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System Requirements

To get the best overall performance while running the 1993 TIME ALMANAC, you need a Multimedia PC (MPC) or equivalent computer which meets the following minimum system requirements:

- 386sx microprocessor or higher
- 3 MB of RAM
- 1 MB of hard disk space
- MPC compliant CD-ROM drive
- Microsoft CD-ROM extensions (MSCDEX) version 2.2 or later
- VGA+ graphics card and monitor (You must have at least 512K bytes of video RAM to display the program in 256 colors.)
- Windows compatible audio board
- Headphones or speakers attached to the audio board (not the CD-ROM drive)

Although the above requirements are needed to display the program optimally in 256 colors, you can run the program if your system only has a VGA graphics card. The TIME ALMANAC will detect this upon installation and adjust the system's color palette to display the graphics and videos in 16 colors. If you are running the TIME ALMANAC in VGA mode, read the troubleshooting section [Video Playback Hints](#) for more information.

See Also

[Memory Requirements and Hints](#)

[CD-ROM Drive Requirements and Hints](#)

[Screen Modes and Video Cards](#)

[Video Playback Hints](#)

[Sound Board Problems and Hints](#)

[User Support](#)

Sound Board Problems and Hints

Problem: No Sound

- Other applications that play sounds may interrupt audio in the TIME ALMANAC because your computer cannot play two sounds at the same time. Typically, this is a temporary problem and will correct itself once all applications have been shut down.
- If you are running a screen saver that contains audio, you may need to de-activate the screen saver's sound in order to play audio in the TIME ALMANAC.
- Make sure your sound board is MPC compatible.
- Your speakers must be connected to your sound board and not your CD-ROM player. The TIME ALMANAC does not run with the PC's internal speaker driver, nor does it route sound through the CD-ROM player.
- Make sure that you have properly installed the Windows device drivers that specifically came with your sound board. If you are not sure if your sound board is properly installed, review your sound card documentation. If you are not sure if you have the latest Windows device drivers, contact your sound board's manufacturer.
- Adjust the audio card volume control to the mid-range position. Make sure the sound board's software settings are also set at an audible level. You may also have to adjust the volume control dial located on your speakers.

Problem: Sound Is Distorted or Choppy

- If the quality of your speakers is poor, you may experience some distortion. If you want to raise the volume but don't want to hear the distortion, one solution is to lower the audio card volume control and use an external amplifier.
- Make sure your speaker cables are moved away from the power supply. This will prevent background static and noise.
- Your software settings for your sound board may be causing distortion. The TIME ALMANAC uses "Wave" audio files. If your sound board's software option for "Wave file input" is set at its maximum, you may hear static and amplified distortion. To change your sound board settings and achieve maximum performance, read the documentation that came with your sound board.
- You may not have the latest audio device drivers for your sound board. Contact the manufacturer of your sound board to obtain the latest Windows device drivers.
- You must have an MPC compliant CD-ROM drive to ensure that the audio does not sound choppy. If you do not have an MPC compliant CD-ROM player, the TIME ALMANAC may experience long pauses when trying to access data off the disc. This may cause the audio to sound choppy and out of sync with the video.
- Please note that sound device drivers are not included in the TIME ALMANAC, nor does the program alter your sound board's device drivers in any way during installation. If you did not receive Windows device drivers for your sound card when you purchased that board, you must obtain the device drivers directly from the manufacturer.

See Also

[System Requirements](#)

[Video Playback Hints](#)

[Screen Modes and Video Cards](#)

Video Playback Hints

Problem: No Video Playback

The TIME ALMANAC uses Microsoft's Video for Windows to play video clips in the program. If you do not have Video for Windows already installed on your hard drive, the TIME ALMANAC will detect this and install it automatically.

If you cannot open any video files or are receiving error messages regarding playback, you should try re-installing Video for Windows directly from the 1993 TIME ALMANAC compact disc. To install Video for Windows directly from the disc:

1. Go into the File Manager and click on the letter of your CD-ROM drive.
2. Select the directory DISK1.
3. Once inside the DISK1 directory, double-click on the file "setup.exe." This will start the Video for Windows installation.
4. Follow the instructions that appear on your screen.

Problem: Video Frames Look Grainy

Since Video for Windows is designed to run in 256 colors or better, you should check to make sure your video card has at least 512 kilobytes of video RAM. If your card supports 256 colors, make sure you have installed the proper video device driver for your specific card. Without a video device driver to support 256 colors, Windows will default to its own VGA device driver.

Please note that video device drivers which support 256 colors are not included in the TIME ALMANAC. If you did not receive Windows device drivers for your specific video card when you purchased your computer or your separately installed video board, you must obtain the device drivers directly from the manufacturer.

If you do not have a video card with 512 kilobytes of RAM, or cannot display the screen in 256 colors, you can still play the videos, but playback will be less than optimal.

Problem: Jerky Motion During Video Playback

You must have an MPC compliant CD-ROM player to play videos. If you do not have an MPC compliant CD-ROM player, the TIME ALMANAC may experience long pauses when trying to access data off the CD, and the videos may appear jerky and too slow.

If you are not sure if your CD-ROM drive is MPC compliant, copy a video from the TIME ALMANAC to your hard drive. Videos have the .AVI file extensions and many of them are located in the \time\videos\cnn subdirectory on the compact disc. Once copied, use the Windows Media Player to play the video off your hard drive. If the video plays smoothly off the hard drive, it is likely that your CD-ROM drive is not MPC compliant. You can also check the documentation that came with your drive, or contact the drive's manufacturer for more information.

See Also
[System Requirements](#)

Screen Modes and Video Cards
Sound Board Problems and Hints
Playing Videos

Screen Modes and Video Cards

The 1993 TIME ALMANAC is designed to run in 256 colors. To display 256 colors, you need a VGA graphics card with at least 512 kilobytes of video RAM (i.e., VGA+, SVGA, 8514, TGA, XGA, etc.).

You must also have installed your specific video card's device driver, which allows Windows to display screens in 256 colors. To install this device driver, read your video card documentation and the Windows Set-Up documentation. Without your video card's specific device driver to display 256 colors, Windows will default to its own VGA device driver which only displays 16 colors.

Please note that video device drivers which support 256 colors are not included in the TIME ALMANAC. If you did not receive Windows device drivers for your specific video card when you purchased your computer or your separately installed video board, you must obtain the device drivers directly from the manufacturer.

If you do not have a video card with 512 KB video RAM, or cannot display the screen in 256 colors, the TIME ALMANAC will detect this upon installation. The program will then ask if you want to change the system's color palette for optimal viewing of graphics. We strongly recommend that you allow the TIME ALMANAC to install its own palettized VGA display driver.

See Also

[System Requirements](#)

[Video Playback Hints](#)

You need an MPC compliant CD-ROM drive to run all TIME ALMANAC features optimally, especially videos. Specifically, your CD-ROM player must have a data transfer rate of 150 kilobytes per second or higher, a 390 ms (or better) data access rate (also called average seek time), and use less than 40% of your computer's CPU bandwidth.

Introduction

Welcome to the TIME Almanac 1993 --the most comprehensive news and current events reference source in any medium. The TIME Almanac contains 20,000 articles, over 60 minutes of video, and 1,000 photos, charts, covers, and maps. Colorful graphic menus, customized search and retrieval software, and hypermedia links make it easy to navigate this wealth of information.

The 1993 edition of the TIME Almanac features the full text of TIME Magazine from 1989 through January 4, 1993. In addition, the HIGHLIGHTS and PORTRAITS sections provide a panoramic view of 20th century history through unique collections of TIME Magazine articles dating back to 1923, plus photos and historical videos. And we've updated the two Almanac sections with the latest information we can find, including the 1992 CIA Factbook and the new Directory of the 103rd Congress.

Multimedia is changing the way we access information --in libraries, schools, our homes, and business offices. We hope that the TIME Almanac will help you explore new avenues of research and expand your information horizons. We look forward to hearing from you as we develop new ways to make the TIME Almanac the most complete and compelling source for finding what you want to know about today's world.

CD-ROM Drive Requirements and Hints

MPC Compliance

You need an MPC compliant CD-ROM drive to run all program features optimally, especially videos. If you do not have an MPC compliant CD player, the TIME ALMANAC may experience long pauses when trying to access data off the CD and the videos may appear jerky and too slow. If you are not sure if your CD-ROM drive is MPC compliant, check the documentation that came with your drive, or contact the drive's manufacturer.

Error Message -- "Cannot Find TIME ALMANAC"

If the 1993 TIME ALMANAC cannot find the data files it needs to start the program, it will display the message -- "Cannot find the TIME ALMANAC -- Insert Disc." To correct this problem, try the following:

1. Make sure the TIME ALMANAC compact disc is correctly inserted into the CD-ROM player.
2. Check to make sure your CD-ROM drive is plugged in, connected to your computer, and powered on.
3. Make sure the CD-ROM drive letter is active. To ensure the drive letter is active, use the File Manager and select the letter of your CD-ROM drive. If you cannot access the CD-ROM drive from the File Manager, try leaving Windows and rebooting your computer.

See Also

[System Requirements](#)

[Video Playback Hints](#)

Memory Requirements and Hints

In general, every time you open a window or application under Windows, it is placed in your system's memory or in a temporary Windows swap file on your hard drive. The windows and/or applications reside in their assigned memory location until you close them.

The 1993 TIME ALMANAC requires approximately 3 MB of RAM to function properly and run smoothly. If you are experiencing some slowness when opening windows in the program or receive an "Out of Memory" error message, you may be experiencing a low memory situation. The following hints may help you avoid running out of system memory:

- Check to ensure that you have at least 3 MB of RAM on your system. To check your system's memory using DOS 5.0, exit Windows and go to DOS. At the DOS prompt, type MEM and press [ENTER]. If you do not have 3 MB of high memory, you will not be able to open many windows in the program, although it will run. The only solutions to low memory (less than 3 MB) problems is to close windows whenever possible, or to add more memory to your computer.
- If you are running Windows in "standard mode," try switching to "386 enhanced mode." This will optimize the Windows environment for best overall performance on a 386 computer. Review your Windows documentation or read the Windows Control Panel help screens for information about 386 enhanced mode.
- If you are already running Windows in "enhanced mode," try creating a permanent Windows swap file on your hard drive. Windows usually creates a temporary swap file, but if your hard disk is full or fragmented, this file may be unavailable. The size of the permanent swap file should be more than 2 MB. Review your Windows documentation or read the Windows Control Panel help screens for instructions about changing your swap files.
- Defragment your hard drive. If you cannot run Windows in enhanced mode, or if you cannot create a permanent swap file, try defragmenting ("cleaning up") your hard drive. This will ensure that Windows has access to its temporary swap file. Disk defragmentation utilities, such as Norton SpeedDisk, are available from most software resellers.
- Close some windows! If you have many windows open in the TIME ALMANAC, and/or you have other applications running, you may have exceeded your memory limitations and should close down some windows, or exit other programs which may be running.

See Also
[System Requirements](#)

User Support

If you have any questions about the TIME ALMANAC that are not answered in the User's Guide or these Help files, you may call us during the hours of 10 AM to 4 PM Eastern Standard Time at 202-244-4770 to get help from our technical department.

Also, please read the COMPACT PUBLISHING INC. PRODUCT LICENSE AND WARRANTY for procedures for returning a disc you believe may be defective. Please do not return any disc until you have spoken with a technical support representative. We can usually solve the problem.

In order to receive user support, you **MUST** be a registered user. Be sure to mail the user registration card as soon as you open the package!

Hints On Using Search With NewsQuest

- The more search words you use, the more accurate your search will be in finding exactly the article you are looking for.
- If the entries don't include the issue of TIME Magazine that you are looking for, you can change the search words and repeat the process until you find what you want.
- In Search lists, the titles of all the articles will appear first, in chronological order with the most recent issue first.
- If your Search resulted in no entries, you should review your search words and check them against the Word List.
- If the words you entered are too vague or general, Search may yield a much greater number of entries than you want to look through. In that case, you can try new, more descriptive search words.

See Also

[NewsQuest](#)

[NewsQuest Hints](#)

Using Search With NewsQuest

One way to make NewsQuest more fun and interesting, and to improve your search skills at the same time, is to search the TIME articles using key words that appear in the question or quote. Using specific search words, you can narrow the Search list to just a few or even a single TIME article. Following the trail of search words through the article will lead you to the answer or the actual quote and the identity of the speaker.

To Use Search With NewsQuest

1. Select Search from FILE on the Menu Bar or click on the magnifying glass button on the Toolbar.
2. Type your search words in the search word box. You may enter as many words as you like, separating each with a space.
3. After you have entered the search words you want, click on the OK button or press [ENTER].
4. If you are satisfied with the number of entries you have found, you can open one by clicking on its title or using the [Up/Down] arrow keys on the keyboard to highlight the entry and pressing [ENTER].
5. Selecting a title takes you to the first place where a search word appears in that entry. The word will appear highlighted. Use Find (under EDIT on the Menu Bar) to find other occurrences of your search words.
6. Press [ESC] to return to the Search dialog where you can enter new search words or return to NewsQuest.
7. Return to your NewsQuest question by pressing [ESC] to return to the Contents Screen and then selecting NewsQuest, or by pressing [CTRL]+[ESC] and selecting NewsQuest from the Task List.

See Also

[Search Hints for Newsquest](#)

Hints On Playing NewsQuest

- The **Search** function can be very helpful! By using specific search words from the question or quotation, you can sometimes narrow your Search down to just one article. Following the trail of search words through the article will lead you to the answer or the actual quote and the identity of the speaker. Use **Find** under EDIT on the Menu Bar to find all the occurrences of your search words with the article(s).
- Each question includes the issue date of TIME from which it was taken. When conducting a Search, keep in mind that you will find the answer to your question in an article from that particular issue of the magazine.
- Use the **Word List** in Search to look up the spelling of an answer.
- If you're not sure of the author of the quote's identity, try to reveal more letters in the quotation. This is usually the best strategy.

See Also

[Using Search With NewsQuest](#)

[Hints On Using Search With NewsQuest](#)

[Find](#)

All About NewsQuest

NewsQuest challenges your knowledge of people and events in the news.

Each quiz consists of a series of 20 questions drawn from articles in TIME Magazine from 1989 through 1992.

Getting the answers to the questions right is only part of the challenge. Your ultimate goal for each quiz is to identify the author of a TIME Magazine quotation, which is revealed letter by letter in the "Quote" box at the bottom of the screen. Every incorrect answer takes letters away

You have only one chance to get the name right. If you try and fail, the game ends.

See Also

[NewsQuest Hints](#)

TIME Almanac

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The Contents Screen

The Contents Screen is the first screen that appears when you open the TIME ALMANAC. From this screen, you can easily access the six major content areas of the program -- [Weekly Issues](#), [Highlights](#), [Portraits](#), [NewsQuest](#), [United States](#), and [World](#).

See Also

[Accessing and Navigating the TIME Almanac Graphical Menus](#)

Weekly Issues

The full text of each issue of TIME Magazine, by year, from 1989 through January 4, 1993.

Highlights

Selected articles from TIME Magazine, by year for the 1990s and 1980s, and by decade from the 1970s to the 1920s, including an extensive section covering every presidential election since 1924.

Portraits

Articles, videos, and photo essays on 11 major TIME Magazine cover subjects of the 20th Century -- Winston Churchill, Albert Einstein, Dwight D. Eisenhower, Henry Ford, Adolf Hitler, John F. Kennedy, Martin Luther King, Jr., Richard Nixon, Franklin D. Roosevelt, Josef Stalin, and the Women's Movement.

NewsQuest

A current events news quiz with more than 1,500 questions taken from TIME Magazine.

World

The complete 1992 CIA World Factbook plus U.S. State Department notes on more than 200 countries, illustrated with full-color maps.

United States

Complete profiles and census data on the people, government, economy, and environment of each of the 50 states, illustrated with full-color state maps.

Accessing and Navigating the TIME Almanac

The Menu Bar and Toolbar provide access to the tools and functions of the TIME Almanac software. Graphical Menus and Scroll Bar Menus provide a means to navigate the TIME Almanac CD.

See Also

[The Menu Bar](#)

[The Toolbar](#)

[Graphical Menus](#)

[Scroll Bar Menus](#)

Graphical Menus

Graphical menus are graphic screens that present a series of pictorial buttons. An example of a graphical menu is the TIME Almanac's [Contents Screen](#).

To use the mouse, move the arrow-shaped cursor to the button you want to select. When the arrow changes to a hand-shaped cursor, that entry can be selected by clicking the left mouse button.

To use the keyboard to select buttons from graphical menus, press [TAB] to move forward through the buttons, press [SHIFT][TAB] to move backwards, and press [ENTER] to make your selection.

NOTE: The button with a dotted line cursor "box" around it has the keyboard focus.

See Also


[Accessing and Navigating the TIME Almanac Scroll Bar Menus](#)


Scroll Bar Menus

Scroll bar menus display entries in a hierarchical list.

To manipulate a scroll bar menu with the keyboard, use the [Up/Down] arrow keys to move one entry at a time. Or press the [PgUp/PgDn] keys to go to the next or previous page. A black bar on an entry indicates that the entry can be opened by pressing [ENTER].

When using the mouse, move the cursor to the entry you want to select, and click once with the left mouse button to open it. Click on the bottom or top arrow in the scroll bar to select the next or previous screen. To scroll the list with the mouse, click on the scroll bar marker and drag down to find the entry you want to select, then click on that entry.

Scroll bar menu entries include icons that indicate whether the entry is an article, video, photograph, chart, map, cover, or photo essay. If an entry has a closed book icon , selecting that entry will open a nested list of additional entries. For example, in the 1992 WEEKLY ISSUES menu, each entry includes a closed book icon (representing an entire issue of TIME). Select one of these entries to list the articles in that issue. Notice that the book icon now appears open

. To "close" the book icon, select the issue title again.

See Also

[Accessing and Navigating the TIME Almanac Graphical Menus](#)

The Menu Bar

The Menu Bar appears at the top of the screen and provides access to all the features of the program. Many Menu Bar entries can be accessed through the Toolbar.

Using the Menu Bar

The Menu Bar appears at the top of the screen and provides access to all the features of the program. Many Menu Bar entries can be accessed through the [Toolbar](#).

You may use either the keyboard or the mouse to select entries on the Menu Bar and from its drop-down menus.

Using the Mouse

Use the mouse to click on any entry in the Menu Bar. When the drop-down menu appears, click on the specific function you wish to select.

Using the Keyboard

To select a Menu Bar entry with the keyboard, press [ALT]+the key on the keyboard which corresponds to the underlined letter in the name of the entry you want. Use the [Up/Down] arrow keys to move through the drop-down menu entries, and press [ENTER] to select one. Press [ESC] to deselect the Menu Bar.

See Also

[File](#)

[Edit](#)

[Browse](#)

[Bookmark](#)

[Links](#)

[Window](#)

[The Toolbar](#)

















The Toolbar

The Toolbar appears as a series of buttons below the Menu Bar and provides easy mouse access to the most commonly used Menu Bar functions. To select a Toolbar button, click on it once with the left mouse button.

The Toolbar

The Toolbar provides easy mouse access to the most commonly used Menu Bar functions. To select a Toolbar button, click on it once with the left mouse button.

The Toolbar Buttons

-  Close the active window
-  Save the contents of the active window
-  Print the contents of the active window
-  Bring up the Search dialog
-  Copy contents of active window to the Clipboard
-  Annotate an article
-  Return to the Contents Screen
-  Go to a list of all videos
-  Go to a list of all photographs
-  Go to a list of all charts
-  Go to a list of all covers
-  Go to a list of all maps
-  Previous item
-  Next item
-  Bookmark a window for future reference
-  Access the TIME ALMANAC help files

See Also

Browse

Window

The WINDOW menu lists all open windows, allows you to move back and forth between them, and allows you to arrange their placement on the screen.

The WINDOW menu includes the following items:

Cascade places all of the open windows in overlapping style, like offset notecards.

Tile places all of the windows in a tiled style, with each window displayed in its own space within the TIME ALMANAC frame window.

Close All closes all of the open windows.

Toolbar toggles the toolbar on or off.

See Also
The Menu Bar

Bookmark

The Bookmark entry on the Menu Bar allows you to mark any window for future reference. Marked windows are listed in this menu. Bookmark also gives you the option to delete previously marked windows.

Bookmark is represented on the Toolbar by the open book with bookmark. If a window is marked, this button is depressed.

If a window is marked, this button is depressed.

See Also

The Menu Bar

The Toolbar

Adding Bookmarks

Deleting Bookmarks

Adding Bookmarks

To place a Bookmark on a window select "Add" from the Bookmark drop-down menu, or click on the open book with bookmark from the [Toolbar](#).

NOTE: The bookmark toolbar button is depressed if the active window is already marked.

See Also

[About Bookmarks](#)

[Deleting Bookmarks](#)

All videos, photos, charts, maps, and covers are referred to as "graphics."

All text entries, including TIME articles, tables, lists, and directories are referred to as "articles."

Deleting Bookmarks

To delete a Bookmark from a window, select "Delete" from the Bookmark drop-down menu, or click on the open book with bookmark button from the [Toolbar](#).

NOTE: The bookmark toolbar button is depressed if the active window is already marked.

See Also

[About Bookmarks](#)

[Adding Bookmarks](#)

Printing Articles and Graphics

Any [article](#) or [graphic](#) may be printed directly from the TIME ALMANAC by selecting Print from the FILE menu on the [Menu Bar](#) or clicking on the printer button in the [Toolbar](#). If your printer cannot print graphics, the Print command is disabled when the active window contains a photo, chart, map, or cover.

All articles and graphics will be printed with the appropriate copyright notice (for TIME Magazine or the Compact ALMANAC) which must be included in any further use of the material. If you neglect to include copyright notices, you could be guilty of plagiarism or copyright violation.

See Also

[File](#)

[Saving Articles and Graphics](#)

Saving Articles and Graphics

Entire articles and graphics may be saved to a disk (your hard drive or a floppy) by selecting the "Save As" entry from FILE on the Menu Bar or clicking on the disk button in the Toolbar.

When you save an article or graphic, the filename must be no longer than eight characters long with a three character extension (e.g., ARTICLE.TXT or GRAPHIC.PCX).

All articles and graphics will be saved with the appropriate copyright notice (for TIME Magazine or the Compact ALMANAC) which must be included in any further use of the material. If you neglect to include copyright notices, you could be guilty of plagiarism or copyright violation.

See Also

File

Copy

Printing Articles and Graphics

File

FILE is the first entry on the Menu Bar. To access FILE, click on the word FILE on the Menu Bar or press [ALT] and then [F] on the keyboard.

The FILE drop-down menu includes the following entries.

Close [ESC]

To close the active window

Save As [F12]

Save an article or graphic entry to your hard drive or a floppy disk
Go to Saving Articles and Graphics for more information.

Print [CTRL+SHIFT+F12]

To print an article or a graphic
Go to Printing Articles and Graphics for more information.

Search [CTRL+S]

To activate the Search function
Go to Using Search for more information

Exit [ALT+F4]

To exit the TIME ALMANAC

Edit

The EDIT entry on the Menu Bar provides functions to copy text and graphics to the Clipboard, to search for specific text within an article, and to create notes to accompany articles.

See Also

Annotate

Copy

Find

Find

The "Find" dialog allows you to search for specific words within an article. (If you want to search for specific words within all articles, use the SEARCH function instead.) The search can be case sensitive or insensitive and can be limited to whole words.

Select "Find" from the EDIT drop-down menu on the Menu Bar.

Type the word you would like to find in the "Find What" box.

Select the FIND NEXT button to find the first occurrence of that word in the open article.

Continue selecting FIND NEXT to advance through all occurrences of your search word in that article.

Select CANCEL to escape from the Find function.

See Also

Edit

Search

Annotate

The Annotate menu item located under EDIT on the Menu Bar allows you to create notes to accompany articles. This feature is helpful if you want to record any references to other articles or graphics that are not included in the Links, or copy a bibliographical reference, or save a quotation.

To select Annotate from the Toolbar, click on the paper clip button.

See Also

Adding Annotations

Deleting Annotations

Viewing Annotations

Copying Annotations

Edit

Adding Annotations

1. Select Annotate from EDIT the menu, or click on the paper clip button in the Toolbar.
2. In the Annotate dialog box, type your note. Use [BACKSPACE] to correct any mistakes.
3. When you have finished typing your note, select the "Save" button.

See Also

[Annotate](#)

[Viewing Annotations](#)

[Copying Annotations](#)

[Deleting Annotations](#)

Viewing Annotations

When you have annotated an [article](#), the paper clip button will appear next to the article's [header](#).

To view your note

Click the paper clip button next to the article's header, or select Annotate from the EDIT menu.

See Also

[Annotate](#)

[Adding Annotations](#)

[Deleting Annotations](#)

[Copying Annotations](#)

Header

Every article includes a "header" that indicates the title of the article and the section of the TIME ALMANAC in which it is located. The header will always appear at the top of the article screen.

Copying Annotations

You can copy an annotation and paste the text as an annotation to another article.

1. Open the article that contains the note you want to copy.
2. Open the note by clicking on the paper clip button to the right of the article header.
3. Select the COPY button.
4. The note is now copied to the Windows Clipboard.
5. Press the CANCEL button to remove the Annotate dialog box from the screen.
6. Open the article to which you would like to add the note.
7. Select Annotate from EDIT menu, or click on the paper clip button in the Toolbar.
8. Select the PASTE button.
9. Select the SAVE button.

See Also

Annotate

Viewing Annotations

Adding Annotations

Deleting Annotations

Deleting Annotations

1. Open the article from which you would like to delete the annotation.
2. Select Annotate from the EDIT menu, or click on the paper clip button in the [Toolbar](#).
3. Select the DELETE button in the Annotate dialog box.

See Also

[Annotate](#)

[Adding Annotations](#)

[Viewing Annotations](#)

[Copying Annotations](#)

Copy

Copy in the EDIT menu allows you to copy graphics or selected text to the clipboard.

To Copy Text

1. Select the section of the article to be copied by holding the left mouse button and dragging over the text.
2. Select Copy from the EDIT menu on the Menu Bar or click on the Copy button on the Toolbar.
3. The text is copied to the Windows Clipboard.

To Copy Graphics

1. Open the chart, cover, map, or photo that you would like to copy to the Clipboard.
2. Select Copy from the EDIT menu on the Menu Bar or click on the Copy button in the the Toolbar.
3. The graphic is copied to the Windows Clipboard.
NOTE: Copying graphics is not supported on systems with 16 color VGA.

See Also

Save As

Edit

Clipboard

The Clipboard stores information that is copied from an application. The copied information may then be pasted into other applications.

Using Search

The Search feature is a tool to help you find specific [articles](#) and [graphics](#). Instead of browsing through the TIME ALMANAC looking for them, you can enter specific words that describe the information you are looking for.

1. Select Search from FILE on the [Menu Bar](#) or click on the magnifying glass button in the [Toolbar](#).
2. Type your search words in the search word box. You may enter [as many words as you like](#), separating each with a space.
3. After you have entered the search words you want, click on OK or press [ENTER].
4. If you are satisfied with the number of entries you have found, you can open one by clicking on its title or using the [Up/Down] arrow keys to highlight the entry and pressing [ENTER]. Selecting a title takes you to the first place where a search word appears in that entry. The word will appear highlighted. Use Find (under EDIT on the [Menu Bar](#)) to find other occurrences of your search words.
5. Press [ESC] to return to the Search dialog.

See Also

[Word List](#)

[Search Hints](#)

[Find](#)

[File](#)

(up to 255 characters total)

Search Hints

- The more search words you use, the more accurate your search will be in finding exactly those articles or specific topics you are looking for.
- If the entries don't provide the information you're looking for, you can change the search words and repeat the process until you find what you want.
- In Search lists, the titles of all the articles will appear first, followed by the titles of all photos, videos, charts, and maps, in that order. Since any Search will most likely find many more articles than any other type of entry, remember to go to the end of the list to see if there are any graphic entries.
- If your Search resulted in no entries, review those words which were not found and check them against the Word List.
- If the words you entered are too vague or general, Search may yield a much greater number of entries than you want to look through. In that case, you can try new, more descriptive search words.

See Also
[Using Search](#)

The Word List

The Word List contains every word that occurs in the contents of the TIME ALMANAC. If you type a word, and you're not sure if the word is in the database or if you want to check its spelling, the Word List will automatically display the alphabetically closest word.

1. To replace the word you typed with a word from the Word List, press [TAB] or click on the Word List box, then scroll through the list using the [Up/Down] or [PgUp/PgDn] arrows or the mouse. As you scroll through the Word List, the program automatically replaces the word you typed with the highlighted word.
2. When you are ready to make your selection, press [SHIFT]+[TAB] to return to the search word line (or click there with the mouse).
3. Press [ESC] to return to the Search form without choosing any words from the Word List.
4. At this point you can add more search words or select the OK button to begin your Search

See Also

[Using Search](#)

[Search Hints](#)

(It does not include words from menus or NewsQuest, or unimportant words such as a/an, in, the, etc.)

Articles and Links

To move around an article with the mouse, use the scroll bar to move up or down a page at a time. With the keyboard, use the [Up/Down] arrows or [PgUp/PgDn] to advance the page.

You can go directly to the Contents Screen from within an article by selecting "Contents" from BROWSE on the Menu Bar.

Many articles contain Links to other articles, videos, photos, charts, and maps. An article has one or more Links available when the word LINKS appears on the Menu Bar. In articles with Links, you may find more Links available from the linked articles.

See Also

[Printing Articles and Graphics](#)

[Saving Articles and Graphics](#)

[Browse](#)

[Links](#)

[The Contents Screen](#)

[The Menu Bar](#)

Links

When you select LINKS from the Menu Bar by clicking on it with the mouse or pressing [ALT] and then [L] on the keyboard, the title(s) of the specific Link(s) is displayed below it.

Select a Link with the mouse by clicking on its title or with the keyboard by pressing the number of the Link you want to select.

If you don't want to view any of the Links, use the mouse or keyboard to move to another Menu Bar entry or press [ESC] to remove the Links drop-down menu from the screen.

See Also

[Articles and Links](#)

[The Menu Bar](#)

Links

Links allow you to go directly to related material, without having to browse or search for the connections. Each network of related materials serves as a "map" of a major issue, event, or trend, tracing its evolution from the perspective of different points in time, from the 1920s to the present.

Browse

BROWSE entry on the [Menu Bar](#) provides a quick and easy way to look up and view any video, photo, chart, cover, or map. Browse is organized by list in those categories: Videos, Photographs, Charts, Covers, Maps.

Browse also allows you to quickly return to the Contents Screen from any point in the program by selecting "Contents" from the Browse drop-down menu

See Also

[Contents Screen](#)

[Menu Bar](#)

[Playing Videos](#)

[Saving Articles and Graphics](#)


[Printing Articles and Graphics](#)


Videos

The TIME ALMANAC contains nearly 60 minutes of video clips from CNN NEWSROOM and historical footage.

Video entries may be accessed from BROWSE on the [Menu Bar](#), from [Links](#), or as entries in [TIME Portraits](#) and [TIME Highlights](#).

When you open a video, it will begin to play automatically.

To pause the video while it is playing, click on the "pause" button  or type [CTRL]+[P].

To resume playing, click on the "play" button  or type [CTRL]+[P] again.

You can escape from a video at any time by pressing [ESC].

See Also

[Browse](#)

[Video Playback Hints](#)

[Screen Modes and Video Cards](#)

[Sound Board Problems and Hints](#)

