

Multimedia Business 500

Help Contents

Select **Exit** under the **File** Menu to Exit Help.



— Navigating —————



— Finding Information —————



— Printing and Copying —————



— Page Notes —————



— Buttons and Menus —————



— Controlling Sound and Video —————



— Keyboard Techniques —————

Multimedia Business 500

Help Contents



— Navigating —

- ▶ [Viewing a Company Profile](#)
- ▶ [Using Links](#)
- ▶ [Browsing through Topics and Page Notes](#)
- ▶ [Jumping to the Table of Contents](#)
- ▶ [Returning to the Last Topic Viewed](#)
- ▶ [Returning to Any Topic Viewed](#)
- ▶ [Using the Location Bar](#)
- ▶ [Using Cruise Control](#)



— Buttons and Menus —



— Controlling Sound and Video —





Navigating

Viewing a Company Profile

There are many ways of navigating through Multimedia Business 500. You can select topics from the Main **Contents screen**, jump from one topic to another from a **hot spot**, browse through topics that are related to one another, retrace your steps backwards (topic by topic), or return to any previously viewed topic.

► To view one of the companies profiled in Multimedia Business 500

1 Click on an alphabetical button at the bottom of the screen.



2 Scroll down and double-click your choice. The Company Profile screen shows the overview of the company and gives you many options from there. The convenient alphabetical "button bar" is available at all times.

Buttons: When Who Where What How Much Competitors

The Company Profiles contain a series of buttons at the left side of the screen. Clicking on one of the top set of buttons displays additional company information -- Who, What, When, Where, How Much, and Competitors.



Hint: You can also get to this additional information by selecting one of the menu items under the Details menu.

If you are viewing one of the additional information screens, such as "Who" or "When," or "Key Competitors" you can get back to the Company's overview just by clicking

Company Profile

If you are viewing "How Much," "What," or "Where," the information fills the screen. To return to the overview, click the Profiles button.

Key Competitors that appear in Multimedia Business 500 are accessible by clicking on their names, displayed in green type. Competitors not listed in Multimedia Business 500 are displayed in black type.

If you've jumped to a different company, a Key Competitor for instance, you can retrace your steps by clicking on

Go Back

in the button bar at the top of the screen.

Incidentally, the



affect company overviews, but won't take you through the set of screens with additional information about individual companies (the Who, What, When, ...).

Once you are familiar with navigating through the modules you may wish to use keyboard shortcuts and accelerator keys to save time.

See Also

[Details Menu Commands](#)

[Using Links](#)

[Using Keyboard Shortcut Keys.](#)

▶ Navigating

Using Links

Topics are linked to one another by means of **hot spots**. A hot spot can be a word or phrase, or a picture or part of a picture. Text hot spots may be underlined, and are usually displayed in a different color than the surrounding text. A picture hot spot may have a border around it. You can identify a hot spot by noticing the mouse cursor: it changes to a pointing hand when over a hot spot.

For example, point to the Navigating icon in the upper left-hand corner of this topic and you will see the cursor change into a hand, as shown below:



Click on this icon and it will jump to another topic, which in this case, is the Navigating menu.

Multimedia Business 500 contains five modules that can be accessed by clicking their buttons from the Main Menu screen.

Click on a button on the graphic to learn its destination:



In addition to **jumping** to other topics, hot spots can bring up popup windows. Popups are displayed over the main Multimedia Business 500 window. To remove the popup, click the Close Button, click anywhere outside the popup, or press the ESC key. Click on this **hot spot** to view a popup window.

In the Company Profiles in Multimedia Business 500, small **thumbnail** images are displayed in the text for many of the companies. Each thumbnail is a hot spot, linked to a full-size image. Click on a thumbnail image to enlarge it to full screen.



To return to the text, click the Close button, click anywhere outside the image, or press the ESC key. Incidentally, company logos are not hot spots.



See Also

[Jumping to the Table of Contents](#)

[Viewing a Company Profile](#)

▶ Navigating

Browsing Through Topic Sequences

Related topics may be linked to one another using [browse sequences](#). The browse feature lets you browse through topics, one by one. In the Company Profiles, each company is a topic, for example. You can browse from one company to another easily.

- ▶ To display the next or previous topic:
 - * Choose the **>>** or **<<** button in the Multimedia Business 500 window,
 - * Hit the **spacebar** key to go forward by one screen, or
 - * Hit the **shift spacebar** key to go backward by one screen.

NOTE: Incidentally, these buttons affect company overviews, but won't take you through the set of screens with additional information about individual companies (the Who, What, When, ...).

Browsing Through Page Notes

You may use [Page Notes](#) that you have created to browse through topics.

To display the next Page Note, choose the **->|** button

To display the previous Page Note, choose the **|<-** button.

See Also

[Using Links](#)

▶ **Navigating**

Jumping to the Table of Contents

The Contents button on the Multimedia Business 500 button bar returns you to the Main Menu. This screen shows you the basic sections on Multimedia Business 500. From this menu you can browse a variety of topics -- Table of Contents, Using Business 500, Company Profiles, List of Lists, and Mailing Lists. You can use the Contents button at any time.

▶ To look up a topic:

- 1 Choose the **Contents button** in the Multimedia Business 500 window to display the Main Menu.
- 2 Select the name of the **topic** you want to view.

See Also

[Using Links](#)

[Browsing Through Topic Sequences](#)

▶ Navigating

Returning to the Last Topic Viewed

Using the Go Back button, Multimedia Business 500 lets you retrace your steps. In this way, you can step backwards through the topics viewed.

- ▶ To backtrack through topics in the order you viewed them:
 - * Choose the **Go Back button** in the Multimedia Business 500 window.

If the current **topic** is the first topic you viewed, the Go Back button appears dimmed.

NOTE: Incidentally, the button affects company overviews, but won't take you through the set of screens with additional information about individual companies (the Who, What, When, ...).

See Also

[Returning to Any Topic Viewed](#)

▶ Navigating

Returning to Any Topic Viewed

As you view topics, Multimedia Business 500 keeps a record of where you have been. The History button displays a list of the topics you've viewed, starting with the most recent. Select any topic from this list to return to it.

▶ To jump back to a topic using the History button:

- 1 Click the **History button** in the Multimedia Business 500 window.

Multimedia Business 500 lists the last 40 **topics** you have viewed in the History window.

- 2 Double-click the topic you want to view. Or, select the topic and click **Go To**.

Use the scroll bar to see topics not visible in the list.

- 3 The History window remains displayed. You can choose another topic. You can also resize or move the History window.

Tip: You may want to arrange the Multimedia Business 500 window and the History window so that they are side by side.

▶ To close the History window:

- * Choose **Cancel**, or double-click the Control menu box. Pressing the **ESC** key also closes the History window.

NOTE: Incidentally, the ▶ affects company overviews, but won't take you through the set of screens with additional information about individual companies (the Who, What, When, ...).

See Also

[Returning to the Last Topic Viewed](#)

▶ Navigating

Using the Location Bar

Use the Location Bar to quickly move throughout the module you are using.



Click anywhere on the location bar and you will immediately **jump** to that location. Double-click on the bar, or click on the percentage indicator in the bottom right corner, to jump to a specific percentage location in the module.

You can hide the Location Bar by selecting the **Set** command under the Options menu, and clicking the check box to hide the Location Bar.

See Also

[Options Menu Command](#)

[The File Menu](#)

▶ Navigating

Using Cruise Control



Cruise Control is a feature that allows you to browse text automatically, without having to use the scroll bar or >> to advance to the next topic in a browse sequence. Cruise scrolls for you, one screen at a time. The speed of the Cruise control also can be modified to match your personal browsing speed.

▶ To set the Cruise Control:

- 1 Click the Cruise button.

A marker appears in the right side of the window, indicating that the Cruise feature is on.

- 2 To turn off the cruise feature, or to stop at any screen or topic, simply click the marker. To reactivate the Cruise feature, click the Cruise button.

▶ To modify the Cruise Control Speed:

- 1 Click the **Options** menu.
- 2 Select **Set**.
- 3 In the Cruise Control Speed area, use the scroll bar to change the speed, or enter a number between 0.1 and 60 (seconds) in the text box. Click **OK** to dismiss the dialog box and accept your changes, or **Cancel** to ignore your changes.

Tip: You can also modify the Cruise Control Speed while Cruise is activated. Press the + or - keys on the keyboard's numeric keypad. Pressing + increases the speed, pressing - decreases the speed.

See Also

[The File Menu](#)

[Options Menu Command](#)

Multimedia Business 500 Help Contents



Finding Information

- ▶ [Ways to Find Information](#)
- ▶ [Finding Information Using the Index](#)
- ▶ [Using Full-Text Search](#)
- ▶ [Browsing Through the Search Results](#)
- ▶ [Using Search Operators](#)
- ▶ [Using Multiple Search Operators](#)
- ▶ [Accessing PRODIGY®](#)





Finding Information

Ways to Find Information In Multimedia Business 500

To find information in Multimedia Business 500, you can use the following techniques:

- Choose topics from a keyword index
- Perform full-text searches for topic text

Using the Index button, you can search on a keyword or words. When the keyword is found, Multimedia Business 500 displays the topic, or a list of topics containing the keyword.

Using the Search button, you can search on any word or words in the topics. The Search feature not only takes you to the topic found, but highlights the word or words found by the search. You can use search operators such as AND, OR, NOT, THRU, and NEAR to further narrow your search.

See Also

[Finding Information Using the Index](#)

[Using Full-Text Search](#)



Finding Information

Finding Information Using the Index

Using the Index is like using the index of a book. You can browse through a list of keywords, and then jump to a topic by selecting a word from the index.

- ▶ To look up a topic using the index:
 - 1 Choose the [Index button](#) in the Viewer window.
 - 2 Type the word you want to search for or select the word from the Index list.
You can press a key on your keyboard to move quickly to different parts of the list. For example, type "S" to move to words beginning with the letter "S" and then type "O" to see words beginning with "So."
 - 3 Choose OK.
If only one topic is linked to the word, Viewer jumps to that topic.
If there is more than one topic linked to the word, Viewer displays the topics in the [Topics Indexed](#) dialog box.
To return to the Index, choose the [To Index button](#).
 - 4 Double-click the topic you want to view, or select the topic and choose the [Go To button](#).

See Also

[Using Full-Text Search](#)



Finding Information

Using Full-Text Search

- ▶ To search for topics that contain a certain word or phrase:
 - 1 Choose the **Search button** in the Multimedia Business 500 window.
 - 2 In the Search by Word box, type a **search query** telling Multimedia Business 500 what text you are searching for.

To enter a search query that you've searched on previously, select the search query from the drop-down list box.
 - 3 Under Search In, select **All Topics**, **Current Topic Only**, or **List of Previous Topics Found**.

To search only the **topic titles**, choose the **Options button** and select this option, then choose the **OK** button.
 - 4 Click **OK**.

Multimedia Business 500 lists the title of each topic containing a **search hit** in the **Search Results** dialog box.

See Also

[Browsing Through the Search Results](#)

[Using Search Operators](#)



Finding Information

Browsing Through the Search Results

When you choose the **OK** button to search for information, Multimedia Business 500 lists the **topics** that contain **search hits** in the **Search Results** dialog box.

- ▶ To view a topic in the list:
 - * Double-click the title.
- Use the scroll bar to see titles not visible in the list.
- or**
- * Use the Search Results buttons to move through topics.

To view	Do this
Selected topic	Choose the Go To button or double-click the topic.
Search dialog box	Choose the To Search button .
Next search hit in the current topic	Choose the Next Match button .
Previous search hit in the current topic	Choose the Previous Match button .

When you view a topic with search hits, Multimedia Business 500 highlights the search hits in that topic. If you minimize the Search Results window, highlighting turns off until you maximize the Search Results window again.

- ▶ To close the Search Results window:
 - * Choose the **Cancel** button in the Search Results window.

For your convenience, the Search Results window always appears on top of the Multimedia Business 500 window. You can resize it, move it, or you can minimize it to an icon and then restore it later when you need it.

See Also

[Using Full-Text Search](#)

[Using Search Operators](#)

▶ Finding Information

Using Search Operators

When you use the [Search button](#) to search for information, you can use the search operators AND, OR, NOT, and NEAR to narrow your search. Each operator is described below. You can enter an operator in either lowercase or uppercase letters ("and" is interpreted the same as "AND").

AND

The AND operator selects topics containing all phrases connected by AND operators. If a phrase does not appear in quotes, any space between words in the phrase is assumed to represent an implicit AND. For example:

Bees love Honey

This phrase finds any topic containing the three words "Bees," "love," and "Honey." This is the same as specifying Bees AND love AND Honey. However, when quotes are used, Multimedia Business 500 searches for the entire phrase. For example:

"Bees love Honey"

This phrase finds any topic containing the phrase "Bees love Honey."

OR

The OR operator selects topics containing either phrase connected by OR operators. For example:

Bees OR Honey

This query displays topics containing either the word "Bees" or the word "Honey."

NOT

The NOT operator selects any topic that does contain the phrase preceding NOT, but doesn't contain the phrase following NOT. For example:

Bees NOT Honey

This query finds topics containing the word "Bees" but not the word "Honey."

NEAR

The NEAR operator selects any topic in which one phrase appears within a certain number of words of the second phrase. The default value is 8 words. For example:

Bees NEAR Honey

This query finds any topic in which the word "Bees" appears within 8 words before or after the word "Honey."

To change the default value, choose the [Options button](#) in the Search dialog box and enter a new number in the NEAR Means Within box. Words that are next to each other are within one word of each other.

Tip: You can choose the [Hints button](#) in the Search dialog box for a quick reminder on how to use search operators.

See Also

[Using Full-Text Search](#)

[Using Multiple Search Operators](#)

▶ Finding Information

Using Multiple Search Operators

When you use the [Search button](#) to search for information, you can use multiple search operators to define more complex search criteria. For example, if you enter **honey AND bees NOT hives** in the Search by Word box, Multimedia Business 500 will match [topics](#) that contain the words "honey" and "bees" but do not contain the word "hives."

By default, operators are evaluated from left to right. You can use parentheses to specify a different order--operators within parentheses are evaluated first.

This query

honey OR bees AND hives

honey OR (bees AND hives)

honey OR bees NOT hives

honey OR (bees NOT hives)

Searches for

Topics containing either the word **honey** or the word **bees** in addition to the word **hives**.

Topics containing the word **bees** and the word **hives** or topics containing the word **honey**.

Topics containing either the word **honey** or the word **bees** but not the word **hives**.

Topics containing the word **bees** but not the word **hives** or topics containing the word **honey**.

Tip: You can choose the [Hints button](#) in the Search dialog box for a quick reminder on how to use search operators.

See Also

[Using Full-Text Search](#)

[Using Search Operators](#)

▶ Finding Information

Accessing PRODIGY®



Publicly traded companies display a PRODIGY icon in the heading of the company profiles. This section outlines the Installation and setup necessary to use this feature successfully -- whether you're new to PRODIGY or a current member.

After your initial sign up procedures are complete, you must exit PRODIGY to use Business 500. Start Business 500 by clicking on the Business 500 icon in the Allegro Reference Group.

Installation

Multimedia Business 500 and PRODIGY install certain files on your hard disk drive.

▶ To start the installation follow the instructions below:

- 1 Start Windows.
- 2 In the Program Manager window choose "**Run...**" from the File menu.
- 3 In the "**Run**" dialog box, type "**D:\SETUP**" (where D is the letter of your CD-ROM drive) and click "OK."

Follow the on-screen instructions. **Business 500** and **PRODIGY** Installation icons are now installed under the Allegro Reference Group in Program Manager.

You now have two options:

Option 1 runs Business 500 without PRODIGY.

If you do not have a modem -- or do not need PRODIGY updates -- simply double-click on the Business 500 icon in the Allegro Reference Group in Program Manager.

This option will not allow you to access the continually updated quotes and company news unless you sign up with PRODIGY at another time.

Option 2 allows access to both PRODIGY Service and Multimedia Business 500.

This will allow you to access the continually updated quotes and company news on PRODIGY. You will need a modem that is properly connected to your system to use these features. Business 500 comes complete with 10 free hours of use for the first month to PRODIGY. If you choose to continue beyond this complimentary period, you will be billed according to the rates posted in PRODIGY. The 10 free hours must be used the first month. Additional use will result in extra fees. Some features charged for separately. A credit card is required upon enrollment.

NOTE: If you have any questions on installation and technical issues concerning PRODIGY please call 1-800-PRODIGY for their Member Services.

You have two choices in order to set up PRODIGY with Business 500.

A. If you are not currently a PRODIGY Member

1. Double click on the PRODIGY Installation icon in the Allegro Reference Group. This procedure will install the PRODIGY software on your hard disk.
2. You will see a welcome screen with a request on where to install the PRODIGY installation files. The default is C:\PRODIGY. The next screen searches for your modem and if successful, copies the PRODIGY software to your hard disk. The PRODIGY Software for Windows icon will appear in the PRODIGY Group. Double click the icon to connect to the PRODIGY Network. Another Welcome screen appears with the following options:

1. I would like to become a PRODIGY member.

Clicking here will take you into screens to dial PRODIGY, choose a local phone number, choose dialing and modem information, add your address and billing information (for usage in excess of the complimentary period), and list your new PRODIGY ID and password. With a slow modem, or at busy times of the day, this initial setup procedure can take 15 minutes or more. Please call 1-800-PRODIGY if you have any problems with this procedure.

For fastest access to Business 500 it is helpful to create an Autologon for PRODIGY, as described in more detail below.

2. I'm already a PRODIGY member.

Clicking on this will take you to the PRODIGY Network sign-on for existing members.

After your initial sign up procedures are complete, you must exit PRODIGY to use Business 500. Start Business 500 by clicking on the Business 500 icon in the Allegro Reference Group.

To see updated stock and company news from PRODIGY, simply click on the PRODIGY icon from within a public company's overview. If you have an autologon, PRODIGY will automatically enter your PRODIGY ID and personal password. Press Enter to continue. A stock quote will appear for the company currently on screen. If you do not have an autologon, you may still access the PRODIGY Service from within Business 500 by entering your PRODIGY ID and personal password and then hitting the Enter key.

B. If you are already a PRODIGY Member

- 1 Double click on the Business 500 icon in the Allegro Reference Group in Program Manger.
- 2 From within a public company's overview, click once on the PRODIGY icon. If you have an autologon, PRODIGY will automatically enter your PRODIGY ID and personal password. Hit enter to continue. A stock quote will appear for the company currently on screen. If you do not have an autologon, you may still access the PRODIGY Service from within Business 500 by entering your PRODIGY ID and personal password and then hitting the Enter key.

Creating an Autologon

The update process from within Business 500 will be much faster if you create an autologon. An autologon automatically sends your service ID and password to PRODIGY each time you start PRODIGY from within Business 500. You may do this by clicking on the "autologon" icon in the

PRODIGY Group in Program Manager and following the on-screen options to setup an autologon. Alternatively, once you are logged into the basic PRODIGY (not from within Business 500), you may "Jump to Autologon using the Jump menu item at the top of the PRODIGY screen, then type Autologon. Please call 1-800-PRODIGY if you have any problems with this procedure.

Technical Notes:

During installation, the Business 500 viewer will be copied to your hard disk (the data files will remain on your CD-ROM). In addition, files necessary for audio and video will be copied to your hard disk. In order to use these multimedia features you will have to re-boot your machine after installation (this updates your Windows configuration for video).

The first time you view a video, Windows will profile your display to determine optimum playback characteristics. The video and audio sequences on Business 500 work best on 486 level or greater machines with fast CD-ROM drives. In order to keep pace with these videos, it is normal to drop video frames and small audio segments on slower machines. A faster CD-ROM drive, faster processor or video accelerator may enhance the playback of these videos.

Since the videos on Business 500 use 256 colors, machines configured for 16 colors may display videos at a lower resolution (the videos will appear grainy). If you are sure you have a 256 color display adapter but can only see 16 colors, it may be necessary to change your Windows setup. Refer to your Windows manual or hardware supplier for assistance with this process.

If you encounter any problems after installation, try repeating the installation procedure and choosing the "Re-Install Viewer" option. This will ensure that the most recent files are copied to your hard disk.

If you are running an existing PRODIGY session before you start up Business 500, the PRODIGY features will not be available for Business 500 and may cause an error in your current Windows session. You must first exit your PRODIGY session before using the PRODIGY features from within Business 500.

Temporary communications errors may occur while you are using the PRODIGY feature in Business 500. These are usually caused by noisy telephone lines, high usage levels at PRODIGY, or conflicts with other software running on your computer.

If there are any recent technical notes, they are included in the readme file included on your CD-ROM disc.

Multimedia Business 500 Help Contents



Printing and Copying

- ▶ [Printing and Copying Information](#)
- ▶ [Changing Printers and Printer Options](#)
- ▶ [Printing Topics](#)
- ▶ [Copying Topic Text](#)
- ▶ [Printing Mailing Lists](#)
- ▶ [Copying Mailing List Text](#)





Printing and Copying

Printing and Copying Information

You may want to use information in Multimedia Business 500 in other applications, such as word processors. Multimedia Business 500 lets you copy text onto the Windows Clipboard. From the Clipboard, you can paste the text into any Windows application. You can also print out topics, and change printers from within Multimedia Business 500.

See Also

[Printing Topics](#)

[Copying Topic Text](#)

[Printing Mailing Lists](#)

[Copying Mailing List Text](#)



Printing and Copying

Changing Printers and Printer Options

Multimedia Business 500 prints [topics](#) on the default printer. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options.

- ▶ To change printers:
 - 1 From the File menu, select **Print Setup**.
 - 2 Select **Specific Printer**.
 - 3 Select the printer that you want to change to, from the drop-down list box.
If this file is not in the list box, switch [Alt-tab] to the Control Panel, select Printers, and activate the printer you want to use. Then switch back to Multimedia Business 500.
 - 4 Choose **OK** to close the Print Setup dialog box.
- ▶ To change printer options:
 - 1 From the File menu, choose **Print Setup**.
 - 2 Choose the **Options** button to change the default printer options.
The options available depend on the type of printer you have selected.
 - 3 Choose the options you want, and then click **OK**.
 - 4 Click the **OK** button to close the Print Setup dialog box.
- ▶ To change printer orientation, paper size, or source:
 - 1 From the File menu, choose **Print Setup**.
 - 2 Select **Portrait** or **Landscape** for the orientation.
 - 3 Select the paper size you want from the drop-down list box.
 - 4 Select the paper source you want from the drop-down list box.
 - 5 Choose **OK** to close the Print Setup dialog box.

For more information on setting up printers, see your Windows documentation.

See Also

[Printing Topics](#)



Printing and Copying

Printing Topics

- ▶ To print an entire Multimedia Business 500 topic:

- 1 Display the topic.
- 2 From the File menu, choose Print Topic.

NOTE: To print information in any of the Company Profiles, you must click the **Print** button adjacent to the company name in the header.

- ▶ To print part of a Multimedia Business 500 topic:

- 1 Display the topic.
- 2 From the Edit menu, choose **Copy**.

NOTE: If you are viewing additional information on a company, such as "What" or "Where," click the **Copy** button near the company name. If you are using the Mailing Lists feature, you must first click on the scissors icon, then on your choice of label format from the popup. See [Printing Mailing Lists](#).

- 3 In the Copy dialog box, select the text you want to print, and then choose the Copy button.
- 4 Paste the text into a word-processing application.
- 5 Use the Print command on the application's File menu to print the text.

See Also

[Copying Topic Text](#)



Printing and Copying

Copying Topic Text

► To copy Multimedia Business 500 text to the Clipboard:

- 1 Display the topic that contains the text you want to copy.
- 2 From the Edit menu, choose Copy.

NOTE: If you are viewing additional information on a company, such as "What" or "Where," click the **Copy** button adjacent to the company name in the header.

- 3 Select the text you want to copy in the Copy dialog box.
- 4 Choose the **Copy** button.

To paste the Clipboard contents into another document, use the Paste command from the application's Edit menu.

▶ **Printing and Copying**

Printing Mailing Lists

Multimedia Business 500 gives you two options for printing Mailing Lists: Label and Mail Merge Format.

- ▶ To Print Company Names and Addresses in the Label format,
 - 1 Click **Mailing Lists** on the Main Menu.
 - 2 Click one of the buttons at the left to select a range of addresses: Companies A - L or Companies M - Z. (Companies A - L already are displayed on the right as you enter the topic.) The range of your choice appears.
 - 3 Click the **Scissors** Icon. A small popup appears.
 - 4 Click the **Labels** button. A standard Windows "SaveAs" browse box appears.
 - 5 Indicate where you wish to save the file. Click **OK**.
 - 6 Open a new document with a word processor. Use the application's File menu to Open the file.
- ▶ To Print Company Names and Addresses in the Mail Merge format,
 - 1 Click **Mailing Lists** on the Main Menu.
 - 2 Click one of the buttons at the left to select a range of addresses: Companies A - L or Companies M - Z. (Companies A - L already are displayed on the right as you enter the topic.) The range of your choice appears.
 - 3 Click the **Scissors** Icon. A small popup appears.
 - 4 Click on **Mail Merge** button. A standard Windows "SaveAs" browse box appears.
 - 5 Indicate where you wish to save the file. Click **OK**.
 - 6 The file includes names, addresses and phone numbers separated by commas. Many word-processing applications allow you to perform mail-merges with comma-delimited fields. Open a new document with a word processor. Use the application's File menu to Open the file. Database applications also may allow you to create a file with the text document.

▶ **Printing and Copying**

Copying Mailing List Text

- ▶ To copy a few addresses from the Mailing Lists in Multimedia Business 500,
 - 1 Click **Mailing Lists** on the Main Menu.
 - 2 Click one of the buttons at the left to select a range of addresses: Companies A - L or Companies M - Z. (Companies A - L already are displayed on the right as you enter the topic.) The range of your choice appears.
 - 3 Select the Copy command from the Edit Menu at the top of the screen.

NOTE: If you wish to copy the entire selection of companies, you should not use the Copy command from the Edit menu. Instead, use the procedure outlined in [Printing Mailing Lists](#). The Clipboard may not be able to contain all the information in the list.

- 4 In the dialog box, highlight the text to copy.
- 5 Select Copy.

To paste the Clipboard contents into another document, use the Paste command from the application's Edit menu.

Multimedia Business 500

Help Contents



Page Notes

- ▶ [Annotating](#)
- ▶ [Using Page Notes](#)
- ▶ [Jumping to a Page Note](#)
- ▶ [Annotating a Topic](#)
- ▶ [Viewing an Annotation](#)
- ▶ [Copying and Pasting Annotations](#)





Page Notes

Annotating Multimedia Business 500



The Page Note feature in Multimedia Business 500 allows you to save your own information in Multimedia Business 500. A Page Note is simply a marker which "saves your place" in the Multimedia Business 500 title. Like any book, you can have many Page Notes in Multimedia Business 500. When that particular Page Note is selected, Multimedia Business 500 takes you directly to a specific location in that topic. Annotated Page Notes (indicated with the letter "A" in the Page Note) are simply notes or comments written on that particular Page Note.



See Also

[Using Page Notes](#)

[Annotating a Topic with Page Notes](#)



Page Notes

Using Page Notes

Just as you can paste notes in a printed book to mark specific references, you can place Page Notes at particular locations in the Multimedia Business 500 [topics](#) you view frequently. Once you have placed a Page Note at a topic, you can quickly jump to that location in that particular topic from the Page Note menu.

- ▶ To insert a Page Note:
 - 1 Display the topic at which you want to place a Page Note. The Page Note will be attached at the topic text at the top of the screen.
 - 2 From the Page Note menu, choose **Add**.

The yellow Page Note icon will appear at the top of the page.

- ▶
- ▶ To remove a Page Note:
 - 1 From the Page Note menu, choose **Browse**.
 - 2 Select the Page Note you want to remove.
 - 3 Choose **Delete**.
 - 4 Choose **Cancel**.

To remove the current Page Note:

- 1 Click on the Page Note.
- 2 Click on **Delete**.

See Also

[Jumping to a Page Note](#)



Page Notes

Jumping to a Page Note

After you've inserted Page Notes, you can go directly to them at any time.

- ▶ To go to a marked topic:
 - * From the Page Note menu, choose **Browse**.
 - * Point to the desired Page Note.
 - * Choose the **Go To** button.

To browse forward through the Page Notes:

- * Click on the Page Note Forward Browse **->**.

To browse backward through the Page Notes:

- * Click on the Page Note Backward Browse **|<**.

See Also

[Using Page Notes](#)

▶ Page Notes

Annotating a Topic

▶ You can attach your own comments to a Page Note. When you annotate a Page Note, Multimedia Business 500 places an "A" in the Page Note icon. This "A" reminds you that there is an annotation attached to this topic.

▶ To annotate a Page Note:

- 1 Create a Page Note.
- 2 Click the yellow Page Note icon. ▶
- 3 Move the cursor into the Annotation box and begin typing. If you make a mistake, press Backspace or the Delete key to erase any unwanted characters and then continue typing.
- 3 Choose **Save** when you have finished the annotation.

▶ To remove an annotation:

- 1 Display the Page Note where you made the annotation.
- 2 Click the Page Note icon.
- 3 Highlight the text you would like to remove, then press the backspace key.
- 4 Click **Save**.

See Also

[Viewing an Annotation](#)

▶ Page Notes

Viewing an Annotation

- ▶ To view an annotation:
 - 1 Display the Page Note that is annotated.
 - 2 Click Page Note icon. ▶
- 3 Choose the **Clear** button if you wish to delete the note when you have finished reading the annotation.

See Also

[Copying and Pasting Annotations](#)

[Using Page Notes](#)

▸ Page Notes

Copying and Pasting Annotations

You can copy text from an annotation to the [Clipboard](#) or paste text from the Clipboard into an annotation.

- To copy text from an annotation to the Clipboard:
 - 1 Display the Page Note where you made the annotation. ▸
 - 2 Click the Page Note icon.
 - 3 If you want to copy all of the annotation, choose the **Copy** button.
If you want to copy only a portion of the annotation, select the text in the Annotate edit box, and then choose the **Copy** button.
- To paste text from the Clipboard into an annotation:
 - 1 Display the Page Note where you made the annotation.
 - 2 Click the Page Note icon. ▸
 - 3 Position the insertion point where you want to paste the text.
To position the insertion point, point and click the mouse or press the arrow keys.
 - 4 Choose the **Paste** button.
If any text is selected when you choose the Paste button, it is replaced by the new text.

See Also

[Copying Topic Text](#)

Multimedia Business 500

Help Contents



Buttons and Menus

- ▶ [File Menu Commands](#)
- ▶ [Options Menu Command](#)
- ▶ [Page Note Menu Commands](#)
- ▶ [Edit Menu Commands](#)
- ▶ [Details Menu Commands](#)
- ▶ [Help Menu Commands](#)
- ▶ [Using the Button Bars](#)





Buttons and Menus

File Menu Commands

The File menu contains these commands:

- Open...
- Print Topic
- Print Setup...
- Exit
- Remember And Exit

Scroll down to see descriptions of each command.

Open...

Displays a dialog box in which you can select and open a Multimedia Business 500 title.

Print Topic

Prints the displayed topic (assuming you have a printer installed and turned on).

NOTE: The **Print Topic** command works when you are viewing a Company Profile overview screen, or any of the various other topics on Multimedia Business 500 (such as Using Business 500 or the Table of Contents). But, to print from one of the additional information screens for the companies (such as Where or How Much), you must click the **Print** button in the topic heading, adjacent to the company name.

Print Setup...

Displays a dialog box in which you can change printer settings before printing.

Exit

Closes Multimedia Business 500.

Remember And Exit

Closes Multimedia Business 500 and remembers your location. The next time you open Multimedia Business 500 you will go directly to that location.

See Also

[Changing Printers and Printer Options](#)

[Printing Topics](#)



Buttons and Menus

Options Command

The Options menu contains the **Set** command, which allows you to select the following Multimedia Business 500 Options:

- Location Bar
- Cruise Control Speed
- Page Note Notification

Location Bar

Creates a Location Bar icon at the bottom of the page. The Location Bar graphically shows how much of the book you have read.

Cruise Control Speed

Allows you to set the Cruise Control speed either by directly entering an interval in the dialog box, or clicking on the scroll buttons to increase (right button) or decrease (left button) the page interval time.

Page Note Notification

Allows you to set an icon that indicates how close you are to a particular Page Note. You may activate this option by clicking on the "Within" circle. Then, enter the proximity for which the Page Note will appear in the dialog box. The proximity value is based on the percentage of the current book. For example, if the proximity is set at 1%, the Page Note Direction Indicator will appear when you are in a topic that is within 1% of the nearest Page Note. The Page Note Direction Indicator will point either upward, downward or both ways, thus indicating the closest Page Note.

See Also

[Using the Location Bar](#)

[Using Cruise Control](#)

[Using Page Notes](#)

[Jumping to a Page Note](#)



Buttons and Menus

Page Note Menu Command

The Page Note menu contains these commands:

- Add
- Delete All
- Browse

Add

Automatically adds a Page Note at the current location.

Delete All

Automatically deletes all Page Notes.

Browse

Brings up a list of your Page Notes, allowing you to browse.

See Also

[Using Page Notes](#)

[Jumping to a Page Note](#)



Buttons and Menus

Edit Menu Command

The Edit menu contains this command:

- Copy...

Copy

Places a copy of the displayed topic in a dialog box, where you can select text to copy to the [Clipboard](#).

NOTE: If you are viewing additional information on a company, such as "What" or "Where," click the **Copy** button near the company name.

NOTE: If you are viewing Mailing Lists, and wish to copy an entire list for use in a word-processing document, click the scissors icon near the list. The Clipboard may not be able to contain the entire contents of a Mailing List.

See Also

[Copying Topic Text](#)

[Printing Mailing Lists](#)

[Copying Mailing List Text](#)

▶ **Buttons and Menus**

Details Menu Command

The Details menu contains 10 commands that are specific to the Company you're viewing:

Overview, When, Who, Where, What,
How Much, Competitors,
Graph 1, Graph 2, Graph 3

Overview

Displays the main Overview topic for each company profile in Multimedia Business 500. When you select a company from the Alphabetical Button Bar at the bottom of the screen, the link takes you to the Company Overview.

When

Displays the WHEN topic for each company profile in Multimedia Business 500. Click the Company Profile button at the left to return to the Overview (where PRODIGY access is located.)

Who

Displays the WHO topic for each company profile in Multimedia Business 500. Click the Company Profile button at the left to return to the Overview.

Where

Displays the WHERE topic for each company profile in Multimedia Business 500. The information will pop up in a larger window. Click the Profile button adjacent to the company name in the header to return to the Overview.

What

Displays the WHAT topic for each company profile in Multimedia Business 500. The information will pop up in a larger window. Click the Profile button adjacent to the company name in the header to return to the Overview.

How Much

Displays the HOW MUCH topic for each company profile in Multimedia Business 500. The information will pop up in a larger window. Click the Profile button adjacent to the company name in the header to return to the Overview. Graphs are created from the data in the tables. You can export the data and create your own using the copy topic feature. Click the Copy button, also in the header. The text in the topic is copied to the Clipboard.

Competitors

Displays the KEY COMPETITORS topic for each company profile in Multimedia Business 500. Most topics contain competitor's names displayed green. This indicates you can click on the competitor's name to jump directly to that company. Click the Go Back button at the top of the screen to get back to the Key Competitor list you were viewing immediately before jumping.

Graph 1

Displays the first graph for each company profile in Multimedia Business 500. For most publicly traded companies, the first graph is Annual Sales (in \$ mil.). Some companies report the information as Assets (in \$ mil.).

Graph 2

Displays the second graph for each company profile in Multimedia Business 500. For most publicly traded companies, the second graph is Net Income (in \$ mil.) Where none is available, an alternate quantity is featured.

Graph 3

Displays the third graph, when available, for each company profile in Multimedia Business 500. For most publicly traded companies, the third graph is Stock Price -- showing High, Low and Closing (in \$). Not all companies feature three graphs, so this item may not display a Graph 3 for the selected company.

NOTE: The information is described and discussed in detail in the section, "Using Business 500," accessible by clicking its button from the Main Menu.

See Also

[Jumping to the Table of Contents](#)

[Copying Topic Text](#)

[Viewing a Company Profile](#)

▶ **Buttons and Menus**

Help Menu Commands

The Help menu contains these commands:

- Business 500 Help
- Allegro Catalog
- Credits
- About Viewer

Business 500 Help

Displays the Multimedia Business 500 Help topics -- the Table of Contents of this Module. This is the same as pressing F1 while in Multimedia Business 500.

Allegro Catalog

Displays Allegro's on-line Multimedia Catalog. All our products are detailed and a movie illustrates the content of each CD title. An order form is available for easy printing!

Credits

Displays credits, acknowledgements and other information about Multimedia Business 500.

About Viewer

Displays a dialog box which shows the Microsoft Viewer version and copyright information.

▶ **Buttons and Menus**

Using the Button Bar

Use the following buttons to browse and look up information in Multimedia Business 500.



Select any button from this illustration to find out what action it performs.

Using the Alphabetical Button Bar

Use the following button bar to search Company Profiles in Multimedia Business 500. You can use the alphabetical buttons at any time, not just while browsing the Profiles.

▶

Select a button from this illustration to find out what action it performs.

Using the Location Bar

Use the Location Bar to move quickly throughout the book you are using.

▶

Click anywhere on this bar and you will immediately jump to that location in the book. Double click on the bar, or click on the percentage indicator in the bottom right corner, to jump to a specific percentage location in the book.

Displays the **contents screen** for Multimedia Business 500.

Displays the index for the open title. You can select a word from the index list, and then display a topic that contains information related to that word. For more information, see [Finding Information Using the Index](#).

Backtracks through topics in the order you viewed them. For more information, see [Returning to the Last Topic Viewed](#).

Displays a list of the last 40 Multimedia Business 500 topics you have viewed. Double-click any topic title to redisplay the topic. For more information, see [Returning to Any Topic Viewed](#).

Allows you to search for any combination of words and phrases, and then browse the topics that contain [search hits](#). For more information, see [Using Full-Text Search](#).

Displays the previous topic in a **browse sequence** within the open title.

Displays the next topic in a **browse sequence** within the open title. Clicking the >> button is like turning the page in a printed book.

Starts Cruise Control within the open title. Cruise Control automatically scrolls pages for you. You may increase or decrease the Cruise Control speed by hitting the "+" or "-" keys on the numeric keypad.



Displays the previous Page Note, based on your current location, that you have defined.

Displays the next Page Note, based on your current location.

The **Table of Contents** contains a detailed listing of the topics on Multimedia Business 500. Each entry is displayed in green, showing that you can jump to that section or topic by clicking on its name.

Using Business 500 contains sections on Navigating the CD-ROM and getting the most from the data.

Company Profiles takes you directly to the first company in Hoover's Handbook of American Business. You may also go to a company by clicking on one of the alphabetical buttons along the bottom of the screen. Up pops a listing of companies beginning with that letter. From the popup, select your choice and click.

The **List of Lists** button takes you to a secondary menu of lists of companies -- from Hoover's Rankings through Social Responsibility and the Marketplace. Browse through more than 50 lists.

Mailing Lists allow you create addresses in two formats: Mailing Labels and Mail Merge. See the Navigating Business 500 Section in Using Business 500 (not here in Help).

Clicking on a letter pops up a small window listing companies alphabetically, beginning with that letter. Double-click to select a company. This Alphabetical Button Bar is available at all times.

Clicking on All pops up a small window listing all 500 companies alphabetically. This Alphabetical Button Bar is available at all times.

thumbnail

▶ Miniature image of a bitmapped picture. The thumbnail is a **hot spot** that activates a popup containing a full-sized image. Click the Close button to dismiss the popup window, click anywhere outside the popup, or press the ESC key.

Multimedia Controller

▶ A control panel that appears within a **topic** or that pops up when you click a **hot spot**. Either type of sequence may contain a multimedia controller. Its features include a **slider**, **stop**, and **pause/play buttons**.

Overview

Displays the main Overview topic for each company profile in Multimedia Business 500. When you select a company from the Alphabetical Button Bar at the bottom of the screen, the link takes you to the Company Overview.

When

Displays the WHEN topic for each company profile in Multimedia Business 500. Click the Company Profile button at the left to return to the Overview (where PRODIGY access is located.)

Who

Displays the WHO topic for each company profile in Multimedia Business 500. Click the Company Profile button at the left to return to the Overview.

Where

Displays the WHERE topic for each company profile in Multimedia Business 500. The information will pop up in a larger window. Click the Profile button adjacent to the company name in the header to return to the Overview.

What

Displays the WHAT topic for each company profile in Multimedia Business 500. The information will pop up in a larger window. Click the Profile button adjacent to the company name in the header to return to the Overview.

How Much

Displays the HOW MUCH topic for each company profile in Multimedia Business 500. The information will pop up in a larger window. Click the Profile button adjacent to the company name in the header to return to the Overview. Graphs are created from the data in the tables. You can export the data and create your own using the copy topic feature. Click the Copy button, also in the header. The text in the topic is copied to the Clipboard.

Competitors

Displays the KEY COMPETITORS topic for each company profile in Multimedia Business 500. Most topics contain competitor's names displayed green. This indicates you can click on the competitor's name to jump directly to that company. Click the Go Back button at the top of the screen to get back to the Key Competitor list you were viewing immediately before jumping.



Keyboard Techniques

Using Accelerator Keys

The following is a list of keyboard shortcuts available in Multimedia Business 500. To print this list for future reference, select Print Topic command under the File Menu.

Keys	Action
Ctrl+C, Ctrl+Ins	Copies the displayed topic to the clipboard
Ctrl+Shift+Alt+F1	Jumps to the Contents screen
Ctrl+Shift+Alt+F2	Brings up the Index dialog
Ctrl+Shift+Alt+F3	Takes you to the last topic viewed (Go Back)
Ctrl+Shift+Alt+F4	Brings up the History list
Ctrl+Shift+Alt+F5	Displays the previous topic in the browse sequence
Ctrl+Shift+Alt+F6	Displays the next topic in the browse sequence
Tab	Moves to next hot spot
Shift+Tab	Moves to previous hot spot
Ctrl+Tab	Highlights all hot spots
Esc	Removes the top-most popup
SpaceBar	Scrolls ahead one screen
Shift SpaceBar	Scrolls back one screen
Page Down	Scrolls ahead one screen
Page Up	Scrolls back one screen
Alt	Removes all popups

Contents button



The button that displays the contents screen for the open title.

Index button



The button that looks up **topics** associated with particular words or phrases defined by the title's author.

Go Back button

The button that backtracks through **topics** in the order you viewed them.

History button

▶ The button that displays a list of the last 40 **topics** you have viewed.

>> **button**

The button that displays the next **topic** in the current **browse sequence** within the open title.

<< button

The button that displays the previous **topic** in the current **browse sequence** within the open title.

Search button



The button that searches for all [topics](#) containing a particular word or combination of words.

Hints button



In the Search dialog box, the button that shows examples of how to enter [search queries](#).

Next Match button



The button in a list of [search hits](#) that displays the next search hit not currently displayed on the Viewer screen.

Previous Match button

Previous Match

The button in a list of [search hits](#) that displays the previous search hit not currently displayed on the Viewer screen.

To Index button



The button in the [Topics Indexed](#) dialog box that takes you back to the Index dialog box.

To Search button



The button in the [Search Results](#) dialog box that takes you back to the Search dialog box.

Options button



The button in the Search dialog box that displays the available search options. The Search Options dialog box is where you can change the NEAR value, select topic titles as the search domain, or select to search from a list of previous topics found.

Go To button



The button in the **Topics Indexed** and the **Search Results** dialog box that displays the selected **topic** from the list.

bookmark

A name associated with a **topic** for easy reference. Bookmarks appear on the Bookmark menu. When you select a bookmark from the menu, Viewer immediately displays the topic associated with that bookmark.

Clipboard

The Microsoft Windows application that holds cut or copied information, which you can then insert into another file. Whenever you use a Cut, Copy, or Paste command, you are using the Clipboard.

contents screen

The "table of contents" for a title. From this screen you can select which part of the title you want to look in.

topic

A single entry or article in a title. Examples of topics might be a quotation, the definition of a word, or an article in an encyclopedia.

Topics Indexed

An index dialog box that lists **topics** from an index search which allows you to browse and go to topics in the list.

Search Results

The dialog box that lists **topics** containing **search hits** from a **search query** and allows you to browse and go to topics in the list.

search query

A combination of words, phrases, and operators telling the Search command what text to search for.

browse sequence

A sequence of **topics** arranged so that you view them in sequence when you select the << or >> buttons.

topic title

A name identifying a **topic** found by searches from the Index and Search commands.

jump

A **hot spot** that displays another **topic** in the main Viewer window.

hot spot

A word, phrase, or picture that you select to jump to a new Viewer **topic**, display a window, or perform an author-defined Viewer operation.

search hit

An occurrence of text in a **topic** that matches the **search query** entered for the Search command.

current position

The position in an audio or video sequence that is currently being played, indicated by the **thumb** in the **slider** control.

thumb



The pointer in the **slider** of a controller indicating the **current position** in the audio or video sequence.

slider

The control in an audio or video sequence that contains the **thumb**, which indicates the **current position** in the audio or video sequence. The slider may also include tick marks indicating the **sections** in the audio or video segment.

section

A subdivision of an audio or video sequence indicated by tick marks on the **slider**. Drag the **thumb** on the slider to any tick mark to begin playing the sequence at the corresponding section.

Page Note



A name associated with a **topic** for easy reference. A list of your Page Notes appears when you click the Notes button. When you select a Page Note from the list, the topic associated with that Page Note is immediately displayed. If you wish to write notes associated with a particular Page Note, you may create an annotation.



Controlling Sound and Video

Using the Multimedia Controller

You can play an audio or video sequence using a control panel that appears within a **topic** or that pops up when you select a hot spot. Either type of sequence may include the multimedia controller, as shown below:



Select any control from this illustration to find out what action it performs.

- ▶ To control a sequence that does not have a control panel:
 - * Click the window while the sequence is playing to stop it.
 - * Click the window after stopping the sequence to start playing it again.

Pause/Play Button

Plays the object if it is currently stopped or paused, or pauses the object if it is currently playing.

Stop Button

Stops playback of the audio or video sequence.

The **slider** control lets you drag the **thumb** to move the **current position** back (left) or forward (right) in the audio or video sequence.

