TIME Almanac of the 20th Century

Contents for TIME Almanac of the 20th Century Help

Introduction to the TIME Almanac of the 20th Century
About America Online

How To...
Access the Contents of   the TIME Almanac of the 20th Century
Use the Toolbar
Access TIME Online via America Online
Accessing TIME World Wide via the Internet
Register This Product

Toolbar Commands
The Toolbar
The Researcher
NewsQuest
Back
< Previous
> Next
Using Search
Show
Copy
Print
Mark
Note
Help
America Online

Articles
About Articles
Headers

Graphics and Videos
Using Show
Playing Videos
Slide Show

Search
Using Search
Search Hints
The Word List

Troubleshooting
System Requirements
Memory Requirements and Hints
CD-ROM Drive Requirements and Hints
Screen Modes and Video Cards
Sound Board Problems and Hints
Video Playback Hints

User Support
America Online's Tech Support BBS
America Online's Telephone Tech Support
America Online: Automatic Sign-on

TIME Almanac of the 20th Century

System Requirements

To get the best overall performance while running the TIME Almanac of the 20th Century, you need a Multimedia PC (MPC) or equivalent computer which meets the following minimum system requirements:

- 486SX microprocessor or higher
- 4 MB of available RAM
- 1.0 MB of hard disk space
- MPC compliant Double Spin CD-ROM drive
- Microsoft CD-ROM extensions (MSCDEX) version 2.2 or later
- Video card capable of displaying at least 256 simultaneous colors.
- Windows compatible audio board (16-bit recommended)
- Headphones or speakers attached to the audio board (not the CD-ROM drive)
- Modem: This is optional but must be present to access America Online.

Running TIME Almanac of the 20th Century and America Online

To get the best overall performance while running both the TIME Almanac of the 20th Century and America Online, you need approximately 6 megabytes of available sytem memory (RAM).   If you do not have 6 megabytes of available memory, both products will begin using virtual memory.   If virtual memory starts to run low, the TIME Almanac will shut down when you sign-on to America Online.

If the TIME Almanac automatically shuts down while you are connected to America Online, you can restart the program once you have signed off.

America Online's Automatic Sign-On

To automatically sign-on to the TIME Magazine forum, you must have America Online version 2.01 installed to your system.   Automatic sign-on is not supported in version 2.0.   If you have America Online version 2.0 currently installed, the AOL toolbar button in the TIME program will connect you to America Online's sign-on screen.   From there you must manually sign-on.

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

TIME Almanac of the 20th Century

Sound Board Problems and Hints

Problem: No Sound

■   This program makes use of special audio compression routines that are included with Microsoft Video for Windows 1.1.   Try re-installing Video for Windows 1.1 or greater.

■   Other applications that play sounds may interrupt audio in the TIME Almanac of the 20th Century 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 of the 20th Century.

■   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 of the 20th Century 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 you have lower quality speakers, 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 of the 20th Century 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 of the 20th Century 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 of the 20th Century, 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

TIME Almanac of the 20th Century

Video Playback Hints

Problem: No Video Playback

The TIME Almanac of the 20th Century uses Microsoft's Video for Windows 1.1 to play video clips in the program.   If you do not have Video for Windows 1.1   already installed on your hard drive, the TIME Almanac of the 20th Century 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 TIME Almanac of the 20th Century 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 VFW11.

3. Once inside the VFW11 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.

Please note that video device drivers which support 256 colors are not included in the TIME Almanac of the 20th Century.   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.

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 of the 20th Century 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 of the 20th Century to your hard drive.   Videos have the .AVI file extensions and are located in the \videos subdirectories (example: \videos\90s\russia.avi) on the compact disc.   Once copied, use the Windows Media Player (mplayer.exe) 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:

TIME Almanac of the 20th Century

Screen Modes and Video Cards

The TIME Almanac of the 20th Century is designed to run in 256 colors.   To display 256 colors, you need a 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.

Please note that video device drivers which support 256 colors are not included in the TIME Almanac of the 20th Century.   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.

See Also:
System Requirements
Video Playback Hints

You need an MPC compliant Double-speed CD-ROM drive to run all TIME Almanac of the 20th Century features optimally, especially videos.   Specifically, your CD-ROM player must have a data transfer rate of 300 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.

TIME Almanac of the 20th Century

Introduction

Welcome to the TIME Almanac of the 20th Century where you will experience a century of history as reported in TIME magazine and captured on historical newsreels and films. Covering the wonders of the Wright Brothers' first flight to present-day Space Shuttle launches; the Presidency from McKinley to Clinton; international relations from World War I to Bosnia and the West Bank today; the rise and fall of Communism, and many other themes, over 2,000 articles are illustrated with nearly an hour of videos, and over 500 photos, charts, and covers. The magazine page format of graphical menus makes it easy to travel through the 20th Century via this multimedia magazine.

Each decade section of the TIME Almanac of the 20th Century provides highlights of the news of the decade, in-depth Portraits of important people with narrated photo essays, cover stories of men and women featured as TIME Man of the Year, coverage of Presidential Elections, and collections of thematic topics that have been featured in the news throughout the century. All the news comes to life in the videos, photos, charts, and covers that illustrate each topic.

As multimedia changes the way we access information, we hope that the TIME Almanac of the 20th Century will help you explore the past in new ways that will expand your future. We look forward to hearing from you as we develop new leading edge products to keep you informed about our ever-changing world.

TIME Almanac of the 20th Century

CD-ROM Drive Requirements and Hints

MPC Compliance
You need an <u>MPC compliant</u> Double-speed CD-ROM drive to run all program features optimally, especially videos.   If you do not have an MPC compliant CD player, the TIME Almanac of the 20th Century 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 of the 20th Century"
If the TIME Almanac of the 20th Century cannot find the data files it needs to start the program, it will display the message -- "Cannot find the TIME Almanac of the 20th Century -- Insert Disc."   To correct this problem, try the following:

1. Make sure the TIME Almanac of the 20th Century 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:
<u>System Requirements</u>
<u>Video Playback Hints</u>

TIME Almanac of the 20th Century

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 TIME Almanac of the 20th Century requires approximately 4 MB of RAM to function properly and run smoothly.   To get the best overall performance while running both the TIME Almanac of the 20th Century and America Online, you need approximately 6 megabytes of available sytem memory (RAM).

If you do not have 6 megabytes of available memory, both products will begin using virtual memory.   If virtual memory starts to run low, the TIME Almanac will shut down when you sign-on to America Online.

If the TIME Almanac automatically shuts down while you are connected to America Online, you can restart the program once you have signed off.

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 4-6 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 4 MB of high memory, you will not be able to open many windows in the program, although it will run.   The only solution to low memory (less than 4 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 it's 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 of the 20th Century, 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:
  <u>System Requirements</u>

TIME Almanac of the 20th Century

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 Monday through Friday during the hours of 9 AM to 6 PM Eastern Standard Time at 404-428-0008 to get help from our technical department. To better assist you, we ask that you call while at your computer.

On-line support is available to CompuServe members in the SoftKey forum (GO SOFTKEY).

Also, please read the 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 call **1-800-845-8692** and register as soon as you open the package!

TIME Almanac of the 20th Century

TIME Almanac of the 20th Century

SoftKey International, Inc.
One Athenaem Street
Cambridge, MA   02132

To register call 1-800-845-8692

TIME Almanac of the 20th Century

The Contents Screen

The Contents Screen is the first screen that appears when you open the TIME Almanac of the 20th Century. From this screen, you can easily use the Toolbar to   jump to any decade of the 20th Century.

See Also:
Accessing the Contents of   the TIME Almanac of the 20th Century
Graphical Menus

TIME Almanac of the 20th Century

Accessing the Contents of the TIME Almanac of the 20th Century

The top row of the double toolbar at the bottom of your screen allows you to access any section of the contents arranged by decade.

On the decade graphical menus, there are hotspots that allow you to view several categories of content. From each decade, you can select articles, videos, and photos in Top Stories, Portraits, Elections, Man of the Year and two or three thematic topics.

Most of the TIME articles were published in the decade that they appear with the exception of the thematic topics and the section labeled "Before TIME."   Before TIME is a mostly pictorial overview of 20th Century events before TIME began publishing in 1923. The articles in this section were published later in TIME as retrospective features. The thematic topics link articles from all the decades.

Top Stories

Articles, videos, and photos of news highlights grouped by decade for 1920-1970 and by year for the 1980s and 1990s.

Portraits

Articles, videos, and narrated photo essays about 11 major TIME cover subjects. Subjects appear in the decade in which they were most prominent.

Elections

Articles, candidate photos, videos and electoral maps of each presidential election since 1900.

Man of the Year

Articles and covers for each TIME Man of the Year from 1927-1993.

Topics

Articles, videos, photos, charts and covers grouped by theme. Topics link articles and graphics across the decades.   Two or three of these topics are available in each decade. Topic subjects are Immigration, World War I, Crime and Prohibition,   Communism, The Depression, Fascism, War in the Pacific, War in Europe, The Homefront, The Post-War World Takes Shape, Modern Living, The Cold War, The Korean War, The Third World Rises, Civil Rights, The Vietnam War, Space, Energy, The Aftermath of the Vietnam War, Global Politics, The Economy, The Environment, Russia, and The Middle East.

America Online

The AOL toolbar button directly connect to TIME Online via America Online.   TIME Online is the interactive electronic version of TIME Magazine.   Download and read the latest week's articles and covers, write to the magazine's editors, or just browse through TIME's archives!

See Also:
The Toolbar
Graphical Menus

<u>List Menus</u>

TIME Almanac of the 20th Century

Graphical Menus

Graphical menus are screens that present a series of pictorial hotspots. You can select information for viewing by clicking on the hotspots.   An example of a graphical menu is the TIME Almanac of the 20th Century's 1990s Screen.

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

See Also:
Accessing the Contents of the TIME Almanac of the 20th Century
List Menus

TIME Almanac of the 20th Century

List Menus

List menus display entries in a hierarchical list.

To manipulate a list 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 colored 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.   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.

List 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 Top Stories of the 1990s, each entry includes either a page icon (representing an article) or a closed book icon (representing a group of articles). Clicking on the page icon displays the selected article.   Clicking on the closed book icon opens the book and displays its enclosed articles.   Notice that the book icon now appears open . To close the book icon, select the issue title again.

See Also:
Accessing the Contents of the TIME Almanac of the 20th Century
Graphical Menus

Search [S]
Look for specific articles and graphics that contain words entered in the search dialog box.

TIME Almanac of the 20th Century

The Toolbar

The Toolbar appears at the bottom of the screen. It provides easy mouse access to all the content areas as well as navigation and utility functions.   To select a toolbar button, click on it once with the left mouse button.

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See Also:
  The Toolbar
  Graphical Menus
  List Menus

TIME Almanac of the 20th Century

The Toolbar
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Researcher
To view a record of your travel through the contents. A list of each menu and file that you already opened in the Almanac is displayed. Any articles, videos, photos, and menus that you marked or made notes about are marked with icons on the list. By clicking on an item in the list, you may return to that item.

Before TIME through 1990s
To view the graphical menu of contents about a decade. You can move from decade to decade by clicking on any toolbar button with a decade year.

NewsQuest
To play a newsroom quiz game with more than 2,000 questions and quotes taken from TIME Magazine. The goal of the game is to successfully fill in five quotes from TIME by the end of your day as a magazine researcher.

Back [Esc]
To move back to the previous window.

Next [>] [right arrow key]
To move to the next item on a list menu. If you select an article from a list and wish to page forward to the article that follows it on the list, click on [>]. [>] also allows you to move to the next decade graphical menu or the next hotspot on the decade menu. If you are on the last item in a list or in the Show graphical menu, [>] will not be active.

Previous [<] [left arrow key]
To move to the previous item on a list menu. If you select an article from a list and wish to page back to the article that precedes it on the list, click on [<]. [<] also allows you to move to the previous decade graphical menu or the previous hotspot on the decade menu. If you are on the first item in a list or in Before TIME, [<] will not be active.

Search [S]
To look for specific articles and graphics that contain words that you enter in the Search window.   Click on SEARCH to open a window and enter up to nine words on the search line. When you click the OK button, Search finds the files that contain all of the words that you entered.

If you enter two or more words, you can select an option to search for files that contain those words only when they occur next to each other by clicking on the Adjacent Words button. When you click the OK button, Search finds files that contain your specific words only in the order that you entered them.

America Online
Directly connect to America Online's TIME Magazine Forum and other areas.   Download and read the latest week's articles and covers, write to the magazine's editors, or just

browse through TIME's archives. more

Show
To view any of the videos, photos, charts and covers. Clicking on SHOW opens a graphical menu that allows you to view a list of all the graphics in the Almanac.   Clicking on an item on the list displays the item or starts the video.

Mark [M]
To mark articles or graphics for future reference so that you can return to them later, view them again, and print them. You may also mark graphical menus.   The Researcher shows all currently marked items.

Note [N]
To make notes about articles and graphics. If you wish to record any information about an article or graphic, click on NOTE to open a dialog box that allows you to create a note or paste highlighted text from an article onto the clipboard.

Print [P]
To print an article, selected text from an article, or a graphic, and to change your printer settings.   Click on PRINT to open a dialog box that gives you options for printing. All articles that you print will include a copyright notice which you must include in any further use of the material.

Copy [C]
To copy text or graphics to the Windows clipboard. Click on COPY to copy an entire article or a graphic that you are viewing to the clipboard. You can select a portion of text, by holding down the left mouse button and dragging the mouse across the text to highlight it. Then click on COPY to place that text on the clipboard.

Help [F1]
To get help or information about the Almanac. Click on HELP to open a window with information that helps you learn to use the Almanac.

See Also:
Slide Show

TIME Almanac of the 20th Century

NewsQuest

To play a newsroom quiz game with more than 2,000 questions and quotes taken from TIME Magazine. The goal of the game is to successfully fill in quotes from TIME by the end of your day as a magazine researcher. While playing the game, you may search the Almanac for help with the questions.

For more help with the NewsQuest game, select the Help button after starting the game.

TIME Almanac of the 20th Century

Researcher

To view a record of your travel through the contents. A list of each menu and file that you already opened in the Almanac is displayed. Any articles, videos, photos, and menus that you marked or made notes about are marked with icons on the list. By clicking on an item in the list, you may return to that item.

TIME Almanac of the 20th Century

Mark

The Mark function helps you mark menus, articles, or graphics that you wish to view again later.   Any items that you have previously marked are listed in the Mark dialog box. You can also delete items from the marked list.

See Also:
The Toolbar
Adding Marks
Deleting Marks

TIME Almanac of the 20th Century

Mark

The Mark function helps you mark menus, articles, or graphics that you wish to view again later.   Any items that you have previously marked are listed in the Mark dialog box. You can also delete items from the marked list.

See Also:
The Toolbar
Adding Marks
Deleting Marks

TIME Almanac of the 20th Century

Adding Marks

To mark a menu, article, or graphic, click on the MARK button on the Toolbar when you are viewing the item.   When the Mark dialog box opens, the title of the item appears in the list box.   Click on OK to mark the item.   This adds the title to the list of marked items and inserts a ribbon icon beside the article header and on the Researcher list.

See Also:
  Mark
  Deleting Marks

All videos, photos, charts and covers are referred to as "graphics." Videos cannot be printed or cut to the clipboard.

All text entries, including TIME articles and Almanac statistical charts are referred to as "articles."

TIME Almanac of the 20th Century

Previous [<] [left arrow key]

To move to the previous item on a list menu. If you select an article from a list and wish to page back to the article that precedes it on the list, click on [<]. [<] also allows you to move to the previous decade graphical menu or the previous hotspot on the decade menu. If you are on the first item in a list or in Before TIME, [<] will not be active.

TIME Almanac of the 20th Century

Next [>] [right arrow key]

To move to the next item on a list menu. If you select an article from a list and wish to page forward to the article that follows it on the list, click on [>]. [>] also allows you to move to the next decade graphical menu or the next hotspot on the decade menu. If you are on the last item in a list or in the Show graphical menu, [>] will not be active.

TIME Almanac of the 20th Century

Back [Esc]

To move back to the previous window.

TIME Almanac of the 20th Century

Deleting Marks

To delete a mark from a menu, article, or graphic, click on the MARK button on the Toolbar.   When the Mark dialog box opens, use the arrow keys to highlight the title of the item and click on the Delete button.   This removes the title from the list of marked items and removes the Mark icon from the item and from the Researcher list.

See Also:
Mark
Adding Marks

TIME Almanac of the 20th Century

Printing Articles and Graphics

Any article or graphic may be printed directly from the TIME Almanac of the 20th Century by clicking on the PRINT button on the Toolbar. If your printer cannot print graphics, the Print command is disabled when the active window contains a photo, cover, or chart.

All articles 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.

TIME Almanac of the 20th Century

Find

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

To display the   Find dialog while viewing an article, press the F3 button. 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:
<u>Using Search</u>

TIME Almanac of the 20th Century

Note

The NOTE button on the Toolbar allows you to create notes to accompany articles. This feature is helpful if you wan to record any references to other articles or graphics or copy a bibliographical reference, or save a quotation.

Articles that contain a note display a paper clip to the left of the article's header when the article is displayed or next to the article's title on a list   menu.

See Also:
Researcher
Adding Notes
Deleting   Notes
Viewing   Notes
Copying   Notes

TIME Almanac of the 20th Century

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See Also:
Researcher
Adding Notes
Deleting   Notes
Viewing   Notes
Copying   Notes

TIME Almanac of the 20th Century

Adding Notes

1. Click the NOTE button on the Toolbar.
2. In the Note 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:
Note
Viewing Notes
Copying Notes
Deleting Notes

TIME Almanac of the 20th Century

Viewing Notes

When you have annotated an <u>article</u>, the paper clip icon will appear next to the article's <u>header.</u>

To view your note
Open the article, and click the paper clip icon next to the article's header.

See Also:
<u>Annotate</u>
<u>Adding Notes</u>
<u>Deleting Notes</u>
<u>Copying Notes</u>

Header

Every article includes a header that indicates the title of the article and the section of the TIME Almanac of the 20th Century in which it is located. The header will always appear at the top of the article screen.

TIME Almanac of the 20th Century

Headers

Every article includes a header that indicates the title of the article and the section of the TIME Almanac of the 20th Century in which it is located. The header will always appear at the top of the article screen.

TIME Almanac of the 20th Century

Copying Notes

You can copy a Note and paste text as a Note 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 icon to the left of the article's header.
3. Select the COPY button.
4. The note is now copied to the Windows Clipboard.
5. Press the CANCEL button to remove the Note dialog box from the screen.
6. Open the article to which you would like to add the note.
7. Click on the NOTE button on the Toolbar.
8. Select the PASTE button.
9. Select the SAVE button.

See Also:
Note
Viewing Notes
Adding Notes
Deleting Notes

TIME Almanac of the 20th Century

Deleting Notes

1. Open the article from which you would like to delete the Note.
2. Click on the NOTE button on the Toolbar.
3. Select the DELETE button in the Note dialog box.

See Also:

Notes
Adding Notes
Viewing Notes
Copying Notes

TIME Almanac of the 20th Century

Copy

The COPY button on the Toolbar allows you to copy contents of articles and graphics to the Windows 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. 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. Click on the COPY button in the the Toolbar.
3. The graphic is copied to the Windows Clipboard.

See Also:
The Toolbar
Slide Show

Clipboard

The Clipboard stores articles and graphics that are copied from the TIME Almanac of the 20th Century.   The copied information may then be pasted into other applications.

TIME Almanac of the 20th Century

Using Search

The Search feature is a tool to help you find specific articles and graphics. Instead of browsing through the TIME Almanac of the 20th Century looking for them, you can enter specific words that describe the information for which you are looking.

1. Click on SEARCH on the Toolbar.

2. Type your search words in the search word box. You may enter up to nine words. 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 view an item 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 occurrence in that entry of the first search word. The word appears highlighted. Use the Find function by pressing [F3] to find other occurrences of your search words within the entry.

5. Press [ESC] to return to the Search dialog.

Refining Your Search

If your search results in a long list of entries, you may wish to use several Search features that help refine the results.   Return to the Search Dialog by clicking on the Search Button.

1. After your first search results are posted, you may reduce the results by clicking on the Refine Search button then enter new   words in the Search word box. Search looks for the new words and the previous search keywords and produces a list of files that contain both sets of words.

   Example: Searching using the keyword "WAR" results in over a thousand entries.   To search for additional keywords, within these articles, click on the Search button,   click on the Refine Search box, then type in other keywords like "GERMANY".   After clicking the OK button, a list of articles including the words "WAR" and "GERMANY" will be displayed.

2. Use the   "Include" box to select types of files. You may limit your search to words found in articles, charts,   video and photo captions, or covers.   Click the graphic icon to select or deselect   a file type.   The green check mark indicates that the file type is selected.   A red X indicates that the file type is not included in the search.

3. Use the "Search for:" feature to search for paired words, like proper names. When you type two or more words into the search box, the Adjacent Words button becomes available. If you select Adjacent Words, your search will be

limited to finding the exact phrase that you enter into the search word box.

Example: A search for the two words "COMMUNIST" and "REVOLUTION" results in a list with over 150 articles.   While the same keywords, using the Adjacent Words option results in only a manageable few.

See Also:
Word List
Search Hints
Search Dialog
Find

TIME Almanac of the 20th Century

Using Search

The Search feature is a tool to help you find specific articles and graphics. Instead of browsing through the TIME Almanac of the 20th Century looking for them, you can enter specific words that describe the information for which you are looking.

1. Click on SEARCH on the Toolbar.

2. Type your search words in the search word box. You may enter up to nine words 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 view an item 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 occurrence in that entry of the first search word. The word appears highlighted. Use the Find function by pressing [F3] to find other occurrences of your search words within the entry.

5. Press [ESC] to return to the Search dialog.

Refining Your Search

If your search results in a long list of entries, you may wish to use several Search features that help refine the results.   Return to the Search Dialog by clicking on the Search Button.

1. After your first search results are posted, you may reduce the results by entering more words in the Search word box, then clicking on the Refine Search button.   Search looks for the new words and the old words and produces a list of files that contain both sets of words.

    Example: Searching using the keyword "WAR" results in over a thousand entries.   To search for additional keywords, within these articles, click on the Search button,   click on the Refine Search box, then type in other keywords like "GERMANY".   After clicking the OK button, a list of articles including the words "WAR" and "GERMANY" will be displayed.

2. Use the   "Include" box to select types of files. You may limit your search to words found in articles, charts,   video and photo captions, or covers.   Click the graphic icon to select or deselect   a file type.   The green check mark indicates that the file type is selected.   A red X indicates that the file type is not included in the search.

3. Use the "Search for:" feature to search for paired words, like proper names. When you type two or more words into the search box, the Adjacent Words button becomes available. If you select Adjacent Words, your search will be

limited to finding the exact phrase that you enter into the search word box.

Example: A search for the two words "COMMUNIST" and "REVOLUTION" results in a list with over 150 articles.   While the same keywords, using the Adjacent Words option results in only a manageable few.
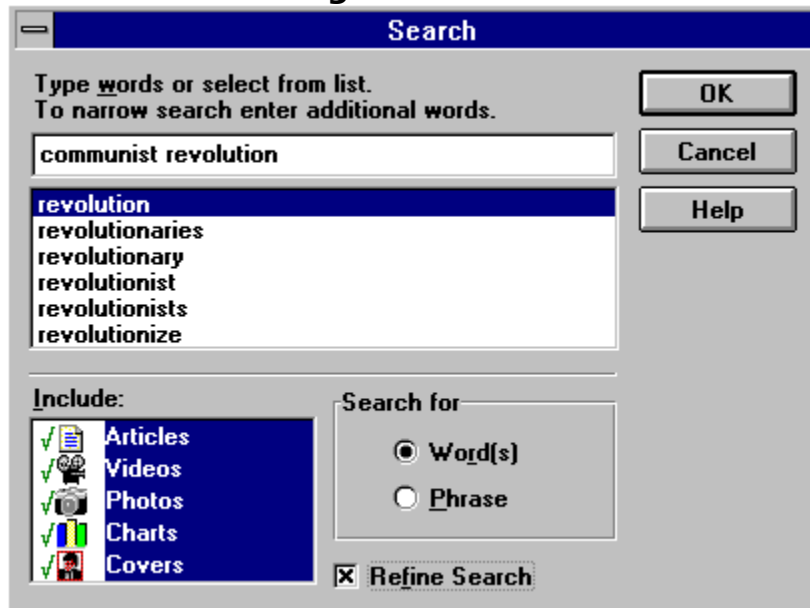
See Also:
Word List
Search Hints
Search Dialog
Find

TIME Almanac of the 20th Century

The Search Dialog

Search

Type words or select from list.
To narrow search enter additional words.

communist revolution

revolution
revolutionaries
revolutionary
revolutionist
revolutionists
revolutionize

OK

Cancel

Help

Include:

√ Articles
√ Videos
√ Photos
√ Charts
√ Covers

Search for

◉ Word(s)

○ Phrase

☒ Refine Search

Refine

Allows you to add additional keywords to your previous search.

Search for:
Allows you to search for people and place names.

Include

Allows you to limit your search to text or graphic types: articles, covers, photos, charts, and videos.

Word List

A list of words that are indexed in the Almanac.   You can use this list as a guide for spelling.

Word Box

Enter the search keywords.   You can type up to nine words.

(up to 255 characters total)

TIME Almanac of the 20th Century

Search Hints

▬   The more search words you use, the more accurate your search results will be. Entering only one word in the Search word box can result in an unusually long list of items. Many may simply contain your search word but have little to do with your topic of interest.

▬   If the entries do not provide the information you are looking for, you can change the search words and repeat the process until you find what you want.

▬   In the Search results list the titles of all the <u>articles</u> appear first, followed by the titles of all photos, videos, charts, and maps, in that order. Since any search most likely finds many more articles than any other type of entry, remember to go to the end of the list to see if there are any <u>graphic</u> entries.

▬   If your search results in no entries, review those words not found and check them against the <u>Word List</u>.

▬   If the words you enter are too vague or general, Search may yield a much greater number of items than you want to look through.   By clicking on Search again, then selecting the Refine Search option, you can search for additional words in articles that were found in the previous search.   The scope of the search can be further reduced by unchecking items from the include section of the search dialog box.

 See Also:
   <u>Using Search</u>

TIME Almanac of the 20th Century

The Word List

The Word List contains <u>every word</u> that occurs in the contents of the TIME Almanac of the 20th Century. 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   closest word that matches alphabetically .

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. At this point you can add more search words or select the OK button to begin your Search

See Also:
<u>Using Search</u>
<u>Search Hints</u>

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

TIME Almanac of the 20th Century

About Articles

To move around an <u>article</u> with the mouse, click on the scroll bar to move up or down a page at a time or click on the up and down arrows above and below the scroll bar to move a line at a time. With the keyboard, use the [Up/Down] arrows or [PgUp/PgDn] to advance the page.

See Also:
<u>Printing Articles and Graphics</u>
<u>Show</u>
<u>The Contents Screen</u>

TIME Almanac of the 20th Century

Show

The Show function provides quick access to all the graphic elements of the TIME Almanac of the 20th Century.   Click on the SHOW button on the Toolbar.   When the graphical menu is displayed, you can select videos, photos, charts, or covers.   A click on any of the graphic hotspots reveals a list of all the items in that category.   Clicking on the item displays the graphic or starts the video.

See Also:
  Playing Videos
  Printing Articles and Graphics

TIME Almanac of the 20th Century

Show

The Show function provides quick access to all the graphic elements of the TIME Almanac of the 20th Century.   Click on the SHOW button on the Toolbar.   When the graphical menu is displayed, you can select videos, photos, charts, or covers.   A click on any of the graphic hotspots reveals a list of all the items in that category.   Clicking on the item displays the graphic or starts the video.

See Also:
 Playing Videos
 Printing Articles and Graphics

TIME Almanac of the 20th Century

Videos

- The TIME Almanac of the 20th Century contains historical video footage.

- Video entries may be accessed from SHOW on the Toolbar, or as entries in graphical menus throughout the Almanac.

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

- To pause the video while it is playing, click on the "stop" button

  .

- To resume playing, click on the "play" button

  .

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

See Also:
Show
Video Playback Hints
Screen Modes and Video Cards
Sound Board Problems and Hints

NewsQuest
Play a newsroom quiz game.   more

Back [Esc]

Return to the previous window. <u>more</u>

Next [>] [right arrow key]
Move to the next decade menu or item on a list.   <u>more</u>

Previous[<] [left arrow key]
Move to the previous decade menu or item on a list.   <u>more</u>

Search [S]
Look for specific articles and graphics that contain words entered in the search dialog box.   <u>more</u>

Show

View lists of all videos, photos, charts and covers.   <u>more</u>

Mark [M]

Mark any screen, article or graphic for later viewing. <u>more</u>

Note [N]

Make, view or delete notes in articles and graphics. [more](#)

Print [P]

Print selected text, an entire article, or a graphic and change printer settings.   <u>more</u>

Copy [C]
Copy text or graphics to the clipboard.   more

Help [F1]
To get help.

Researcher

View a list of previously opened articles or graphics with marks and notes indicated. <u>more</u>

Before TIME through 1990s
View the graphical menu of a decade. <u>more</u>

TIME Almanac of the 20th Century

Slide Show

TIME Almanac of the 20th Century has 12 narrated slide shows as well as numerous unnarrated slide shows. Slide shows are collections of photos about a single topic.

On the graphical menus, photo slide shows are indicated by two camera icons. Click on the pictorial hotspot to play a slide show automatically.

To stop a   slide show, click on PAUSE on the toolbar at the bottom of the screen.   When the slide show is paused, you can manually advance or reverse the show one picture at a time by clicking on the NEXT [>] and PREVIOUS [<] buttons on the toolbar.

When the slide show is paused, the Copy, Print, Mark, Note, and Help functions are available.

To resume playing the slideshow, click on PLAY. The show resumes at the next frame and plays automatically to the end.

To leave the slide show for another part of the Almanac, click on BACK.

See Also:
The Toolbar

TIME Almanac of the 20th Century

Accessing TIME Online via America Online

TIME Online is the electronic, interactive version of TIME Magazine.

You will participate in an experiment in which the world's oldest and largest newsmagazine plugs into the world's newest and fastest-growing medium.

The text of the current issue appears online each Sunday by 4 p.m., EST.   The text of the stories that appear in TIME's international editions (but are not available in the U.S.) appear each Wednesday.

Every week, a few stories don't make it into TIME Magazine because of space limitations and late-breaking news.   As a bonus to **TIME Online** readers, some of these stories appear every week in the forum at the end of current issue, only in **TIME Online**.

TIME Daily, an exclusive new service of **TIME Online**, provides TIME's view of today's late news, with pointers to message board topics.   The Daily goes online every weekday (except holidays) at 8:00 PM Eastern Time.

TIME Press Conferences are real-time online interviews with newsmakers, authors, moviemakers, and TIME staffers.   We announce them in What's Hot, and on AOL promotional screens.   Transcripts of past press conferences can be downloaded from the Press Conferences area.

In addition, back issues of TIME Magazine starting with the one dated August 30, 1993, are available and can be searched by keywords.   The back issues are all located in the Service Center & Archives area; just click on the button to get there.

WHAT'S HOT provides a guide to what's current in **TIME Online**--the current U.S. and International issues, TIME Daily, **TIME Online** message boards, and more.

Also, there are 12 Message Boards organized by subject matter (for instance, National Affairs, People, Science and Technology) where **TIME Online** readers   and TIME writers and editors can meet to discuss current events.

To read the current issue, find the titles of the stories that interest you (using the scroll bar to move up and down the list of story titles) and double-click on the ones you want to read.

To search past issues, visit the message boards, or send letters to the editor for publication, just click on the appropriate icon.   In addition, you can subscribe to the print edition of TIME in the Service Center & Archives area.

A tip on reading the message boards: after you've been through the boards once, use the Find New, Read First Message and Next Message icons on subsequent visits. That way you can quickly catch up on new postings and don't have to revisit the messages you have already read.

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Use of TIME Online is subject to the terms and conditions of the subscriber's membership agreement with America Online. TIME Magazine and TIME Online are not responsible for material appearing on the **TIME Online** message boards, except for material signed by someone identified as a representative of TIME Magazine. Nevertheless, TIME Magazine and America Online both retain the right to remove messages or material that either, in its sole discretion, deems abusive, defamatory, obscene or otherwise unacceptable under the membership agreement with America Online.

See Also:
About America Online
Accessing TIME World Wide via the Internet
America Online's Tech Support BBS
America Online's Telephone Tech Support
America Online: Automatic Sign-on

TIME Almanac of the 20th Century

About America Online

Join the hottest online service available!   When you sign-on to America Online, you'll be able to:

- Participate in live conferences with top newsmakers.
- Engage in fiesty debates with the nation's leading magazine readers and editors.
- Search for information on the arts, sciences, literature, hobbies, games, software, consumer products, famous people, Congress and hundreds of other topics.
- Talk and discuss issues with other users in one of the many Chat Rooms.
- Download graphics, videos and sound from newly released movies or your favorite television show!
- Download different shareware computer programs.   Try out the latest software for personal finance, home inventory, games, add-ons to your favorite programs, interactive multimedia kits, graphic utilities and many more.   Find one that meets your specific computer needs.

Match your interests, find out what's new online, discover our most loved services, and make your time online fun and informative.   America Online is only $9.95 per month for 5 hours. New users receive the first 10 hours online free of charge.   Start by clicking on the AOL toolbar button and sign-on to America Online today!

See Also:
Accessing TIME Online via America Online
Accessing TIME World Wide via the Internet
America Online's Tech Support BBS
America Online's Telephone Tech Support
America Online: Automatic Sign-on

TIME Almanac of the 20th Century

America Online's Tech Support BBS

The America Online Technical Support BBS provides connection and troubleshooting information, local access numbers, modem drivers, and the latest releases of America Online software for downloading and upgrading.   This BBS is available 24 hours a day, at speeds up to 14,400 baud.

If you have communications software for your modem, you can access the America Online Technical Support BBS.   To connect, configure your communications software for 8 data bits, 1 stop bit and no parity, and dial 1-800-827-5808.

If you are using the Windows Terminal program, choose "NO" when asked if you can display ANSI graphics.

The Technical Support BBS is not related to your America Online account. Both the phone call and the time spent connected to the BBS are free.

See Also:
About America Online
Accessing TIME Online via America Online
Accessing TIME World Wide via the Internet
America Online's Telephone Tech Support
America Online: Automatic Sign-on

TIME Almanac of the 20th Century

America Online's Telephone Tech Support

Whenever you have a technical question, a question about your account, or a general question about our service, try looking in the Members' Online Support department first. Chances are the answer can be found in Members' Online Support.

If you experience problems connecting to the service, you can call us toll-free.   You can listen to Solution Express, with recorded answers to the most common connectivity problems.   This service is available 24 hours a day, 7 days a week.   You can also speak to a technical representative who will help you with a forgotten password, a new local access number, or a complicated connectivity problem.

Technical representatives are available from 6:00am to 4:00am Eastern, 7 days a week.

To reach America Online telephone support, call 1-800-827-3338.   An automated voice system will guide you.

See Also:
About America Online
Accessing TIME Online via America Online
Accessing TIME World Wide via the Internet
America Online's Tech Support BBS
America Online: Automatic Sign-on

TIME Almanac of the 20th Century

America Online: Automatic Sign-on

From the TIME Almanac

To automatically sign-on to the TIME Magazine forum, you must have America Online version 2.01 installed to your system.   Automatic sign-on is not supported in version 2.0.   If you have America Online version 2.0 currently installed, the AOL toolbar button in the TIME Almanac will connect you to America Online's sign-on screen.   From there you must manually sign-on.

You must also have your America Online password "stored" in your session.   If you do not have your password stored before attempting to sign-on from the TIME Almanac, the program will not be able to complete the auto sign-on.   You will have to sign on manually.

To edit or store your password, click on the MEMBERS Menu option and select **Edit Stored Password**. Type in your password and America Online will send this information for you each time you sign-on.

Installing America Online version 2.01

If you did not set up America Online 2.01 when you ran the TIME Almanac install, you can run the America Online setup at any time.   To run America Online's setup for version 2.01, click RUN from the Program Manager's FILE Menu.   In the text box provided type: **d:\disk1\ setup** (where "d" is the letter of your CD-ROM drive).   Follow the instructions that appear on your screen.

See Also:
[About America Online](#)
[Accessing TIME Online via America Online](#)
[Accessing TIME World Wide](#) via the Internet
[America Online's Tech Support BBS](#)
[America Online's Telephone Tech Support](#)

America Online Button

Directly connect to America Online's TIME Magazine Forum and other areas.   Download and read the latest week's articles and covers, write to the magazine's editors, or just browse through TIME's archives. [more](#)

TIME Almanac of the 20th Century

Accessing TIME World Wide via the Internet

For more than a year now, TIME has helped create a cyberspace community on America Online, that's turned into one of the most compelling experiments in breaking down the walls between reader and editor.   We'd like to keep that experiment going, on the Net.

You can access TIME INC.'s web site on the Internet at **http://pathfinder.com**.

"Pathfinder" is the interactive online service operated by Time Inc. New Media ("TINM") on the World Wide Web of the Internet, consisting of information services and content provided by TINM, affiliates of TINM and third parties.

TIME World Wide Topics

TIME World Wide offers extensive TIME Magazine coverage and user discussion areas for the following topics:

TIME Daily: TIME's daily news service, updated every day.
TIME Weekly: View the current issue of TIME Magazine.
TIME Archives: Search the TIME archives and access past topics and issues.
An **Election Resource** page with a convenient list to guide voters throughthe upcoming election, which includes links to political coverage in TIME Magazine, and to Internet sites that provide even more information on candidates and local elections.
A forum for discussing **Election '94**.
Washington: where you'll find Clinton criticsor supporters, as the case may be.
Society: which is as broad as you might suspect.
Posts: on everything from American Education to Asian immigration.
Int'national: is, well, international... wars, famines, and the French.
The Sexes: issues relating to Gender or Men & Women.
Science & Technology: deals with gadgetry and the effect of progress on the culture.
Health & Medicine: includes talk about new medical findings. It will serve as a place for you to share your insights about illness, recovery and health.
New Media: is what you'll be participating in when you join TIME World Wide.   How does it work? How should it work? How does it fail?
Crime: Got a hankering for an O.J. Simpson session? Crime's the place.
Arts and Culture: Kick back with a nice cold one and chat about your favorite fantasy sequel: Forrest Gump becomes a Natural Born Killer. Arts & Culture would be your best bet.

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See Also:
Accessing TIME Online via America Online

TIME Almanac of the 20th Century

Registration

To register your copy of the TIME Almanac of the 20th Century, call toll-free **1-800-845-8692**.   Upon registering, you are eligible to receive discount pricing on product upgrades, free technical support, and notice of special promotions.