Discis Books User's Manual

To use an interactive, online version of this User's Manual, double-click the Discis Books Help icon in the Discis Books group. Once you open a Discis Book, you can also get Help by choosing Contents from the Help menu.

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Getting Started

Introduction

Of the many skills a child acquires during his or her development, perhaps the most valuable to lifelong pleasure and further learning is the ability to read.

Today, a new kind of book makes learning to read a more interesting and enjoyable process. Discis Books has employed the latest in technological advancements to enable young readers, students of English literature, science or other subjects - and those new to the English language - to learn easily, quickly, privately, and at their own pace.

Discis Books are flexible and will serve the individual needs of the user. Readers can click on a sentence to hear it read out loud, click a word to hear it pronounced and explained in context, click a part of a picture to find out more about it, or listen to the story in its entirety. Discis Books are also patient; they answer questions, repeat themselves when asked, move at a speed the reader is comfortable with, and will even pronounce words in a second language.

Users need not be proficient with computers to use Discis Books. Anyone who can "point and click" can enjoy the many titles in the Discis collection.

Discis Books include classic and contemporary stories for readers from preschool through high school and beyond. Each book is beautifully narrated and includes text, music, sound effects, and full-color illustrations. In school or at home, Discis Books are sure to be a favorite learning tool.

Discis Books and CD-ROM

Discis Books are composed of words, pictures, music, and speech. These media are turned into digital form so they can be processed by the computer. Storing this information takes a lot of space. Each Discis Book would fill 100 to 400 double-density disks - an impractical number of floppy disks. That's why Discis Books are stored on CD-ROM.

Other advantages of CD-ROM are:
- Information can be read from the disc but not changed. This means that a Discis Book cannot be inadvertently changed or erased.
- A CD-ROM is made of tough, clear polycarbonate that is not easily damaged by slight scratches, dirt, magnetic fields, or water.

Handling and Care

With Discis Books you have nothing to fear because you cannot break anything or lose the information. However, do bear in mind the following:

- A CD-ROM is more durable than a floppy disk. Nevertheless, it should be held by the edges (like a phonograph record) and handled with care.
- Avoid touching or scratching the surface of the disc.
- Store the disc in its jewel case when not in use.
- To clean the dust off the underside of the disc, use a soft cloth and gently wipe in a straight line from the center out; do not use a circular motion.

Requirements

To use Discis Books you need

- MPC (Multimedia Personal Computer) Level 1* system
- At least 4 megabytes (MB) of random-access memory (RAM), of which 2.5 is available for running Discis Books
- Hard disk with 2 MB of space for installing Discis Books
- Windows 3.1 or later
- Video card that supports 256 colors
- Monitor with a minimum resolution of 640 pixels x 480 pixels

* MPC 1 requirements

- CD-ROM drive with MSCDEX 2.2 driver
- 386SX or compatible processor
- 8-bit sound output device with 11.025 kHz sample rate mandatory
- 101-key keyboard

What you need to know

To use Discis Books you should be familiar with Windows and your MPC system. If you have questions about either, refer to their manuals.

Installing Discis Books

Before installing Discis Books, please read the software license. Installing Discis Books requires about 2 MB of hard disk space.

To install Discis Books

1. If your MPC system and Windows are not already running, start them. (If Windows is already running, quit any applications that are in use.)

2. Insert the Discis Books CD-ROM into the CD-ROM drive, shutter end first, with the disc label facing up. (If a caddy is used, first place the Discis Book CD-ROM in the caddy. For more information, consult the directions for the CD-ROM drive.)

3. From the Program Manager File menu, choose Run.

4. In the Command-line box, type the CD-ROM drive letter (probably drive D), followed by **:\ install**. For example, type **d:\install**. Then click the OK button.

   If your Discis Book application comes in other languages, choose the language you want to use during installation.

   The install program automatically checks your MPC system. If it does not meet the minimum requirements, you will be told that Discis Books cannot be installed. Set up your system as required, then try installing again. For more information, see your Windows User's Guide or the hardware manuals.

5.	Discis Books will be installed in a directory called DISCIS on drive C, unless you specify a different drive or directory.

6.	If the Discis Book application can be run in other languages, a Language Kits dialog box appears. You'll see the available languages listed on the left. Remove languages you don't want by dragging them to the list on the right. The first language in the list is used when a Book opens. You can reorder the list by dragging another language to the top. (Once a Book is opened, you can change the language using the Language Settings command in the Customize menu.)

7.	Continue to follow the instructions on the screen.

Tip: If you have more than one Discis Books CD-ROM, go through this installation process for each CD-ROM. If one disc contains a more recent application, it will replace an older application.

Uninstalling Discis Books

To remove Discis Books from your hard disk

1.	If your MPC system and Windows are not already running, start them.

2.	Insert the Discis Books CD-ROM.

3.	From the Program Manager's File menu, choose Run.

4.	In the Command-line box, type the CD-ROM drive letter (probably **D**), followed by **:\ install**. For example, type **d:\install**. Then click OK.

5.	In the Install Setup dialog box, choose Uninstall Discis Books . Then follow the instructions on the screen.

The Discis Books application and support files are removed from your hard disk. You will be asked if you want to remove any files you created such as Bookmarks or saved Recall.

Opening and Closing a Discis Book

When you install Discis Books, Discis Books group and program icons are added to the Program Manager. Starting Discis Books from the Program Manager automatically opens the Discis Books CD-ROM in the CD-ROM drive.

To open a Discis Book

1.	Turn on your MPC system and start Windows.

2.	Insert a Discis Books CD-ROM in the CD-ROM drive. (If necessary, first place the disc in a caddy.)

3.	If the Discis Books group window isn't open, double-click the Discis Books group icon.

4.	Double-click the Discis Books icon. After a few seconds, the Discis Book opens.

To close a Discis Book, choose Exit from the Book menu.

Opening a Book at a Bookmark

To open a Book at a Bookmark

1. Open the Discis Book as usual.

2. Choose Open Bookmark from the Bookmark menu.

3. Use the directory dialog box that appears to select the Bookmark file. (Bookmark files have a .BMK filename extension. By default they are placed in the same directory as Discis Books, unless another directory is specified.)

4. Click the OK button.

Tip: If you create a Bookmark icon in the Program Manager, you can double-click it to open the Book with the Bookmark settings. For more information, see "Creating Bookmarks" later in this Manual.

Opening Another Discis Book

When you are finished reading a Discis Book, you can switch to another one.

To open another Discis Book on the same CD-ROM disc

1. Choose Open Book from the Book menu.

2. Click the title you want. Then click OK.

To open a Discis Book on a different disk drive or on a different CD-ROM disc

1. Choose Open Book from the Book menu.

2. In the dialog box, click the New Disc button.

3. A dialog box will appear to allow you select the desired disk drive.

4   Select the drive you want, and click OK. The OK button will be grayed and disabled when a drive is selected which does not contain a Discis Book. If you
    change a disc, be sure to click the Retry button until the OK button is enabled.

5. To open a book on a different CD-ROM disc, eject the current disc and insert another Discis Books CD-ROM disc.

6. When all CD-ROM drive activity stops, click the Retry button to activate the drive.

7. When back in the book dialog, select the title you want, and click OK.

Opening a Preview Book

Excerpts or short previews from other Discis Books titles are included on each Discis Books CD-ROM.

To see an excerpt or short preview of another Discis Book

1. Choose Open Preview from the Book menu. A directory dialog box appears.

2. Select the Book you want to preview, and click OK.

To return to the Discis Book

1, Choose Open Book from the Book menu. You'll see a directory dialog box.

2. Select the Book title, then click OK.

Selecting a Different Disk Drive

You can open a book from a different disk drive than the default.

To open a book on a different disk drive or on a different CD-ROM disc
1. Choose Open Book from the Book menu.

2. In the dialog box, click the New Disc button.

3. A dialog box will appear to allow you select the desired disk drive.

4 Select the drive you want, and click OK. The OK button will be grayed and disabled when a drive is selected which does not contain a Discis Book. If you change a disc, be sure to click the Retry button until the OK button is enabled.

5. To open a book on a different CD-ROM disc, eject the current disc and insert another Discis Books CD-ROM disc.

6. When all CD-ROM drive activity stops, click the Retry button to activate the drive. The OK button will be disabled and grayed until the drive is properly activated. If the Retry button will not activate the drive and all drive activity has stopped, eject the disc and ensure that the disc is a Discis Books CD-ROM disc.

7. When back in the book dialog, select the title you want, and click OK.

Switching to Another Application

To switch to another Windows application without closing the Discis Book

1. Press and hold the Alt key, then press the Tab key repeatedly. You'll see the names of other applications currently running.

2. When you see the name of the application you want, release the Alt key.

3. Repeat the procedure to switch back to the Discis Book.

Printing this User's Manual

This User's Manual is formatted as a Microsoft Write file. If you are looking at it using Write, and if there is a printer attached to your system, you can print out this manual.

To print this User's Manual, choose Print from the File menu.

For more information on printing, see your Windows User's Guide.

Using a Discis Book

Discis Books are similar to the printed books on which they are based. Text and illustrations appear on the screen on "pages" that can be "turned" by the reader. But unlike a conventional book, special options are available that promote learning and a deeper understanding of the story.

Two Basic Principles

Using a Discis Book is easy; there are just two basic principles:

1. Using the left mouse button, click words, pictures, sentence speakers and page corners to make something happen. For example, you can click on any word or picture element to hear a pronunciation.

2. Double-click or press and hold on words, pictures, page corners and sentence speakers to make other things happen. For example, using the Discis default settings, you can double-click on a sentence speaker icon (a little loud speaker) to hear one sentence read, or you can press and hold on any word to hear a pronunciation followed by an in-context explanation.

What happens when you click, double-click or press and hold depends on the Book settings. The default Book settings are described next. For directions on changing the default settings, see "Customizing the Book Settings" later in this manual.

Default Book Settings

The first time you use a Discis Book, it uses the "Discis Default" Book Settings, shown below. The default settings provide progressively more detailed information as you move from a click, to a double-click, to pressing and holding the mouse button.

	Click	Double-Click	Press and Hold
Words	Pronunciation Sound effects	Pronunciation Syllables	Pronunciation Explanation
Pictures	Show label Pronunciation Sound effects	Show label Pronunciation Syllables	Show label Pronunciation
Sentence Speakers	Reading of Book* Reading by...+	Sentences only* Sentences by...+	Phrased reading of Book
Page Corners	Show page turn Music	Show page turn	Show page turn Reading of Book*

* Option is available only on Kids Can Read and Kids Basics titles.

+ Option is available only on Discis Book Multimedia titles.

You can customize these settings to meet the needs or preferences of different readers using the Book Settings command in the Customize menu.

Moving Through the Book

Using the Mouse
Once you have positioned the mouse pointer on an word, picture, sentence speaker or page corner, use the **left** mouse button to click, double-click or press and hold.

Stopping an Action
To stop a Discis Book from continuing in its current mode, click white space in the Book. Or, interrupt what is happening by clicking something else. (If the Book is being read automatically, the reading resumes after an interruption.)

Turning Pages
Click the right turned-up page corner at the bottom of the Book to go to the next page. Click the left page corner to go to the previous page. You can control what happens when you click page corners by customizing the Book settings.

Scrolling Pages
Another way to go to a specific page is to drag the scroll triangle on the right-hand side of the Book. As you drag the triangle up or down, page numbers appear. When you see the page number you want, release the mouse button to go it.

You can also click above or below the scroll triangle to turn one page at a time.

Learning with Discis Books

The flexibility and range of options built into Discis Books make them an adventure in learning. Each book offers pronunciation and in-context explanations of words, phrases, and picture elements to help the user build comprehension and language skills.

Reading Sentences

Each sentence in a Discis Book is preceded by a sentence speaker. You will also see sentence speakers elsewhere; for example, at the beginning of a verse of poetry or before the title of a book. Whenever you click, double-click or press and hold on a sentence speaker, the words after it will be read to you. To help readers follow along, words are highlighted in yellow as they are read.

Using the default Book settings, you can:

· Click on a sentence speaker to have the rest of the book read to you, complete with music and sound effects.

· Double-click on a sentence speaker to have only that sentence read with music and sound effects.

· Press and hold on a sentence speaker to hear a phrased reading of the book (i.e. slower, with no background music).

· Click white space in the book to stop the reading.

Tip: You can interrupt a reading by clicking on a word or picture. Once the requested information is given, the reading resumes automatically.

Multiple Dramatic Readings: Some Discis Books feature two different dramatic readings of the text by actors who offer unique interpretations of the story. One of the readings is the default. You may choose the other reading using the Book Settings command in the Customize menu.

Learning About Words

By clicking, double-clicking or pressing and holding on words or phrases in a Discis Book, readers can get different types of information to help them understand the text. For example, using the default Book settings, you can

- Click on a word to hear it pronounced.

- Double-click on a word to hear it pronounced and then spoken syllable-by-syllable.

- Press and hold on a word to hear it pronounced and get an in-context explanation.

You can customize the Book settings to make other things happen, such as having the word pronounced in a second language (for titles that include a second language) or adding a pause between events.

Occasionally words are grouped together as "phrases." For example, you can find out about the phrase "Once upon a time." An explanation of each individual word would not give an understanding of the phrase as a whole.

Tip: To help readers review words, use the Recall and Terms lists, described later in this section.

The Terms List

The words in each Discis Book are included in two text files, supplied on the CD-ROM. These lists can be opened and printed using a text editor or word processor such as Microsoft Write. You may find them useful for incorporating in other activities or for pre/post testing.

Alpha.txt is an alphabetical list of all words in the Discis Book with their respective parts of speech.

Freq.txt is a list of all the words in the Discis Book with their respective parts of speech and the number of times each word appears.

If you want to edit these lists, use a non-proportional or fixed-width font (such as Courier New) to ensure the columns are properly aligned.

Learning About Pictures

Readers can learn about the Discis Book illustrations or photographs in the same way they learn about words.

Click on part of a picture.
If, for example, you click on the center of the hand in Scary Poems for Rotten Kids, the label "bony hand" appears and you hear "bony hand" pronounced.

Click the same part of the picture again.
Detailed pictures include multiple layers of information. Continuing with the example above, if you click the center of the palm again, the label "palm" appears and "palm" is pronounced. As for all aspects of a Discis Book, you can control what happens when you click, double-click or press and hold on part of a picture using the Book Settings command in the Customize menu.

Using the Recall List

Each time the reader clicks, double-clicks or presses and holds on a word in a Discis Book, it is added to the Recall list. The Recall list can help learners review what has been read.

To use the Recall list

1. From the Book menu, choose Recall List. You'll see the Recall List dialog box. The left side of the Recall List dialog box contains the words selected in the Discis Book.

2. Click, double-click or press and hold on any word in the list to hear it pronounced or explained. (What happens depends on the current Book settings.) Then the word moves to the "Recalled Words" list on the right side of the dialog box.

3. To return the recalled words to the left side of the dialog box, choose Reset List.

4. To delete all words from the Recall list, choose Clear List.

If you want to use the Recall List for other purposes, you can

·   Copy it onto the Windows Clipboard by choosing the Copy to Clipboard button, so you can paste it into another application; or

·   Save it as a text file by choosing the Save as Text button.

For information on using the Clipboard or Write, see your Windows User's Guide.

Saving the Recall List as Text

Discis Books allow you to use the Recall list for other purposes. To do so, you can save the Recall list as a text file.

To save a Recall list as text

1. Choose Recall List from the Book menu.

2. In the directory dialog box that appears, type a name for the text file. A text filename can be up to eight characters long. It will be given a .TXT filename extension automatically.

3. If you want, change drives or directories.

4. Click OK.

You can open and print the Recall List text file using Microsoft Write, the Windows word processor.

Tip: Use a non-proportional or fixed-width font (such as Courier New) to ensure the columns are properly aligned when using Microsoft Write to edit the Recall list file.

Customizing a Discis Book

Use the commands in the Customize menu to control

- Book Settings--what happens when you click, double-click or press and hold on words, sentence speakers or page corners.

- System Settings--your system's volume or audio device.

- Language Settings--the language used in the menus and dialog boxes.

If more than one person will be using a Discis Book, you can create a Bookmark for each reader that saves the customized settings. For information, see "Creating Bookmarks" later in this manual.

Customizing the Book Settings

How you customize a Discis Book depends on who will be using it. For someone new to a mouse, you could change the settings so that all the desired information is available at a single click. For a new reader, you may want to lengthen the pauses between phrases. And for a Spanish speaking person just learning English, you could customize a Book so that words are pronounced in Spanish as well as English. (Not all Discis Books offer Spanish pronunciations.)

The Book Settings command allows you to customize a Book to suit a reader's unique needs and preferences. (Initially, each Book uses the default Book settings.) Each of the steps below is explained in more detail in subsequent sections.

To change the Book settings

1. Choose Books Settings from the Customize menu.

2. Choose an action. (For example, "When you Click...")

3. Choose a part of a Book. (For example, "on Words...")

4. Add or remove items from the Sequence list.

5. Rearrange the sequence.

6. Adjust the timing if you want.

7. Repeat this process to specify other actions and sequences.

When Auto Save Bookmark is turned on, your Book settings are saved automatically. To turn Auto Save Bookmark off or on, click it.

Help: If you want to go back to settings you had before, click Oops!

Choosing the Action to Customize

At the top left of the Book Settings dialog box is a drop-down list box that you use to select the mouse action you are going to customize.

To choose the action you want to customize

1. Click the arrow beside the top drop-down list box.

2. Choose a mouse action: Click, Double-Click or Press and Hold.

The current settings for the mouse action you choose (and the part of the Book specified in the second drop-down list box) appear in the Sequence list below.

Choosing a Book Part to Customize

Use the second drop-down list in the Book Settings dialog box to specify the part of the Book you are going to customize.

To choose the part of the Book you want to customize

1. Click the arrow beside the second drop-down list box.

2. Choose a Book part: Words, Pictures, Sentence Speakers or Page Corners.

The settings for the Book part (and the mouse action specified in the first drop-down list) appear in the Sequence list below.

Adding or Removing Items from the Sequence List

The Sequence list in the Book Settings dialog box specifies what happens for a given action. Alter the Sequence list by dragging items to or from the Choices list. The items in the Choices list depend on the currently selected Book part (words, pictures, sentence speakers and page corners). Choices may vary with Discis Books titles.

To add an item to the Sequence list

1. Point to it in the Choices list, and press and hold the left mouse button.

2. Drag the item to the Sequence list. You can place it in any position in the list (with a few exceptions). A horizontal bar indicates where it will be positioned when you release the mouse button.

To remove an item from the Sequence list, drag it out of the list.

Rearranging the Sequence

The position of items in the Sequence list determines the order in which they are presented.

To reposition an item in the Sequence list, drag it to the desired position.
A horizontal bar indicates where the item will be inserted when you release the mouse button.

Note: Some items cannot be moved. For example, "Add to Recall List" always appears at the top of the list.

Adjusting the Timing

To allow time for reflection or discussion, you can adjust the timing of events or a reading in several ways. You can adjust the timing by adding a time-controlled "Pause," by interrupting a sequence until the "Next Click," or by specifying a "Phrased Reading."

Adding a Pause

You can slow down what happens by adding a "Pause" between items.

To add a pause

1. In the Book Settings dialog box, drag Pause from the Choices list to the Sequence list. (Pause is a choice for words, pictures and sentence speakers.)

2. Select Pause in the Sequence list. Do you see a time control box appear below the list?

3. A Pause is preset to 1.5 seconds, but you can make it shorter or longer by clicking the arrows beside the time. The maximum pause is 4 seconds.

Wait Until the Next Click

"Next Click" is a choice that can be added to a Book Setting Sequence list for words or sentence speakers. It causes the sequence to stop temporarily until the reader requests it to continue by using, on the same object, the same click that started the sequence. The word or sentence speaker remains highlighted until the sequence is completed. If you do not want to continue, click in white space to stop the sequence, or click anywhere else to start another action.

Phrased Reading of a Discis Book

A phrased reading is a slow, continuous narration of a Book. A pause of up to 4 seconds can be inserted between the phrases in this slower narration.

To alter the length of the pause

1. If the Book Settings dialog box isn't open, choose Book Settings from the Customize menu.

2. Add "Phrased Reading of the Book" to the sequence for Sentence Speakers.

3. Select Phrased Reading of the Book. The time control box at the bottom of the Book Settings dialog box becomes active.

4. Click the up or down arrow to increase or decrease the length of the pause.

Saving Your Book Settings

If you want your Book settings saved automatically, make sure "Auto Save Bookmark" in the Book Settings dialog box is turned on. Your Recall list and place in a Book will be saved also.

To turn Auto Save Bookmark on or off, click it. A checkmark indicates that it is turned on.

If you are using a personal Bookmark, the settings are saved in your personal Bookmark file; otherwise they are stored in a file called CUSTOM.BMK in the DISCIS directory. When you open a Book, using either the Default Bookmark icon or a personal Bookmark icon, the Book opens with your customized settings.

Tip: If Auto Save Bookmark is not turned on, you can save your settings by choosing Save Bookmark from the Bookmark menu.

For more information on Bookmarks, see "Creating Bookmarks" later in this manual.

Oops! Reverting to Previous Book Settings

If you make changes to the Book settings and then decide that you liked the Book better the way it was, you can easily go back to settings you had before.

To use previous Book settings

1. If the Book Settings dialog box isn't open, choose Book Settings from the Customize menu.

2. Click the Oops! button.

3. Choose the settings you want to use.
    Click "Discis Defaults" to use the default Book settings.
    Click "Current Settings" to use the settings in place when you opened the Book Settings dialog box.
    Click "Start of Session" to use the settings in place when you opened the Book.

4. Click the OK buttons in both the Oops! and the Book Settings dialog boxes.

Customizing the System Settings

Use the System Settings dialog box to adjust the volume of a Discis Book or change the audio device used for the Book.

Adjusting the Volume

To adjust the volume

1. If the System Settings dialog box isn't displayed, choose System Settings from the Customize menu.

2. Change the volume by dragging the red volume control slider. (If your audio device doesn't allow volume control, this slider is dimmed.)

3. Test the new volume level by clicking the Test Device button.

4. To use the new volume, click OK. (Or, return to 100% volume by clicking Reset Device.)

Changing Audio Devices

The audio devices that meet MPC 1 standards are listed in the System Settings dialog box. The device currently used is highlighted. (It is also listed at the bottom of the box.) To change audio devices, choose the device you want from the list. Only change device if you are certain the device will function properly.

Customizing the Language Settings

During the installation process, some Discis Books offer you the option of using different languages in menus and dialog boxes. If you installed more than one language, use the Language Settings command in the Customize menu to switch languages.

To change the language used by the application

1. Choose Language Settings from the Customize menu.

2. Drag the language you want from the list on the right to the box labeled "Current language."

3. If you want to change the language used when a Discis Book first opens, drag the language to the box labeled "Startup language."

Note: The language settings affect **only** the language used in the Discis Books application--in menus and dialog boxes, for example. They do not affect the language of the Book. Some Discis Books also include second language options for Book settings.

Tip: If you didn't take advantage of the Language Kits options when installing, uninstall Discis Books and then redo the installation. If you get another Discis Book with a new language option, installing that language makes it available for all Books.

Creating Bookmarks

A Discis Book automatically saves the reader's place, customized Book settings and Recall list in a CUSTOM.BMK file in the DISCIS directory. When you start Discis Books using either the Discis Books icon or the Default Bookmark icon, the Book opens to the Bookmark.

Only one set of settings can be stored in the default Bookmark file at a time. If two or more readers will be using Discis Books on the same computer, personal "Bookmarks" can be created to save information for each person. A Bookmark can store information about many Discis Books.

To create a Bookmark

1. Choose New Bookmark from the Bookmark menu.

2. In the directory dialog box that appears, type a name for the Bookmark file. A Bookmark name can be up to eight characters long. It will be given a .BMK filename extension automatically.

3. If you want, change drives or directories.

4. Click OK.

If the Book Settings Auto Save Bookmark feature is turned on, the Bookmark is saved automatically as you use the Book. If Auto Save Bookmark is not turned on, be sure to choose Save Bookmark from the Bookmark menu before you leave a Book.

Creating a Bookmark Icon

Once you have created a Bookmark, you can create a Bookmark icon to represent it in the Program Manager. By double-clicking the Bookmark icon, you can open each Discis Book using your own personal Bookmark settings.

To create a Bookmark icon

1. In the Program Manager, click in the Discis Books group window to make it active.

2. From the File menu, choose New.

3. Select Program Item, and click the OK button.

4. In the Program-Item Properties dialog box, type the pathname for the Bookmark file in the Command-line box.

    If you aren't sure of the pathname, click Browse and locate the Bookmark file using the directory dialog box. You'll have to set the "List Files of Type" drop-down list to "All Files" in order to see it.

5. Click OK.

A Bookmark icon is added to the Discis Books group. For more information on creating program-item icons, see your Windows User's Guide.

Tip: If you don't create a Bookmark icon, you can use the Bookmark settings by choosing Open Bookmark from the Bookmark menu.

Appendixes

Keyboard Shortcuts

While you can move through a Discis Book using only the mouse, you may prefer to use these keyboard shortcuts.

Press this...	To do this...
PgDn	Go to the next page. Or press the right arrow key.
PgUp	Go to the previous page. Or press the left arrow key.
Home	Go to the first page.
End	Go to the last page.
Space Bar	Begin or resume reading.
F1	Show Quick Help.
F8 or Ctrl+R	Show the Recall list.
F9	Open a Preview Book.
Ctrl+O	Open a Discis Book.
F10	Change the Book settings.
Ctrl+B	Open a Bookmark.
Ctrl+N	Create a new Bookmark.
Ctrl+S	Save a Bookmark.
Alt+F4	Quit or Exit Discis Books.
Enter	Chooses the selected button in a dialog box. (The selected button has a darker border.)

Glossary

Bookmark
If two or more readers want to save their places, Recall Lists and customized Book settings in Discis Books, Bookmark files can be created. One Bookmark file can hold information for many different Discis Books.

Caddy
A caddy is a plastic case used to hold the CD-ROM in the CD-ROM drive. It has a metal shutter on the back that slides open so the laser can read the information on the disc. The CD-ROM can be stored in its jewel case or caddy when it is not in use. (If your CD-ROM drive has a built-in tray, you do not need a caddy. Just place the CD-ROM directly in the tray.)

CD-ROM
CD-ROM is the acronym for Compact Disc-Read Only Memory. A CD-ROM is the same as an audio compact disc except that it stores data for the computer. It is 4 3/4 inches or 12 cm in diameter and is made of clear, durable polycarbonate.

The digital information on a compact disc is stored in the form of little holes or "pits" molded into the polycarbonate and coated with a reflective metal layer. To read the information, the CD-ROM drive focuses the laser beam on the reflective layer of the CD-ROM, and the light that is reflected is read by a photodetector.

CD-ROM Drive
Inside a CD-ROM drive is a turntable that spins the compact disc; an optical unit that includes a laser beam and an optical read head; a microcomputer controller; analog and digital servo electronics to control tracking, focus, and speed; digital electronics to read the data and correct errors; and analog electronics to produce audio CD stereo sound.

CD-ROM Driver
The CD-ROM driver is a software program that provides communication between the computer and the CD-ROM drive.

Discis Defaults
Each Discis Book comes with preselected settings called Discis Default settings. The Discis Defaults can be customized to suit individual preferences using the Book Settings command in the Customize menu. You can return to the Discis Defaults by clicking "Oops!" in the Book Settings dialog box and then clicking "Discis Defaults."

Discis Books Group
When you install Discis Books, you can choose to have a Discis Books group created in the Windows Program Manager. In the group window you'll see the Discis Books program-item icon, the Help icon, and the Default Bookmark icon.
If the Discis Books group window is minimized (closed so it's an icon), open it by double-clicking the group icon. You should see a number of Discis Books icons.

Tip: If you didn't OK the creation of a Discis Books group during installation, you can easily add one now by installing Discis Books again.

Discis Books Manual Program-Item Icon
The Discis Books group contains a Discis Books Manual program-item icon, which looks like an open book with an **i** or information symbol above it. To open the Discis Books Manual, double-click its program-item icon. (For more information on groups and program-item icons, see your Windows User's Guide.)

Discis Books Program-Item Icon
The Discis Books group contains a Discis Books program-item icon, which looks like an open book. To open a Discis Book, double-click its program-item icon. (For more information on groups and program-item icons, see your Windows User's Guide.)

Jewel Case
The plastic case the CD-ROM comes in is called a jewel case. It can be used to store the CD-ROM when not in use.

MPC 1 System
"MPC" means "Multimedia Personal Computer." A MPC Level 1 system includes

- · CD-ROM drive with MSCDEX 2.2 driver
- · 8-bit 386SX or compatible processor
- · sound output device with 11.025 kHz sample rate mandatory
- · 101-key keyboard

In addition, to use Discis Books, an MPC system needs a video card that supports 256 colors and a monitor with a minimum resolution of 640 pixels x 480 pixels.

SCSI
SCSI, pronounce "SKUH-zee," is an acronym for "Small Computer System Interface." SCSI is a standard among hardware manufacturers for computer peripheral devices. When using an external CD-ROM drive, the computer and CD-ROM drive exchange information through SCSI cable connections called SCSI ports.

SCSI Port
The SCSI port is the outlet at the back of the computer and the CD-ROM drive to which the SCSI cable is attached. A SCSI cable terminator should be attached to the CD-ROM drive between the cable and the port. (If you have more than one SCSI attached to the computer, a SCSI cable terminator is needed only at the end of the chain.)

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