World Book Multimedia Encyclopedia Help

Use the mouse to select a topic you're interested in.

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Article Window

Every article in *World Book* is shown side by side with its outline to give you an instant picture of the contents and a quick way to select sections you're interested in.

The outline consists of all the major headings in the article.   When you click on a heading in the outline, the heading highlights and the article text for that section appears on the right of the screen.

Outline entries that begin with an icon signify maps, pictures, animations, videos, or tables that are associated with that section of the article.   Click on the icon or the title to see the image full-sized.

If the article includes maps, pictures, animations, or videos, a Preview window appears at the bottom of the outline area when the article appears on the screen.   To see more of the outline, close the Preview window.   You can recall the Preview window by clicking the **Preview** button below the outline.   If the **Preview** button is dimmed, it means there are no picture or multimedia resources associated with the current article.

Click the **Quick Facts** button below the outline to see a list of tables associated with the current article.   If the **Quick Facts** button is dimmed, it means there are no tables for the article.

Atlas Window

The Atlas includes maps of the world, continents, independent countries, U.S. states, and Canadian provinces.

To begin, click the **Atlas** button in the Control Bar.   If you've just started *World Book*, the world map will appear.   Otherwise, the last map displayed in the Atlas will be shown.

As you pass your cursor over certain labels, the arrow will change to a pointing finger.   When the finger points to a continent, country, state, or province, a click of the mouse will take you to that map.   If you click the mouse when the finger points to a city, *World Book* will display the article on that city.

Atlas Controls:

Print: All *World Book* maps are printable.

Level Up: Click this control to select higher maps in the series.   For example, if you press this button at Germany, you can select either the Europe or World maps.

Map List: Click this button to see an alphabetical list of all maps in the Atlas.

See Article: Click this button to display the article related to the current map.

Bookmark

The Bookmark function lets you save your position in an article, table, map, picture, or multimedia resource so that you can return to it later.   Up to 25 bookmarks can be set.

To set a Bookmark, click the **Bookmark** icon in the Control Bar.   A window appears with the bookmark name for your current position highlighted.   Click **Set** to mark the resource and add it to the running list.

To see a previous bookmark, highlight the name and click **Goto** to return to that position.

To delete a bookmark, highlight the name and click **Delete**.

Copy

You can use the Copy option on the Edit Menu to copy text, maps, and many of the photographs and illustrations in *World Book*.

To copy text:

1.   Highlight the text to be copied with the mouse.

2.   Open the Edit menu and select **Copy**.

3.   Open the World Book Notepad or switch to another program.

4.   Open the Edit menu and select **Paste**.

To copy maps or pictures:

1.   Make sure the map or picture you want to copy is on the screen.

2.   Open the Edit menu and select **Copy**.   A copy of the image will be placed in the Windows clipboard.

3.   Switch to another program, such as a word processor.

4.   Open the Edit menu and select **Paste**.

Some of the pictures in *World Book* are not available for export.   When these pictures are on the screen, the Copy option on the Edit menu will be dimmed.

Dictionary

Any time you see a word you want to look up, simply double click on the word and *World Book* will display the Dictionary definition.   You can also open the Dictionary by selecting it from the Features menu.

The Dictionary display window includes a list of definitions that you can scroll and a search entry area to enter your own words to be looked up.   To expand the window, use the mouse to click and drag the bottom of the window to the desired size.   The Dictionary will remain in view until you close it.

Click the **Hide Definitions** button to see a list of words in the Dictionary without their definitions.   This view lets you quickly move through the dictionary.   Click **Show Definitions** to return to the full display.

Gallery Window

The Gallery is a collection of *World Book*'s multimedia and picture resources organized in more than 45 categories.

Click the **Gallery** button in the Control Bar to see the first Gallery screen.   Click the **More** icon at the bottom right of the screen to see additional categories.

Click on an image to open an alphabetical list of picture titles for that category.   Highlight and click on a title and *World Book* will display the image.

Resource Controls:

Print: Many of the pictures in *World Book* can be printed.   If the current image is not printable, the **Print** button will be dimmed.

Show Caption: Click this button to reveal the main caption of the image.   Once the caption is visible, the button changes to **Hide Caption**.

See Article: Click this button to display the article related to the current picture.

Some of *World Book*'s pictures are collections of birds, plants, fish, etc., grouped together on a screen.   In these cases, there is a small icon next to the label for each individual image. Click these icons to reveal captions with more detail about each image.

GoTo (Cross-references)

GoTo lets you take advantage of *World Book's* network of more than 60,000 cross-references.

Cross-references are found in the body of articles (i.e., see ASTRONOMY) or at the end of articles in a section titled "Related Articles."

When you pass your cursor over a cross-reference, the arrow will change to a pointing finger. Click the cross-reference and you'll branch to that article.

To return to the article you started from, open the Features menu and select **GoTo Return**.

InfoTree Window

The InfoTree organizes *World Book*'s 17,000 articles according to a series of topics and subtopics.   The interactive display helps you find related information or select a report topic.

Click the **InfoTree** button in the Control Bar to display the eight main subject categories. Click one of the categories to see its subtopics.

As you click on subtopics, a series of overlapping menus will appear from left to right. Eventually, the menus will include article titles displayed in capital letters.   Click on the title to branch to that article.

You can select a new main category at any time by clicking a main subject button on the left side of the screen.   To see a previous menu in a series, click on its title bar.

Click **Title Search** to select a title from an alphabetical list of *World Book* articles.   You can scroll the list or use the entry area to position the list at the title you want.

Once you've highlighted a title, click it to find where it appears in the InfoTree.   You will see a list of titles that are related to the article you searched for.

Keyword Searching

Keyword Searching looks through every word in the encyclopedia to find exact matches to search terms.   It allows you to use special words called "operators" to pinpoint specific information.

To begin, click the **Search** button on the Control Bar.   When the search entry window opens, make sure that **Search by Word** is the current setting.

Type in your search term and click **Search** (or press the **Return/Enter** key).   The article with the most occurrences of your search term will be displayed first.   Every occurrence of the search term will be highlighted.

Use the right and left arrows in the **Previous/Next** control to see all the resources retrieved for your search.   Use **Tab** and **Shift-Tab** to see every occurrence, or "hit", of your search term one by one.

Sometimes, the first resource displayed on the screen is not the one you are looking for.   In that case, click the **Results** button to see a ranked list of all the resources found for your search term.   *World Book* retrieves up to 100 articles containing your search term.

Operators.   Keyword mode allows you to combine search terms using three basic operators: **and**, **or**, and **not**.   The operators tell *World Book* how words must appear to be counted as hits.   Here are some examples:

> The search term **Canada and lake** finds hits wherever the words "Canada" and "lake" occur in the same sentence.

> The search term **Kennedy and (Robert or John)** finds hits wherever the word "Kennedy" and either "Jack" or "John" occur in the same sentence.

> The search term **Kennedy not president** finds hits wherever the word "Kennedy" occurs in a sentence which does not also contain the word "president."

The operators can be abbreviated with symbols: and (&), or (|), not (!).   The abbreviated forms of the above search terms would be **Canada & lake**, **Kennedy & (Robert | John)**, and **Kennedy ! president**.

Proximity.   *World Book* normally looks for words in the same sentence.   You can change the proximity to paragraph, heading, or article by clicking the down arrow control and highlighting one of the alternative selections.

Multimedia

When a video or animation window is on the screen, click the play button (solid right arrow) to play the resource. Click the stop button (solid square) to stop playing the resource. You can use the progress bar to move forward or backward in a video or animation.

Click the sound icon on a photograph or illustration to play the sound associated with the image.

InfoLink button: This button appears in selected multimedia resources and gives you an easy way to branch to other resources. For example, clicking the **InfoLink** button in the animation "How the Heart Pumps Blood" with take you to the animation on the human circulatory system.

Notepad

The Notepad is a tool that helps you structure your research by combining your own notes with the articles, tables, and other text information from *World Book*.

The Notepad has a maximum length of about 35 typed pages.   The Notepad can be printed or saved to a file which can then be opened by a word processing program.

To start the Notepad, click on the **Notepad** icon in the Control Bar.   Either a blank Notepad or the Notepad that was previously in use will appear.

To copy information to the Notepad, (1) select the text with the mouse, (2) open the File menu and select **Copy**, (3) open the Notepad, and (4) click the **Paste** button.

To save the current Notepad file, click the **Save** button.   *World Book* will always offer a default name for the file.   If you want to save the Notepad under a different name, simply type in your preference.

To open a stored Notepad file, click **Load** and enter the name of the Notepad file you want to see.

To clear the current Notepad, highlight the text and click the Cut button.

Preview Window

Whenever an article that includes map, picture, or multimedia resources appears on the screen, a special Preview window appears at the bottom of the outline area.   The Preview window displays a small version of the first image in the article.   If there is more than one image, the left and right arrows in the window allow you to flip through the thumbnails in sequence.   Click **Show It** to display the resource full-sized.

You can close the Preview window to reveal more of the outline.   The Preview window can be recalled by clicking the **Preview** button below the outline.   If the **Preview** button is dimmed, it means that there are no map, picture, or multimedia resources associated with the current article.

Previous/Next Controls

Each time you enter a search term, the number of resources retrieved is displayed at the top of the screen in the **Previous/Next** control.   Click on the right and left arrows to move through the resources.   You will be positioned at the first occurrence of your search term in each resource.

In keyword mode, you can also see every occurrence, or "hit", of your search term one at a time.   Use the **Tab** key to see the next hit; use the **Shift-Tab** key to see the previous hit.

Print

The Print function is available throughout *World Book* either by selecting Print from the File Menu or by clicking the **Print** button in the control bar at the bottom of the resource window.

All of the text in articles and tables, and all of the entries in the dictionary can be printed. In addition, you can print all of the maps and more than 75 percent of the illustrations and photographs.   Photographs not owned by *World Book* cannot be printed.

Whenever the **Print** button is dimmed, it means the current resource is not printable.

To limit print options, select the Preferences option from the File Menu

Proximity

In Keyword Searching, proximity refers to how close together words must be in order to be counted as a "hit."   The default proximity in *World Book* is sentence.   For example, for the search **Canada and lake**, the words "Canada" and "lake" must appear in the same sentence.

You can change the proximity to find words in the same paragraph, heading, or article. When you broaden the proximity, you probably will increase the number of "hits" retrieved for your search.   However, it is also possible that more of the hits will not be relevant to your research.

The current proximity is shown in the box on the search entry window.   To change the proximity, click the down arrow control and highlight one of the alternative selections.

Quick Facts

Click on the **Quick Facts** button at the bottom of the outline to see a list of tables associated with the current article.

A menu appears listing the titles of all available tables.   Highlight the one you want to see, then click **View Table**.

If the table information fills more than one screen, use the scroll bar at the right to bring the rest of the table into view.   The title and any column headings always stay locked on the screen.

If the table includes footnotes, you can see them listed at the bottom of the display window. Click **Hide Footnotes** to put the footnotes away.

Some Quick Facts tables have multiple columns and are wider than the screen display.   Use the scroll bar below the table to bring more columns into view.

If the **Quick Facts** button is dimmed, it means there are no tables associated with the current article.

Search Results

Click the **Results** button in the Control Bar to see a ranked list of resources retrieved for a search.

For a Topic Search, the display lists topics on the left side of the screen and their corresponding resources on the right.   Click a topic you're interested in on the left to bring its list of resources to the screen.   Then use the scroll bar to move down the list of resources on the right.   When you've highlighted an entry you'd like to see, click **Display**.

For a Keyword Search, you will see a list of resource titles ranked by number of hits.   *World Book* retrieves up to 100 of the articles containing your search term.   You can also choose to rank the titles alphabetically.   Use the scroll bar to move down the list of resources.   When you've highlighted an entry you'd like to see, click **Display**.

You can use the **Previous/Next** control to display resources retrieved for a search without opening the Results window.

Timeline Window

The Timeline lets you move through a graphic presentation of world history from about 600 million B.C. to the present.

To begin, click the **Timeline** button on the Control Bar.   If you've just started *World Book*, the Timeline will open at the "Age of Dinosaurs."   Otherwise, it will open at its most recent position.

The horizontal bars at the top of the Timeline depict important periods in history.   Click one of these "timebars" to display a short description of the period.   For more detailed information, click **See Article** to branch to the *World Book* article on the subject.

The bottom of the Timeline presents pictures that represent important people, ideas, and events.   Click on a picture to display the resource full-sized.   Click **Show Caption** to read the summary text.   Click **See Article** to branch to the *World Book* article.   If a video is displayed, click on the right arrow to play it.

Topic Searching

Topic Searching is the easiest way to locate information on general topics.   It uses the *World Book* index to find the most relevant resources about your search term.

Click the **Search** button on the Control Bar to open the search entry window.   Topic Searching is active when *World Book* starts.   If the program has been in use, check that **Search by Topic** is the current setting.

Type your topic into the search term area and click **Search** (or press the **Return/Enter** key). The program looks for the best match in the index even if plurals or only parts of a search term are entered.

World Book displays the most relevant resource on the screen.   The first occurrence of the search term will be highlighted.   Use the right and left arrows in the **Previous/Next** control to see all the resources connected to your search.

Sometimes, the   first resource displayed on the screen is not the one you are looking for.   In that case, click the **Results** button to see a ranked list of all the topics and resources found for your search term.

If *World Book* cannot find a match for your search term in the index, it reports that there are "No topics found."   At this point, you can choose to broaden your search or enter a new search term.   If you choose to broaden search, World Book will look for your search term in the keyword index.

Wildcards

In Keyword Searching, you can use wildcard characters to search for various forms of a word. A wildcard window appears automatically when a wildcard is entered in the search term entry area.

Wildcards make it easier to search for more than one form of a word.   For example, you can find words that begin with "auto" or locate any reference that ends with "tion."

World Book accepts two wildcard characters:

   ? (question mark) represents a single character
   * (asterisk) represents one or more characters

Here are some examples of wildcard searches.

   "*farm" finds farm, nonfarm, and seafarm.
   "farm*" finds farm, farmable, farman, etc.
   "f?rm" finds farm, firm, and form.
   "f??m" finds fahm, farm, film, firm, etc.
   "f?rm*" finds farm, farmable,... firm, firmer, etc.

Do not use a wildcard character at the beginning and end of a word.   For example, "??mi??" or "*tion*" will not match any words in the database.

When the wildcard window appears, use the mouse to select up to 25 words for the search. Click a second time on a word to deselect it, or click **Choose None** to start over.   Click **Choose All** to select all the words in the list.   When there are more than 25 words to choose from, the Choose All button will be dimmed.   To begin the search, click on the **Search** button.