only available when the [Search All tab](#) is active.

To search using Advanced Search

- 1 Click the **Search All** tab. The Search All page appears in the search panel.
- 1 Click the **Advanced Search** button at the bottom of the [search panel](#).
- 2 Follow the instructions in the Advanced Search dialog box to select the criteria for which you want to search.
- 3 When you've selected all of your search criteria, click **Search Now** or press ENTER.

If any articles match your search criteria, the Advanced Search dialog box disappears and the titles of those articles appear in the Articles list.

If no articles match your search criteria, a message informs you of that fact, and you can try another search.

See also

[Using tools to find articles](#)

[Printing articles](#)

[Using search operators](#)

[Overview - searching with Bookshelf](#)

You can move from one article to another in several ways:

- Inside an article, look for words or phrases in colored text, which are jumps to other articles in Bookshelf. Click the colored text to display that article.

Note In the Internet Directory, World Wide Web and other addresses appear in colored text. When you click such addresses, your Web browser connects to that location and displays the site. See [Using the Internet Directory](#) for more information.

- Right-click a word in a Bookshelf article. On the [shortcut menu](#) that appears, click **Find in** and click a book in the book list. A list of articles that contain the word—and that are in the book you specified—appears in the search panel.
- In the Thesaurus, Quotations book, Almanac, or the Internet Directory, click the **Outline** button at the bottom of the article screen, browse through the outline, and then click titles to open their corresponding articles.

See also

[Browsing through articles](#)

[Finding articles by category](#)

[Changing the color of jump text](#)

Many of Bookshelf's tools and books can help you find the article you want.

To find articles according to. . .	Use	See this Help topic
their titles	Search All tab	Finding articles by title or subject
their subject	Search All tab	Finding articles by title or subject
their category	Outline button	Finding articles by category
words they contain	Search All tab: all articles containing option.	Finding articles by searching for a word or words
year	Chronology or Almanac books	Finding information about a year
location	Atlas book	Finding information about a place
media they contain	Find Media tab	Finding articles that include certain media

For searching in. . .	Use	See this Help topic
the World Wide Web	Go Online tab: Web search	Searching with the Go Online tab
MSNBC news service	Go Online tab: News	Searching with the Go Online tab
Encarta online library	Go Online tab: Periodicals	Searching with the Go Online tab

For finding. . .	Use	See this Help topic
address information	Quick ZIP Code	Overview - Quick ZIP Code
Internet links	The Internet Directory	Overview - The Internet Directory
quotations	QuickQuote	About QuickQuote

See also

[Narrowing your search with Advanced Search](#)

[Overview - searching with Bookshelf](#)




[Using the search panel](#)

The top of the [search panel](#) contains a *book selection bar*, which allows you to choose the book or books you want to search. When you click this bar, a list drops down, containing the names of the nine books in the Bookshelf reference library. For more information, see [opening a book](#).

Directly below the book selection bar are the three *tabs*, for three different types of searches. Clicking on one of the tabs displays the page for that type of search.

- When you start Bookshelf, the [Search All tab](#) is in front. This is the main tool for searching the nine books in the Bookshelf reference library.
- The [Find Media tab](#) allows you to narrow your search to articles that contain the media you specify: audio clips; images; or animations, videos, and 360° Views.
- The [Go Online tab](#) allows you to take your search to the World Wide Web.

Each of these tabs contains a text box at the top where you can type the word(s) for which you're searching. The Search All and Find Media tabs also feature an Articles list, which displays the results of your search. Each keyword in this list expands to list articles and further categories related to that subject, much as a book index lists broad categories as well as more specific topics.

- To expand a subject, click the plus () symbol next to it. A list of articles about that subject appears.
- To collapse the subject again, click the minus () symbol.
- To hide the search panel, click the hide () button.

See also

[Overview - searching with Bookshelf](#)

[Search panel tour](#)

[Narrowing your search with Advanced Search](#)

[Opening a book](#)

Use the Search All tab to search for articles by subject or text. One of the three search panel tabs, the Search All tab is the main tool for searching the Bookshelf reference library. You can use the Search All tab to search a single book, or the entire library.

There are two main ways to search using the Search All Tab:

- [Searching by keyword](#), to find articles pertaining to a subject you specify
- [Full-text searching by word or phrase](#), to find articles that contain a word or phrase that you specify

For tips on effective searching using the Search All tab, see [Overview - searching with Bookshelf](#).

For information on more advanced searches see [Advanced Search](#).

See also

[Opening a book](#)

[Bookshelf tour](#)

[Using the search panel](#)

[Search panel tour](#)

Use the Find Media tab when you are looking for articles that contain audio clips, images, animations, videos, or 360° Views. One of the three search panel tabs, the Find Media tab narrows your search to articles that contain the media you specify.

To use the Find Media tab to search for an article

- 1 To search all of Bookshelf, select **All Books** from the book selector bar atop the search panel. If you wish to search a specific book, [open the book](#) you wish to search.
- 2 Click the **Find Media** tab in the search panel. The Find Media page appears.
- 3 If you are continuing a search, your search text appears in the text box. Otherwise, type in the word or phrase you wish to search for.
- 4 Select the type of media you wish to find. If you wish to search for all types of media, click **All Media**.
Note If you have a single book open, only those media the book contains can be selected. The Articles list displays titles of the articles that contain the selected form(s) of media.
- 5 Click a title in the Articles list to view the article and its accompanying media.

See also

[Overview - searching with Bookshelf](#)

[Opening a book](#)

[Bookshelf tour](#)

[Using the search panel](#)

[Search panel tour](#)

Use the **Go Online** tab to extend your search to the Internet. One of the three search panel tabs, the **Go Online** tab provides links to these three types of Internet sources:

- **Web Search** A link to Bookshelf's Premier Web Search page, a tool for searching the best sites on the World Wide Web using Infoseek's powerful search engine
- **News** A link to Bookshelf Premier News service, a searchable online source for news
- **Periodicals** A link to the Encarta Online Library, a database of periodicals

To use the Go Online tab to search for information on the Internet

- 1 Click the **Go Online** tab in the search panel. The Go Online page appears.
- 2 If you are continuing a search, your search text appears in the text box. Otherwise, type the word or phrase you want to search for.

To display a list of your last 10 entries, click the arrow to the right of the text box.

- 3 Click the button for the type of Internet search you want to perform. Bookshelf starts your browser and carries out the search.

Note Bookshelf online features require Internet Explorer 3.0 or Netscape 2.0 or later. If you do not have a browser installed, when you first click a link or other online feature Bookshelf offers to install [Internet Explorer](#) for you from the Bookshelf CD. It will also install a mail client and a chat client that can be used with other Internet Directory links. See [About browsers](#) for more information.

- 4 Close your browser or press ALT + TAB to return to Bookshelf.

See also

[Searching the Web](#)

[Opening a book](#)

[Bookshelf tour](#)

[Using the search panel](#)

Using the Advanced Search option, you can narrow the scope of a full-text search by searching for combinations of words. You can use search operators — AND, OR, NOT, and NEAR — to help define the type of search you want. Type the search operators between your search terms in either lowercase or uppercase letters (for example, "and" is the same as "AND"). You can also specify an exact phrase for which to search by enclosing that phrase in quotation marks (" ").

Searches using multiple operators are evaluated from left to right, like a math problem. You can use parentheses to specify a different order—operators within parentheses are evaluated first.

Note Advanced Search won't look for common words such as "a", "and", and "the".

The operators work as shown below.

If you type . . .	Advanced Search finds . . .
moon AND landing	articles containing both the word "moon" and the word "landing".
moon landing	articles containing "moon" and "landing". Since AND is the default operator, the results are the same as above.
"moon landing"	articles containing the exact phrase "moon landing".
moon OR landing	articles containing "moon" or "landing" or both.
moon NOT landing	articles containing "moon" but <i>not</i> "landing".
moon NEAR landing	articles containing "moon" and "landing" where the two words are separated by eight or fewer words.

See also

[Finding articles by searching for a word or words](#)

[Narrowing your search with Advanced Search](#)

[Search panel tour](#)

Using the browse controls on the lower right side of the article panel, you can browse through articles as you might turn the pages of a book.



- To browse through topics in sequence in the current book, click one of the browse arrows in the lower right corner of the screen.
- To backtrack through a list of articles you've previously viewed, click **Backlist** on the menu bar. A drop-down list appears, displaying up to the last 20 articles in the order you viewed them. Click an article to view it again.

Note When you first start Bookshelf, **Backlist** is unavailable until you go to your first article.

See also

[Using tools to find articles](#)

[Jumping to related articles](#)

[Backtracking through articles](#)

With the **Backlist** option on the Bookshelf [menu bar](#), you can easily return to articles you've previously viewed.

To backtrack through previously viewed articles

- 1 On the menu bar, click **Backlist**. A list drops down, showing up to 20 of the most recently displayed articles, with the most recent at the top.
- 2 Click an article you want to view. The article is displayed in the article panel.

Note If you have not yet viewed any articles, or have just started Bookshelf, **Backlist** is unavailable.

With a Microsoft IntelliMouse, you can quickly and easily browse through previously viewed articles. See [IntelliMouse](#) for more information on this and other Intellimouse features in Bookshelf.

See also

[Creating a shortcut to an article](#)

[Browsing through articles](#)

[Using tools to find articles](#)

You can create a shortcut that will allow you easily to return to any article.

To create a shortcut to an article

- 1 Right-click anywhere in the article.
- 2 In the [shortcut menu](#) that appears, click **Create Shortcut**.

Bookshelf will create a shortcut icon on your Windows 95 desktop. Clicking this icon automatically opens Bookshelf to the appropriate book and article.

- To remove a shortcut from the desktop, right-click it and select **Delete** from the shortcut menu that appears.

See Also

[Jumping to related articles](#)

[Taking notes](#)

Using the Options dialog box, you can change the color of jump text or hotspots.

To change the color of jump or hotspot text



1 Click the Tools menu, and then click **Options**.

2 In the Options dialog box, click the option button under the color you want and click **OK**.

Notes “Jump hotspots” (default color = blue) refers to colored text that, when clicked, opens an entirely new topic.
“Pop-up hotspots” (default color = red) refers to colored text that has an underline and opens an explanatory window when clicked.

If you click the **Reset** button, all of the options revert to their default settings.

You can enlarge or reduce the size of the Bookshelf window by clicking and dragging its edge. You can also increase the size of the article panel by hiding or resizing the search panel.

- To hide the search panel, click its **Hide**  button.
- To view the search panel, click its **Show**  button.
- To resize the article and search panels, point to the divider between them and drag it to the position you want.

See also

[Changing articles' text size](#)

Using the [Options dialog box](#), you can change the size of article text.

To change text size

- 1 Click the [Tools menu](#) and click **Options**.
- 2 In the Options dialog box, click a text size, and then click **OK**.

If you click the **Reset** button, all of the options revert to their default settings.

Note You can see more of an article's text and images at one time by using your whole screen for Bookshelf. For information about resizing screens, see [Resizing](#).

With a Microsoft IntelliMouse, you can quickly change the text size without leaving an article. See [IntelliMouse](#) for more information on this and other Intellimouse features in Bookshelf.

See also

[Accessibility options](#)

You can use shortcut key combinations in place of the mouse for most operations in Bookshelf. The following table shows the key combinations for activating menus, commands, and buttons.

Press	To
ALT + shortcut key	Open a menu from the menu bar (type the underlined letter in the menu name).
Shortcut key	Choose an option in an open menu or an active dialog box (type the underlined letter in the option's name).
F1	Open Help.
F2	Edit in the active field.
F7	Check spelling in the active field.
Left or right arrow	Move among menus (when a menu is open).
Up or down arrow	Move among commands (when a menu is open).
ENTER	Choose the selected menu option.
ESC	Cancel the selected menu.
CTRL+ X	Cut selected text and copy it to the Clipboard.
CTRL+ V	Paste text or image from the Clipboard at the pointer's location.
CTRL+ C	Copy selected text or image (or enlarged image) to the Clipboard.
CTRL+ P	Open the Print dialog box and print the selected portion of the text or, if no text is selected, the entire open article.
CTRL+ B	See the previously viewed article.
CTRL+ SHIFT+ <	Browse to the previous article in the current book, or the previous dictionary definition in QuickDefine.
CTRL+ SHIFT+ >	Browse to the next article in the current book, or the next article in QuickDefine.
CTRL+ N	Open the Note dialog box.
CTRL+ A	Select all (if the pointer is in the Article window).
ALT+ N	Display the next article in the Articles list.
ALT+ P	Display the previous article in the Articles list.
ALT+ L	Open the Backlist.

For Tabs in the search panel

Press	To open
--------------	----------------

CTRL+ S

Search All tab

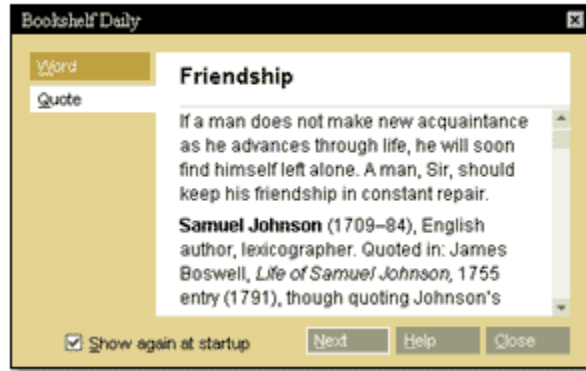
CTRL+ F

Find Media tab.

CTRL+ G

Go Online tab.

If enabled, the Bookshelf Daily feature displays a new quotation or word definition each time you start Bookshelf. The feature is enabled by default.



To disable the daily word or quote

- 1 Click the Tools menu, and then click **Bookshelf Daily**.
- 2 In the Bookshelf Daily dialog box, clear the **Show again at startup** option, and then click **OK**.

To enable the daily word/quote

- 1 Click the Tools menu and then click **Bookshelf Daily**.
- 2 In the Bookshelf Daily dialog box, choose either **Word** or **Quote** and select the **Show again at startup** option. Click **OK**.

You can use the [Options dialog box](#) to enable or disable Bookshelf's audio features— the audio pronunciations available in the Dictionary and Atlas, the interface sounds, and the Bookshelf start theme. Bookshelf sounds are enabled by default.

To open the Options dialog box

- Click the Tools menu, and then click **Options**.

To disable Bookshelf audio pronunciations and interface sounds

- In the Options dialog box, clear the **Enable Interface Sounds** option, and then click **OK**.

To enable Bookshelf audio pronunciations and interface sounds

- In the Options dialog box, select the **Enable Interface Sounds** option, and then click **OK**.

To disable pronunciations

- In the Options dialog box, clear the **Enable Pronunciations** option, and then click **OK**.

To enable pronunciations

- In the Options dialog box, select the **Enable Pronunciations** option, and then click **OK**.

To disable the Bookshelf start theme

- In the Options dialog box, clear the **Enable Bookshelf start theme** option, and click **OK**.

To enable the Bookshelf start theme

- In the Options dialog box, select the **Enable Bookshelf start theme**, and click **OK**.

See also

[Audio troubleshooting](#)

Bookshelf runs a spelling check on the contents of the search panel's text box whenever you click **Search Now**. Also, if Bookshelf suspects that you have misspelled a word as you search, a box opens offering alternate spellings. These spelling check options are enabled by default.

Note It's a good idea to leave spelling check enabled, so Bookshelf can provide assistance when you search.

To disable spelling check

- 1 Click the Tools menu, and then click **Options**.
- 2 In the Options dialog box, clear the **Provide Automatic Spelling** option, and then click **OK**.

To enable spelling check

- 1 Click the Tools menu, and then click **Options**.
- 2 In the Options dialog box, select the **Provide Automatic Spelling** option, and click **OK**.

See also

[Options dialog box tour](#)

ToolTips are the labels that appear when you pass your pointer over screen objects. ToolTips are enabled by default.

Note There is a special ToolTip in Bookshelf that appears when you have a single book filter selected and Bookshelf detects that your search may be usefully expanded to other books in its library. For this reason, it's a good idea to leave ToolTips enabled unless you have a specific reason for disabling them.

To disable ToolTips

- 1 Click the Tools menu, and then click **Options**.
- 2 In the Options dialog box, clear the **Show ToolTips** option, and then click **OK**.

To enable ToolTips

- 1 Click the Tools menu, and then click **Options**.
- 2 In the Options dialog box, select the **Show ToolTips** option. Click **OK**.

Bookshelf 98 can run in a special large display mode for users who are visually impaired. In this mode, all text in the article panel is displayed in the largest available typeface, and the scroll bars double in size. Bookshelf will run in this mode automatically if it detects you have changed the settings in your Windows 95 Control Panel.

To enable large display mode by setting the default scrollbar size

- 1 In Windows 95, click the Start button, and then point to **Settings**. Click **Control Panel**. The Control Panel program opens.
- 2 Double-click the **Display** icon.
- 3 Click the **Appearance** tab.
- 4 Click the arrow next to the **Item** option, and then Click **Scrollbar** from the list.
- 5 Change the Scrollbar size to 24 pixels or higher.
- 6 Click **OK**. The new settings will be in effect when you restart your computer.

To enable large display mode by setting the High Contrast Display option

- 1 Open Control Panel as in step 1 above.
- 2 Click **Accessibility Options**.
- 3 Click the **Display** tab.
- 4 Select the **High Contrast** option.
- 5 Click **OK**. The high contrast mode will be in effect when you restart your computer.

Note Both of the above options will affect the display of all Windows programs.

Bookshelf 98 contains several features to provide easier access for people with visual, hearing, or other impairments.

- You can set a special [large display mode](#) to run automatically, every time you run Bookshelf.
- Within Bookshelf, you can set the [article text size](#) to a more readable typeface.
- For people who have trouble using the mouse, there are [keyboard shortcuts](#) for most mouse actions.

See also

[IntelliMouse Features](#)

You can use the [Options dialog box](#) to enable or disable the Parental Control option. When this option is enabled, Bookshelf automatically filters out all content that contains words labeled by the American Heritage Dictionary's Usage Panel as either vulgar, obscene, or offensive. Any articles containing such words are dropped from the article list, and do not appear to the user in any form.

Note When Parental Control is enabled, some non-offensive words may be hidden as a result of the filtering process. This feature is offered as an aid to parents, but Microsoft does not guarantee that all potentially offensive content will be excluded from Bookshelf or from the Internet resources accessed by means of Bookshelf.

Parental Control can be enabled or disabled at any time by means of a password. By default, Parental Control is disabled when you first install Bookshelf.

To enable the Parental Control option

- 1 Click the Tools menu, and then click **Options**.
- 2 In the Options dialog box, click the **Parental Control** button. A Password dialog box appears.
- 3 Type in a password of at least five characters. (See [About passwords](#).)
- 4 In the second text box, type the password again to confirm.

Note Remember this password. You will need it to disable Parental Control again in the future.

- 5 Click **OK**. The Parental Control dialog box appears.
- 6 Click the **Enabled - hide sensitive content** option button.
- 7 Click **OK**.

To disable Parental Control

- 1 Follow steps 1 through 5 above.
- 2 In the Parental Control dialog box, click the **Disabled - show all content** option button.
- 3 Click **OK**.

Note If you forget your password, you can disable Parental Control by [reinstalling Bookshelf](#).

See also

[Changing passwords](#)

To enable or disable Parental Control, you must set a password. This can be any combination of keystrokes of five characters or more. Be sure to make a note of this password, because you will need it if you want to change your Parental Control settings in the future.

For more information on passwords, see [About passwords](#).

When first typing your password for the Parental Control option, bear in mind the following:

- Valid passwords must contain at least five keyboard characters.
- Passwords are case-sensitive, so the combination of characters, including capitalization, must match exactly.
- You will need the password to change the Parental Control option in the future. Make sure that you keep a record of the password you assign. Otherwise, you will need to reinstall Bookshelf 98 to change the Parental Control setting.

See also

[Changing your password](#)

You can change your Parental Control password at any time.


To change your password


- 1 Click the Tools menu, and then click **Options**.
- 2 In the Options dialog box, click the **Parental Control** button. A Password dialog box appears.
- 3 Type in your old password. The Parental Control box appears.
- 4 Click **Change Password**. The Password dialog box appears.
- 5 Type a new password of at least five characters. (See [about passwords](#).)
- 6 In the second text box, type the password again to confirm.
Note Remember this password. You will need it to disable Parental Control in the future.
- 7 Click **OK** to return to The Parental Control dialog box.

You can use the Internet Directory to find links to Internet resources, such as addresses on the World Wide Web, e-mail mailing lists, and Telnet and FTP sites.

To find a link to an Internet resource

- 1 Open the Internet Directory from the book selection bar atop the search panel.
- 2 Click the **Search All** tab. The Search All page appears in the search panel, with the **articles about** option selected.
- 3 Type a keyword in the text box. The Articles list scrolls as you type. (For more information about organizing your search, see Overview - searching with Bookshelf.)

- 4 Click a keyword in the list (an entry with a plus  sign). The entry expands to show a list of articles related to that keyword, and the first article in the list appears in the article panel. Click any article in the list to view it.

Note To collapse the keyword list again, click its minus  sign.

- 5 In the Internet Directory, Internet links are displayed in a colored font. To follow a link, click it. Bookshelf starts your Web browser and connects you to the address you have chosen.

Note To access Internet resources and services, you'll need a Web browser and an account with an Internet Service Provider (ISP). For more information, click **Guide to choosing an Internet provider** in the Internet Directory contents page.

If you do not have a browser installed, when you first click a link or other online feature Bookshelf offers to install Internet Explorer for you from the Bookshelf CD. It also installs a mail client and a chat client that can be used with other Internet Directory links. See Using the Internet Directory for more information about the types of Internet Resources and directions on how to access them.

See also

Opening a book

About browsers

Searching the Web

Updating Internet links

Using the Internet Directory

When you install Bookshelf in the Windows 95 or NT 4.0 operating system, a new command is automatically added to the **Find** menu. This command, **Find in Bookshelf**, provides an easy shortcut for starting Bookshelf from anywhere in Windows 95. Just click the **Start** button, point to **Find**, and then click **Find in Bookshelf**.

See also

[Using QuickShelf](#)

When you have Microsoft Bookshelf 98 and Microsoft Office 95 or later, you'll find that Bookshelf is conveniently integrated with Microsoft Word and PowerPoint.

- You can obtain instant definitions of words in a Word document or PowerPoint presentation using QuickDefine.
- You can copy entire articles or selected text and images from Bookshelf directly into these programs using the Copy to command.
- And, with the Look up reference command, you can quickly start Bookshelf to look up articles related to your Word or PowerPoint text

See also

Using QuickShelf

Bookshelf works with Microsoft Word or PowerPoint so that you can look up words in the Bookshelf Dictionary with a click of your mouse.

To look up the definition of a word while in Word or PowerPoint

- 1 Right-click the word you want to define.
- 2 In the shortcut menu that appears, click **Define**. The QuickDefine dialog box opens, displaying the word's Dictionary entry.

To see the next definition, if any, click the arrow in the upper right corner of the box.

See also

[Overview - The American Heritage Dictionary of the English Language, Third Edition](#)

[Defining words instantly](#)

[Using QuickShelf](#)

You can copy text or media quickly from Bookshelf to Microsoft Word or PowerPoint with the **Copy to** command on the [shortcut menu](#).

To copy text or media to Word or PowerPoint

- 1 Use your mouse to select the Bookshelf text you want to copy.
- 2 Click the right mouse button. In the [shortcut menu](#) that appears, click **Copy to**.
- 3 Click the program into which you want to copy the text.

If the program is open, you are asked if you want the text to be inserted in the current location or a new document. Otherwise, the program opens and the text is inserted in a new document.

Notes

- To select an image, double-click the image until a blue border appears.
- Enlarged images cannot be selected; press CTRL + C to copy enlarged images to the Clipboard.
- If you're copying and pasting a table into Word, you may need to reformat the text using Word's Text to Table command. For more information about converting text to a table, see the Word documentation.

See also

[Using QuickShelf](#)

[Copying and pasting](#)

When you're working in Microsoft Word or PowerPoint in Office 95 or higher, you can quickly switch to Bookshelf articles related to your document.

To look up references from Word or PowerPoint

- 1 In Word or PowerPoint, select the word or words for which you want to search.
- 2 Click the **Tools** menu in the program's toolbar, then click **Look up reference**.
Bookshelf opens, with the text you have selected as the search text.

See also


[Overview - searching with Bookshelf](#)

[Searching by keyword](#)

[Full-text searching by word or phrase](#)

[Defining words in Microsoft Word or PowerPoint](#)


QuickShelf is a tool that helps you use Bookshelf with other programs. For example, while working in Microsoft Word, you can select a word and look it up in the Bookshelf Dictionary without opening the entire Bookshelf program. You can find quotes or ZIP codes without leaving the program, and if you wish to open Bookshelf for more search features, QuickShelf provides you an easy way to do so.

When you install Bookshelf 98, QuickShelf is added to your Windows 95 or NT 4.0 startup menu. From then on, whenever you start Windows, the QuickShelf  icon appears in the Windows 95 taskbar at the bottom of your Desktop.

See also

[About the QuickShelf menu](#)

[Manually opening and closing QuickShelf](#)

Right-clicking the QuickShelf  icon brings up the QuickShelf menu, with the following options:



- **QuickDefine**
Brings up the QuickDefine box, with a definition of the currently selected word.
- **QuickQuote**
Opens QuickQuote, allowing you to search for and copy quotations.
- **Quick ZIP Code**
Opens Quick ZIP Code, where you can search for ZIP codes and other address information.
- **Find in all books**
Opens Bookshelf, with the selected text entered in the search field.
- **Close**
Closes QuickShelf and removes the QuickShelf icon from the Windows 95 system tray.
- **Help**
Opens QuickShelf help.

See also

[What is QuickShelf?](#)

With QuickShelf, it's easy to define a word while you work in a Windows 95-based program.

To define a word using QuickDefine

- 1 Select the word.
- 2 Click the QuickShelf  icon in the Windows 95 taskbar. The QuickDefine window appears, containing the word's definition.
- 3 To hear the word's pronunciation, click the audio  icon next to the word. To view the pronunciation key, click the word's phonetic spelling, which is in colored text in parentheses.
- 4 Click anywhere outside the box to close the QuickDefine window and continue working.

See also

[What is QuickShelf?](#)

[Finding information in Bookshelf using QuickShelf](#)

With [QuickQuote](#) you can quickly find a quotation on a topic and copy it into another application.

When you start QuickQuote from the Tools menu or from the QuickShelf menu, the QuickQuote window opens. Like the main Bookshelf window, this window is divided into two sections: the search panel to the left, and the larger article panel to the right.

To find a quote with QuickQuote

- 1 In the text box at the top of the search panel, type a keyword or author, or select one from the scrollable topics list.
- 2 Click **Search Now**, or press ENTER.

In the Category box on the top of the article panel, QuickQuote displays a list of categories that contain quotes relating to the keyword, or by the author you searched for.


- 3 Click a category. QuickQuote displays the quotes in the box below.
- 4 Select the quote you want and click **Copy**. QuickShelf copies the quote to the Clipboard, where it is ready to be pasted into any other text-based Windows application.

See also

[What is QuickShelf?](#)

Use Quick ZIP Code to find a ZIP code for an address, to verify an address's accuracy, to find states that have cities with the same name, or to locate cities that share a particular ZIP code. Once you've found the address information you need, you can copy it to the Clipboard and paste it into any program.

To use Quick ZIP Code in QuickShelf

- 1 Right-click the QuickShelf  icon.
 - 2 Click **Quick ZIP Code**. The Quick ZIP Code box opens.
 - 3 In the Street, City, State, and ZIP Code fields, enter the information you know.
 - 4 Click **Find**.
 - 5 Click **Copy Address** to copy the address information to the Clipboard.
- For more information on ways of using Quick ZIP Code, see [Finding address information](#).

See also


[Overview - Quick ZIP Code](#)

[State abbreviations](#)

[Quick ZIP Code tips](#)

Use QuickShelf to access Bookshelf's reference books from any Windows 95-based application. By selecting a word before opening Bookshelf, you can automatically look up the word in the Bookshelf reference library; articles with that word as their keyword appear in the article list when Bookshelf opens.

To open Bookshelf with QuickShelf

- 1 Select a word in a text-based program, or start with step 2, below.
- 2 Right-click the QuickShelf  icon in the Windows 95 taskbar.
- 3 In the shortcut menu that appears, click **Find in all books**. If you've selected a word to search for, QuickShelf starts Bookshelf with that word already in the text box. Otherwise, Bookshelf opens normally.
- 4 Close Bookshelf or press ALT + TAB to leave Bookshelf open and return to your running application.

See also

[What is QuickShelf?](#)

[About the QuickShelf menu](#)


[Defining words with QuickDefine](#)

[Manually opening and closing QuickShelf](#)

When you install Bookshelf, the QuickShelf command is automatically added to your Windows 95 StartUp group, and the QuickShelf icon appears on your desktop every time you start Windows.

However, if you should need to close QuickShelf for any reason, you can do it easily with the following procedure.

To close QuickShelf in the current Windows session

- 1 Right-click the QuickShelf  icon in the Windows 95 taskbar.
- 2 In the shortcut menu that appears, click **Close**. The QuickShelf icon disappears from the taskbar.

To start QuickShelf again when it has been closed

- 1 Click the **Start** button, and then point to **Programs**.
- 2 Point to **StartUp**, and then click **QuickShelf**.

The QuickShelf icon appears in the Windows 95 taskbar at the bottom of your desktop.

See also

[About the QuickShelf menu](#)

Because the World Wide Web is constantly changing, Bookshelf 98 features new tools to help you keep up.

Updating Internet addresses that have been discontinued or changed

Internet sites change addresses, becoming discontinued or invalid, and new sites are always being created.

Therefore, Bookshelf 98 includes a new feature, called Web Link Redirection, that automatically checks the Internet Directory address that you are trying to access, and notifies you of any discontinuations, equipment failures, or address changes.

This feature is invisible to you unless a link has actually changed, in which case your browser will display a Web page telling you the nature of the change and giving you access to the new address, if there is one. This way, as addresses to Internet sites change, your copy of Bookshelf stays on top of the changes.

Note Not all types of Internet resources are updated with Web Link Redirection. See the chart in [Using the Internet Directory](#) for a complete list of the Internet resources that Web Link Redirection handles.

Staying current with new Internet listings

Bookshelf 98 also provides a Web site to help you stay current with new Internet listings. This resource, updated monthly, lists addresses and links that are too new to have been included in your Bookshelf 98 CD.

To view links to new sites

- 1 Open the Help menu.
- 2 Click **New Internet Directory Listings Online**.

Bookshelf starts your Web browser and connects you to Bookshelf's New Internet Directory Listings Web site.

Note Bookshelf online features require Internet Explorer 3.0 or later, or Netscape 2.0 or later. If you do not have a browser installed, when you first click a link or other online feature Bookshelf offers to [install Internet Explorer](#) for you from the Bookshelf CD. It also installs a mail client and a chat client that can be used with other Internet Directory links. See [About browsers](#) for more information.

See also

[Overview - Internet Directory](#)

[Finding Internet links](#)

See these Help topics for tips on using Bookshelf 98, expanding its capabilities, and taking advantage of its new features.

- [Overview - Searching in Bookshelf](#)
How to conduct an efficient Bookshelf search.
- [Opening a book](#)
How to narrow your search to a single reference book, or search all the books.
- [Narrowing your search with Advanced Search](#)
How to use search tools to further refine your search.
- [Using the right mouse button](#)
A time-saving shortcut to common Bookshelf commands.
- [IntelliMouse enhancements in Bookshelf 98](#)
Even more time-saving features for users of Microsoft IntelliMouse.
- [Using the Bookshelf Backlist](#)
How to return to articles you've previously viewed.
- [Using the Bookshelf Daily feature](#)
How to customize and work with the Bookshelf Daily.
- [Using QuickDefine](#)
How to define words with the click of a mouse.
- [Using QuickQuote](#)
How to find the perfect quote for any occasion with Bookshelf's new quote wizard.
- [Using the search panel](#)
How to use the search panel, the main Bookshelf search tool.
- [Integrating Bookshelf with Microsoft Word or PowerPoint](#)
How to copy text, define words, and look up references quickly and easily with Bookshelf's Office integration features.
- [Searching the Web](#)
How to use Bookshelf's new online search features to search the Internet and the World Wide Web.
- [Using the Atlas tools](#)
How to get the most out of the new *Encarta 98 Desk World Atlas* reference book.

See also

[QuickShelf tips](#)

The *Encarta 98 Desk World Atlas* contains several tools for navigating maps and finding related articles and information.

For information on the Global view, see [About Global view](#).

For information about changing your view of map details and enlarging the Atlas screen, see [Changing your view of the Atlas](#).

For information about Map options, such as hearing pronunciations, displaying flags and related articles, zooming in on Atlas maps, and identifying disputed borders, see [About the Atlas mouse pointer icons](#).

For information about the Atlas Legend, see [Accessing the Legend](#).

See also

[Opening a book](#)

[Atlas overview](#)

Bookshelf 98 contains thirteen world maps which, taken together, constitute a complete view of the world from several angles. From this view, you can click to zoom in on more detailed maps.


To display the Atlas Global view

- 1 Click the book selector bar and click **Atlas**. The Atlas opens with its contents page in the article panel.
- 2 Click “Link to the World Map” on the Atlas contents page. The world map opens to its default display of the Arctic Ocean.

To navigate in Global view

- Click the rotate control  to the lower left of the map.

To zoom in to more detailed maps

- Pass the mouse pointer over the map, and click when the pointer changes to the zoom  icon.





See also

[Opening a book](#)

[Atlas overview](#)

[Changing your view of the Atlas.](#)

You'll notice that the mouse pointer changes as you move the mouse over Atlas maps. Clicking at these times has the following effects:

- A  brings up a box with information about a country, its flag, and links to other books with information about that country.
- A  indicates that if you click here you can zoom in on the region under the pointer.
- A  indicates that you can click here to hear a pronunciation.
- A  indicates that the border under the pointer is disputed.

See also

[Opening a book](#)

[Atlas overview](#)

[Changing your view of the Atlas.](#)

Clicking the right mouse button in the article panel brings up the [shortcut menu](#), with the following options:

- **QuickDefine**
Brings up the QuickDefine box, with a definition of the currently selected word.
- **QuickQuote**
Brings up the QuickQuote box, Bookshelf's quote wizard.
- **Copy**
Copies the currently selected text to the Clipboard.
- **Copy to**
Copies the currently selected text to Microsoft Word or PowerPoint.
- **Create Shortcut**
Places a shortcut icon on your desktop, allowing you to jump immediately to the current article and book.
- **Find in**
Brings up a shortcut menu, allowing you to search for the selected text in one or all of the books.

Note The right mouse button brings up a slightly different menu in QuickShelf. See [Using the right mouse button in QuickShelf](#).

If your computer has an IntelliMouse and IntelliPoint software installed, you can use it in Bookshelf to scroll through articles, lists, or anywhere there is scrollable text. You can also move quickly through previously viewed articles, and change the size of article text.

To scroll through articles and scrollable lists in Bookshelf

- Place the mouse pointer anywhere in the text and rotate the IntelliMouse wheel button to scroll.

To cycle through previously viewed articles

- Place the mouse pointer in the article panel, press SHIFT on the keyboard, and rotate the IntelliMouse wheel button to cycle through previously viewed articles. (This is the equivalent of the Backlist command on the menu bar.)

To change text size

- Press CTRL and rotate the IntelliMouse wheel button to quickly change the text size in the article panel. (This is the equivalent of the Text Size setting in the Options box.)

360° Views are a new media type in Bookshelf 98. When you open a 360° View, you see an image on your screen like any ordinary photograph or other image. By dragging the image area with the mouse, however, you can “move within” the image, as though you were standing in the middle of the scene and could turn your head to see the entire view.

Note The first time you open a 360° View, a dialog box will open and you will be asked to install the QuickTime viewer from the Bookshelf CD. Click **OK** to install the software on your hard drive and enable Bookshelf to display 360° Views. If you choose not to install the QuickTime viewer at this time, you can use Bookshelf normally, but you will not be able to operate 360° Views.

To find 360° Views

- 1 Open the book you wish to search. To search all of Bookshelf, select **All Books**.
- 2 Click the **Find Media** tab in the search panel. The Find Media page appears in the search panel.
- 3 Click the **Animations, Videos, and 360° Views** option.
- 4 Click **Search Now**, or press ENTER.

To navigate in a 360° View.

- 1 Click the **Expand** button to open the image.
- 2 Move the mouse pointer to any point in the image area.
- 3 Hold down the mouse button and drag the image to move within it.

Note The display moves in the direction of the pointer’s position relative to the center of the image. To slow the movement down, move the pointer closer to the center of the image.

The following Bookshelf 98 articles contain 360° Views.

Airport Traffic Control	Landscape Architecture
Alps	Machu Picchu
Blue Mosque	Monet
Banff	NASA
Building Construction	New York
Egyptian Art	Sculpture
Grand Canyon	Vatican City
Great Wall	Yellowstone
Istanbul	

See also

[Atlas overview](#)

[Changing your view of the Atlas.](#)

The Bookshelf Daily is the box that appears when you first start Bookshelf, displaying a definition or quote chosen at random from the reference works.

- To change from a daily word to a quote the next time you start Bookshelf, click the **Quote** tab. To change to a word, click **Word**.
- To bring up the Bookshelf Daily box at any time, click the Tools menu and click **Bookshelf Daily**.
- To enable or disable the Bookshelf Daily, see [Enabling and disabling the daily word/quote](#).

See also

[About QuickQuote](#)

The Help menu contains links to Bookshelf Web sites on the World Wide Web. Click one of the links to start your browser and connect to the following:

Menu Item	Connects to
Bookshelf Online	The home page of the Bookshelf Web site
Bookshelf Tour Online	An online guide to using Bookshelf 98
Bookshelf Game Online	The game page at the Bookshelf Web site

Note Bookshelf online features require Internet Explorer 3.0 or later, or Netscape 2.0 or later. If you do not have a browser installed, when you first click a link or other online feature Bookshelf offers to [install Internet Explorer](#) for you from the Bookshelf CD. It also installs a mail client and a chat client that can be used with other Internet Directory links. See [About browsers](#) for more information.


See also

[Searching the Web](#)

[Updating Internet links](#)



[Using the Internet Directory](#)

When you click the **Web Search** button on the Go Online tab, Bookshelf starts your browser and takes you to its Premier Web Search site. From here, you can perform two kinds of searches. Click the option buttons on the left-hand panel of your browser to choose one of the following:

- **Bookshelf sites.** These are sites that have been editorially selected for inclusion in Bookshelf's Internet Directory. To save time in finding your information, search these sites first.
- **the whole Web.** This type of search casts a wider net, but the results may be less useful. If you choose this search type, sites included in the Internet Directory are marked with the Bookshelf  icon.

Search hints

To get the most out of your Web search, it's useful to know a few rules. Check the following table to see how best to phrase your search text.

Example	Rule
Flood	Capitalize a word to force a case-sensitive match. To find all matches, leave it lowercase.
"beast of burden"	Use quotes to identify phrases.
beast-of-burden	Hyphens also indicate phrases.
Horsehead Nebula	Adjacent capitalized words are treated as phrases.
Sartre, Sinatra	Put a comma between unrelated proper names.
moons of +Jupiter	Put a plus () in front of a required word or phrase to search only for text that contain the word.
virus -computer	Put a minus () in front of an undesired word or phrase to search only for text that does not contain the word.

Note Bookshelf online features require Internet Explorer 3.0 or later, or Netscape 2.0 or later. If you do not have a browser installed, when you first click a link or other online feature Bookshelf offers to [install Internet Explorer](#) for you from the Bookshelf CD. It also installs a mail client and a chat client that can be used with other Internet Directory links. See [About browsers](#) for more information.

See also

[Searching with the Go Online tab](#)

Bookshelf contains several tools for exploring the Internet and the World Wide Web, such as the Go Online tab and the Internet Directory. To connect to these Internet resources, you need a Web browser and an account with an Internet Service Provider. For information about choosing an Internet Service Provider, Click “Choosing an Internet service provider” on the Internet Directory content page for more information.

Browsers

Bookshelf 98 online features require Internet Explorer 3.0 or Netscape 2.0 or later. If you are using another browser, or an older version of these browsers, some Bookshelf Online features may not work properly, and you may not be able to view your search results. You can [install Internet Explorer](#) from your Bookshelf CD.

Note If you do not have a browser installed at all, when you first click a link or other online feature Bookshelf offers to install Internet Explorer for you.

E-mail

You can use Bookshelf to send electronic mail if your mail client and e-mail reader support simple MAPI protocol. You can install such a mail client from your Bookshelf CD by [installing Internet Explorer](#).

When you use Bookshelf to send an e-mail message (for example, by clicking on a link to an e-mail discussion list in the Internet Directory), Bookshelf will put the mail message in your outbox and will send the message the next time you connect to your service provider. For more information about MAPI protocol compatibility, see the documentation provided by your mail client and e-mail reader.

Note If you're having difficulty accessing a newsgroup, check your browser to ensure that it's configured to a news server. If your service provider uses a news protocol that's incompatible with Netnews Transfer Protocol (NNTP), you may not be able to access newsgroups with your browser. Contact your service provider for more information.

See also

[Overview - Internet Directory](#)

[Using the Internet Directory](#)

[Installing Internet Explorer](#)

IRC (Internet Relay Chat) is an Internet protocol that provides for real-time chat sessions between connected users.

Although the Bookshelf Internet Directory provides links to IRCs, in order to participate in them you must download and install an “IRC client.” An IRC client is contained on your Bookshelf CD, and can be installed along with [Internet Explorer](#). See [About browsers](#) for more information.

Popular shareware sites, such as <http://shareware.com>, offer IRC clients free of charge. Download an IRC client appropriate for your operating system, and follow its directions to install and configure it for your Internet connection.

See also

[Overview - Internet Directory](#)

[Using the Internet Directory](#)

[Installing Internet Explorer](#)

When you install Bookshelf 98 from the CD, all files necessary to run and use the program are installed automatically, with the following exceptions:

- QuickTime viewer

The QuickTime viewer is a small program Bookshelf needs for running 360° Views. To save time during setup, this program is not installed until the first time you click a 360° View and try to open it. When you do so, a dialog box opens, asking you if you wish to install the QuickTime viewer. Click **OK** to install, or **No** to cancel or postpone the installation. Note that you cannot open 360° Views until you install this program.

- Internet Explorer

Although your Bookshelf CD contains Internet Explorer version 3.1, it is not automatically installed with the rest of Bookshelf. If you don't have a browser, the first time you click an online link, Bookshelf will ask if you wish to install Internet Explorer. You can also install Internet Explorer at any time using the following procedure.

To install Internet Explorer from the Bookshelf CD

- 1 Turn on your computer and CD-ROM.
- 2 Insert the Bookshelf 98 disc into the CD-ROM drive.
- 3 In Windows 95, click the Start button and then click Run.
- 4 In the box, type the drive letter for the CD-ROM drive on your computer, followed by a colon (:) and \iexplore\iexplore.exe (for example: **D:\iexplore\iexplore.exe**).
- 5 Follow the instructions that appear on your screen. Bookshelf installs Internet Explorer 3.1 and makes it your default browser. It also installs a mail client and a chat client that can be used with other Internet Directory links.

Note If you have more than one World Wide Web browser on your computer, Internet Explorer will be made the default browser.

See also

[Installing and removing Bookshelf](#)

If you need to reinstall Bookshelf for any reason (for example, you have forgotten your Parental Control password), you can do so by uninstalling Bookshelf and then installing it again, using the following procedures.

To uninstall Bookshelf:

- 1 Click the **Start** button, point to **Settings**, and then click **Control Panel**.
- 2 Click **Add/Remove Programs**.
- 3 In the dialog box that appears, click **Microsoft Bookshelf 98** in the program list.
- 4 Click **Add/Remove**.

To install Bookshelf:

- 1 Turn on your computer and CD-ROM drive.
- 2 Insert the Bookshelf 98 disc into the CD-ROM drive.
- 3 Follow the setup instructions that appear on your screen.

See also

[Installing Internet Explorer](#)

No sound

If sound does not play at all, try the following:

- Be sure a sound card is installed.
- Check that a speaker is connected to the jack on your sound card not to the CD-ROM drive.
- Check the volume to be sure it is set at an audible level.
- In the Bookshelf program, make sure that the pronunciations and interface sound options are turned on. Open Bookshelf, click the Tools menu, and then click Options. In the dialog box that appears, the Enable Pronunciations and the Enable Interface Sounds options should both be checked.
- If the volume is turned up and you still hear no sounds, something may be wrong with your sound card installation. Check to see that the sound card drivers and necessary Windows drivers are installed correctly and reinstall if necessary.

To check the installed drivers for Windows 95, click the Start button, point to Settings, and then click Control Panel. In the Control Panel, double-click the System icon. Click the Device Manager tab and select Sound, Video and Game Controller from the list to see which sound card driver is installed.

To check the installed drivers for Windows NT, click the Start button, point to Settings, and then click Control Panel. In the Control Panel, double-click the Devices icon. In the Devices box, look for your sound card driver on the list of installed devices.

- Make sure audio compression is installed and enabled.

Click the Start button, and then point to Settings. Click Control Panel, and then double-click Add/Remove Programs. Click the Windows Setup tab, select Multimedia from the list, and then click Details. Make sure that Audio Compression is checked.

- If the software is installed correctly, the sound card may need to be pressed more securely into its slot or have a jumper setting changed. Refer to your sound card documentation for more information.
- If you have both a sound board and special software that bypasses the sound board to play sounds through the PC speaker or other sound reproduction device, we suggest you remove or disable the special software (i.e., the PC speaker driver). Bookshelf requires an MPC-compatible sound card to be installed and is not meant to run with the PC internal speaker or any combination of that speaker and special software.

Sound breaks up

If sound plays, but the audio breaks up or skips, the CD-ROM drive may not fully meet the MPC Level 2 specification for the Data Transfer Rate. The MPC 2 specification states that the CD-ROM drive needs to be capable of transferring data at a rate of 300 kilobytes per second while using 60% or less of the CPU. You can continue to use your CD-ROM drive to run Bookshelf, but will experience choppy audio and animation.

To check the Data Transfer Rate and usage of your CD-ROM drive

- 1 Insert the Bookshelf 98 CD into the CD-ROM drive.
- 2 Click the Start button, and then click Run.
- 3 In the box, type the drive letter for the CD-ROM drive on your computer, followed by a colon (:) and `\msinfo32.exe` (for example: `D:\msinfo32.exe`).
- 4 Click OK.
- 5 In the MSInfo32 dialog box, click the plus sign next to "CD-ROM", and then click the letter of your CD ROM drive (e.g., `D:`).
- 6 Confirm that the value for Data Transfer Rate is more than 300K, and the value for CPU Util @ 300KB/s is less than 60%.

Sounds are cut off

Sounds may be cut off because of other sound-producing programs you have running. Your computer can play only one sound at a time, therefore other applications that produce sounds can interrupt the sounds in Bookshelf. Some

sound producing programs can take over the audio capability and prevent other Windows programs from being able to make sounds. If you suspect you have such a program, do not run it at the same time as Bookshelf.

MIDI problems

Bookshelf sound media are located in the \books\mm directory of the Bookshelf CD in the form of MIDI (.MID) and Wave (.wav) files. You can test these files individually with the Media Player application included in Windows 95 or NT.

To test a MIDI file with Media Player

- 1 Insert the Bookshelf CD into your CD-ROM drive.
- 2 Click Start, point to Programs, then Accessories, then Multimedia, and then click Media Player.
- 3 In the Media Player dialog box, click the Device menu, and then click MIDI Sequencer.
- 4 When the browse dialog box opens, find the directory that contains the MIDI file that you wish to play. Click the file to open it.
- 5 To play the file, click the Play button in the lower left corner of the Media Player box.

MIDI anthems and musical examples may sound softer than other audio. To increase the sound level, adjust your mixer settings. To do this in Windows 95, click the Start button, point to Programs, and then Accessories. Click Multimedia and then Volume Control. Adjust the MIDI volume level.

Do not remove the Bookshelf compact disc from your CD-ROM drive while running Bookshelf. If Bookshelf cannot find the data files it needs to run, a message prompts you to correct the problem.

Microsoft Bookshelf uses the random access memory (RAM) of your computer to display pictures and play sounds, animations, and videos. If Bookshelf runs slowly or you see out-of-memory messages, Bookshelf may not have enough memory. The following suggestions may make Bookshelf run faster.

- Bookshelf needs virtual memory enabled.
- Close all unnecessary applications.
- Defragment ("clean up") or optimize your hard disk by running a defragmentation program such as Disk Defragmenter, which is included with Windows 95.
- Ensure that your CD-ROM drive is MPC Level 2. Check the documentation that came with your CD-ROM drive.
- Add more RAM to your computer. To run Bookshelf you need at least:
 - 8 megabytes for Windows 95
 - 12 megabytes for NT 4.0(Sometimes this value is listed as 8,192 or 12,288 kilobytes, KB, or K.)
- Optimize the performance of Windows. For complete details, consult your Windows manual.
- If you are using Windows 95 make sure it is optimized for your CD-ROM drive. Windows 95 provides settings for CD caching and for accessing various CD-ROM drive speeds via the System Control Panel.

To review and modify the settings for your Windows 95 CD-ROM drive:

- 1 Right-click the My Computer icon on your desktop.
- 2 Click Properties.
- 3 Click the Performance tab.
- 4 Click the File System button.
- 5 Click the CD-ROM tab. In this box, make sure that the Supplemental Cache size is set to Large. Also, verify that the Optimize Access Pattern is correctly set for the type of CD-ROM drive that is installed on your system. (No single-speed CD-ROMs should be used double-speed, Quad Speed, etc.)

Printers differ in the way they use fonts, graphics, spacing, alignment, and character formats as well as in the way they process particular instructions. The appearance of your printed document can vary greatly from printer to printer. The way your document looks depends on which format you assign and which formats your printer can print. If you encounter problems when printing from Bookshelf, such as no printout, poor print quality, or text being printed erratically, there are several ways to troubleshoot or correct the problem. The following topics provide basic information about solving problems when printing from Microsoft Bookshelf.

Note If the printer displays a message or an error indicator, see your printer manual for information about how to correct the problem.

Printer does not print at all

When a printer will not print at all, the cause is often a simple mechanical problem; that is, the printer may be offline or not connected to the computer. Verify the following:

- Check that the printer is plugged in and turned on.
- Check that the correct port is specified for your printer.
- Make sure that you have the correct cable for your printer and that the cable is connected properly.
- Check your printer setup: Click the Start button, point to Settings, and then click Printers.
- Verify the printer information displayed.
- Try to print from another Windows application, such as WordPad.

Print quality is poor

If print quality is poor or "garbled," try one or more of the following steps to solve this problem. Try printing after each step before attempting the next one.

- 1 Copy the text you wish to print to a word-processing program such as Microsoft Word for Windows and print from that program. Printing from a word-processing program may, in some cases, produce better quality than printing directly from Bookshelf.
- 2 Reset the printer; turn it off and on again.
- 3 Reinstall the printer driver.
- 4 Check the printer setup: Click the Start button, point to Settings, and then click Printers.
- 5 Verify the printer information displayed.
- 6 If you have a serial printer, ensure that the serial com port baud rate and printer parameters are set to manufacturer's specifications. Decreasing the baud rate may solve the problem.

To check the serial com port settings in Windows 95:

- 1 Click the Start button, point to Settings, and then click Control Panel.
- 2 In the Control panel, double-click the System icon and then click the Device Manager tab.
- 3 Double-click the icon for your serial com port, and then click the Port Settings tab.
- 4 Verify that the port settings match your printer manufacturer's specifications.

Printing tips

The following tips about printer drivers may help you with printing problems:

- Many printers emulate industry-standard printers such as the Epson LQ, IBM Proprinter, or Hewlett-Packard LaserJet series. Consult your printer manual to see if your printer supports emulation. If it does, install the driver for the printer it emulates in the Control Panel.
- Your printer dealer or manufacturer may have a Windows printer driver for your printer.
- If you have problems printing, try the Generic/Text Only printer driver.

To install the Generic/Text Only printer driver


- 1 Click the Start button, point to Settings, and then click Printers.
- 2 Double-click the Add Printer icon and follow the instructions in the Add Printer Wizard to install the Generic/Text Only printer driver.
- 3 After the printer driver is installed, right-click the Generic/Text Only printer icon in the Printers Control Panel, and then click Set As Default in the shortcut menu.
- 4 Print from Bookshelf with this Generic/Text driver.

If you are having display problems, try doing the following:

- Quit other programs to ensure you have enough memory.
- Switch to a video driver supplied by Windows 95 or Windows NT.
- Change to a different display mode. An alternative to using a different driver is to change your video mode to a standard video mode such as 640x480 resolution with 256 colors.
- Update your video driver to the latest version. Contact your video card manufacturer to find out the most recent version of the driver for your video card and how to obtain this driver.


Note Most companies post their latest driver on the Internet, which you may access via a World Wide Web browser or FTP application.

For details on how to change drivers or switch to a different display mode, see your Windows documentation.

Move the mouse pointer over the picture. When the mouse pointer becomes a hand , just click to display more information.




The screenshot shows the Microsoft Bookshelf 98 - Dictionary application. The window title is "Microsoft Bookshelf 98 - Dictionary". The menu bar includes "File", "Edit", "Tools", "Books", "Quick ZIP Code...", "Backlist", and "Help". The main area is titled "Dictionary" and displays the entry for "hel-le-bore".

hel-le-bore 

hel-le-bore (hĕl'ē-bōr', -bōr')
noun

1. Any of various plants of the genus *Helleborus*, native to Eurasia, most species of which are poisonous.
2. Any of various plants of the genus *Veratrum*, especially *V. viride* of North America, having large leaves and greenish flowers and yielding a toxic alkaloid used medicinally.



Click image to enlarge

[Middle English *ælebe*, from Old French, from Latin *effeborus*, from Greek *helleboros*: perhaps *hellos*, fawn + *-boros*, eaten (from *bibroskein*, to eat).]

The left sidebar shows a search for "hel-le-bore" with a "Search Now" button. Below the search bar, there are several categories: "Articles" (with checkboxes for helldiver, Helle, hellebore), "Diet" (with a checkbox for hellebore), "Enc" (with a checkbox for Hellebore), "Thes" (with a checkbox for hellebore (noun)), and "articles containing 'hel-le-bore'" (with a checkbox for articles containing 'hel-le-bore'). Other articles listed include Helen Shelley, Helene, Hellenian, Heteric, Heteric Culture, Heteric Republic, Heterism, Heterist, and Heteristic. At the bottom of the sidebar is an "Advanced Search..." button. The bottom of the main window has "← Page" and "Page →" buttons.

See also

[Menus tour](#)

[Search panel tour](#)

[Shortcut menu tour](#)

[Options dialog box tour](#)

Articles list

Displays keywords and articles in an alphabetical list. Click the plus (+) next to a keyword to display a list of articles on that subject. Click the title of the article you want to display in the article panel.

Search All tab

Use to search for articles by title, subject, or words contained in the article. The Search All tab is visible in this picture.

Find Media tab

Use to search for articles that contain only the types of media you choose. See [Find Media tab tour](#).

Go Online tab

Use to search the Internet. See [Go Online tab tour](#).

Control menu

Click to display commands for minimizing, maximizing, and closing Bookshelf.

Book indicator bar

Shows which book is currently open.

Book selector bar

Click to see a list of all the books. Open a book (restrict your search to that book) by clicking its title. Or click **All Books** to search the Bookshelf library.

Show/hide search panel button

Click to show or hide the search panel. This button increases and decreases the size of the area in which an article is displayed.

Article panel

This is where the article you choose is displayed.

Advanced Search button

Click to open the [Advanced Search](#) feature and use search tools to refine your search. (This button is only available when the Search All tab is displayed.)

Browse buttons

Click to display the next and previous articles in the current book.

Check spelling button

Click to check the spelling of word(s) you type in the text box.

Search Now button

Click to start a search for articles based on the text you've typed in the text box and the type of search you have chosen.

Text box

Type the word or words you want to search for here. To search for every occurrence of a phrase, put it in quotation marks.

Tools menu

Click to display a list of Bookshelf tools. See [Tools menu tour](#).

File menu

Click to display the Print and Exit commands. See [File menu tour](#).

Edit menu

Click to display commands for cutting, copying, and working with text. See [Edit menu tour](#).

Books menu

Click to display a list of Bookshelf's reference books. See [Books menu tour](#).

Help menu


Click to display commands for getting Help on Bookshelf and connecting to Bookshelf sites on the World Wide Web.
See [Help menu tour](#).

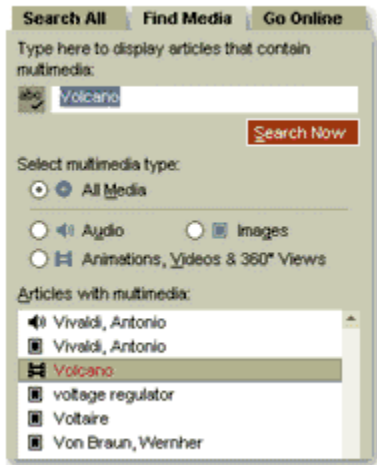
Quick ZIP Code Command


Click to display the Quick ZIP Code feature. See [Quick ZIP Code tour](#).

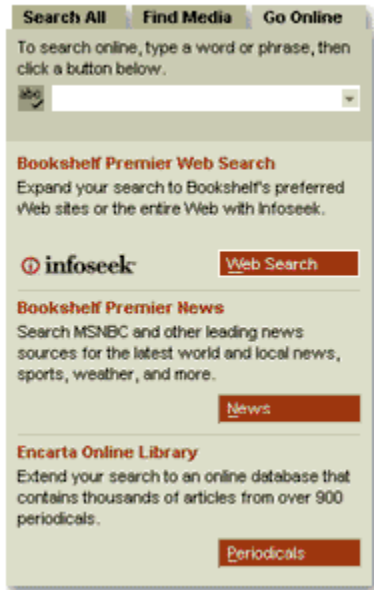
Backlist menu

Click to display a list of the articles you've recently viewed.

Move the mouse pointer over the picture. When the mouse pointer becomes a hand , just click to display more information.



Move the mouse pointer over the picture. When the mouse pointer becomes a hand , just click to display more information.



Search All tab

Use this tab to search for articles by title, subject, or words contained in the article. See also [Bookshelf tour](#).

Multimedia type selection buttons

Click to choose the media type you want to search for. To search for all types click All Media.

Web Search button

Click to start your World Wide Web browser and search the Web with [Bookshelf Premier Web Search](#).

News button

Click to start your World Wide Web browser and search MSNBC and other online news providers.

Periodicals button

Click to start your World Wide Web browser and search the Encarta Online Library periodicals database.

Control Menu button

Click to open the Control menu and display commands for changing the size and position of the window.

Print Command

Click to print the current article. See [Printing](#).

Exit Command

Click to quit Bookshelf. See [Exiting](#).

Search All Command

Click to use the [Search All tab](#) and search for articles by subject or words the articles contain.

Find Media Command

Click to search for images, audio clips, videos, animations, and 360° Views using the [Find Media tab](#).

Go Online Command

Click to search sources on the World Wide Web using the [Go Online tab](#).

Advanced Search Command

Click to refine your search using the [Advanced Search dialog box](#). (This command is only available when the Search All tab is displayed.)

QuickQuote Command

Click to find quotes using Bookshelf's [quote wizard](#).

Daily Word/Quote Command

Click to display a word or quote with the [Bookshelf Daily](#).

Options command

Click to customize Bookshelf features and change settings with the [Options dialog box](#).

All Books command

Click to allow searching in all the Bookshelf books. (This is equivalent to selecting **All Books** on the Book selector bar.)

Dictionary command

Click to confine searching to the Dictionary. (This is equivalent to selecting **Dictionary** on the Book selector bar.)

Thesaurus command

Click to confine searching to the Thesaurus. (This is equivalent to selecting **Thesaurus** on the Book selector bar.)

Quotations command

Click to confine searching to the Dictionary of Quotations. (This is equivalent to selecting **Quotations** on the Book selector bar.)

Encyclopedia command

Click to confine searching to the Encyclopedia. (This is equivalent to selecting **Encyclopedia** on the Book selector bar.)

Atlas command

Click to confine searching to the Atlas. (This is equivalent to selecting **Atlas** on the Book selector bar.)

Chronology command

Click to confine searching to the Chronology. (This is equivalent to selecting **Chronology** on the Book selector bar.)

Almanac command

Click to confine searching to the Almanac. (This is equivalent to selecting **1997 Almanac** on the Book selector bar.)

Internet Directory command

Click to confine searching to the Internet Directory. (This is equivalent to selecting **Internet Directory 98** on the Book selector bar.)

Computer/Internet Dictionary command

Click to confine searching to the Computer/Internet Dictionary. (This is equivalent to selecting **Computer/ Internet Dictionary** on the Book selector bar.)

Copyright Information command

Click to view copyright information on Bookshelf 98.

Help command

Click to open Bookshelf Help.

About the **[Current Book]** command

Click to view information about the currently selected book.

Note This command is only available if a single book has been selected from the Books menu or the Book selector bar.

Keyboard Shortcuts command

Click to view a list of keyboard shortcuts.

Bookshelf Online command

Click to connect to the Bookshelf Online Web page.

Bookshelf Tour Online command

Click to connect to the Bookshelf Online Tour Web page.

Bookshelf Games Online command

Click to connect to the Bookshelf Games Web page.

Subscribe and Register command

Click to connect to the Bookshelf Web site, and to subscribe to receive future upgrades or register your copy of Bookshelf online.

About Bookshelf command

Click to display version, licensing, and copyright information about Bookshelf.

Address fields

Type the street address (for example, “150 Main St.”) in the first box. Use the lower box to enter the building number or apartment number if appropriate.

City, state, and ZIP code fields

Type just the city and state to find a ZIP code, or type a ZIP code to find the city and state where the ZIP code is located.

Find button

Click to search for an address matching the information you've entered in the fields above.

City, state, and ZIP code search results field

In this box Quick ZIP code displays city, state, and ZIP code recommendations for the address information you've entered in the fields above.

Copy Address button

Click to copy the current address to the Clipboard.

Cancel button

Click to close the box and return to Bookshelf.

Help button

Click to display Help on this feature.

Close button

Click to close the box and return to Bookshelf.

Search button

Click to search for the text you have entered in the text box.

Topics list

Displays a list of all QuickQuote categories, with the current one selected. Click a name in the list to select another category.

Categories list

QuickQuote displays all categories containing quotes that relate to the keyword you've typed. Click a category to display its quotes in the box below.

Quotes Found list box

QuickQuote displays your search results in the category you selected.

Copy button

Click to copy the quote you selected to the Clipboard.

Display All Quotations button

Click to display all the quotations found in your search.

Automatic Spelling checkbox

If this box contains a check mark, Bookshelf automatically checks the spelling of the text you type in the search panel or Advanced Search box.

Enable Pronunciations option

If this box contains a check mark, Dictionary and Encyclopedia articles include written and audio pronunciations of words and phrases.

Enable Interface Sounds option

If this box contains a check mark, Bookshelf plays sounds such as pronunciations and music.

Show ToolTips option

If this box contains a check mark, Bookshelf displays descriptions of the screen as you move the mouse pointer.

Bookshelf Start Theme option

If this box contains a check mark, the Bookshelf Start Theme plays when you start Bookshelf.

Parental Control button

Click [here](#) to learn about Bookshelf's Parental Control feature, to turn it on or off, and to create or change your Parental Control password.

Jump color option buttons

Click to change the color used in articles to indicate jumps to other articles.

Popup color option buttons

Click to change the color used to indicate text that you can click to connect to an Internet resource or display further information.

Text size options

Click a button to change the size of the text in Bookshelf articles.

OK button

Click to save changes you've made to Bookshelf options.

Reset button

Click to return the options to their original settings.

Hints button

Click to view suggestions for refining your search or making it more exact.

Book selection search options

Select the book or books you want to use in your search.

Media search options

Click one or more of the media types to limit your search to articles containing the types of media you choose.

Scope of search options

Click to choose the articles you want to search.

- To search through all articles in the current book(s), click **All Articles**.
- To limit the search to the current article, click **Current Article Only**.
- To limit the search to the articles in the list generated by your last search, click **Last Articles Found**.

Reset button

Click to return Advanced Search to its default settings.

Search type option button

Click to choose the type of search you want. To search for keywords, click **articles about**. To search for articles containing a word or phrase, click **all articles containing the word(s)**.

Advanced Search button

Click to refine your search by using search tools or to select specific books or media types to search.

Control Menu icon

Click to open the control menu with commands for moving or changing the size of the Bookshelf window. See your Windows online help for more information.

Window controls

Click to minimize, maximize, or close the Bookshelf main window. See your Windows online help for more information.

Articles list scroll bar

Click to move forwards or backwards in the Articles list.

Previous search text button

Click to view a list of your recent searches. Click an item in the list to place it in the text box.

Contents page links

Click to display front matter, introductions, and reference material for the current book.

Contents page help links

Click to view the online help topic.

Contents page subscription and registration link

Click to register your copy of Bookshelf, or to subscribe to receive product updates.

Book title bar

Displays the short form of the title of the current book.

Book control buttons (Legend)

Click the buttons along this bottom bar (such as the Atlas **Legend** button shown here) to access information and perform actions specific to the current book.

Book control buttons (Zoom)

Click the buttons along this bottom bar (such as the Atlas **Zoom** button shown here) to access information and perform actions specific to the current book.

Browse buttons

Click to browse forward or backward through the articles in the current book.

Scroll bars

Click to scroll forward or back or from side to side in the current article.

Cut command

Click to cut selected text or media. (This command can only be used in parts of the program where text can be edited. At other times it is dimmed, as shown.)

Copy command

Click to copy selected text or media to the Clipboard.

Paste command

Click to paste text or media from the Clipboard into a text field. (This command can only be used in parts of the program where text can be edited. At other times it is dimmed, as shown.)

Copy to Word command

Click to copy selected text or media directly into a Microsoft Word document.

Copy to PowerPoint command

Click to copy selected text or media directly into a Microsoft PowerPoint document.

Note command

Click to attach a note to the current article.

QuickDefine command

Click to open the QuickDefine box with a definition of a selected word.

QuickQuote command

Click to search for a quote on the selected word or phrase with the quote wizard.

Copy command

Click to copy the selected text or multimedia item to the Clipboard.

Copy to command

Click to copy the selected text or multimedia item directly to a Microsoft Word or PowerPoint document.

Shortcut command

Click to create a shortcut to the current article on your computer's desktop.

Find in command

Click to search one or all of the Bookshelf books for the selected word or phrase.

Copy to program options

Click to choose the Office program into which you want to copy the selected text.

Find Media tab

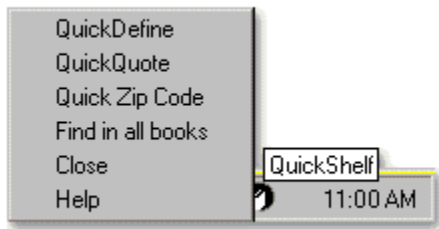
Click to open the Find Media search page (in the picture, this page is currently open).

Go Online tab

Click to open the Go Online search page (in the picture, this page is currently open).

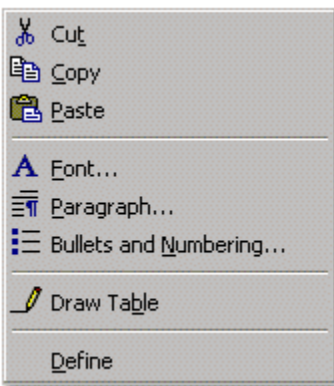
Now the resources of Bookshelf are a click away, any time you use a Windows-based program. Here's how:

In any Windows program:



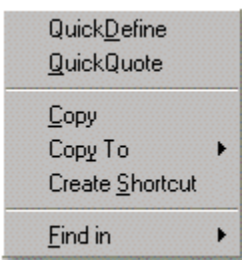
- Right-click the QuickShelf icon in the Windows taskbar to get a definition, find a quote, complete an address, or start a Bookshelf search on a selected word.

In Microsoft Word or PowerPoint:



- Right-click a selected word and choose **Define** from the Office shortcut menu.
- Choose **Look Up Reference** from the Office Tools menu to start a search on a selected word.

In Bookshelf:



- Right-click selected text or media to copy it to the Clipboard or directly into Word or PowerPoint. You can also create shortcuts or search the Bookshelf library.

See also

What is QuickShelf?

About the QuickShelf menu

