

User Guide

WORLD BOOK™



MULTIMEDIA ENCYCLOPEDIA



Macintosh Edition



World Book™ Macintosh Edition—User Guide

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INSTALLATION

Specified Operating Environment

System Requirements

- Mac OS System software 7.1 or higher
- Centris 650, 25 MHz 68040 processor or faster
- 16 MB RAM
- 35 MB available hard disk space
- 8-bit color monitor or higher
- CD-ROM drive (double speed or faster)
- Mouse

For Online Access

- 8 MB additional free hard disk space
- Modem
- Internet connection

Installation

Turn on your computer and place Disc 1 of *World Book—Macintosh Edition* in the CD-ROM drive. (Disc 2 is not used during installation.)

Step 1: Double-click the **World Book Macintosh** icon.

Step 2: Double-click the **World Book Installer** icon to begin installation.

Step 3: After reading the license agreement, you must click **Agree** to continue installation.

Step 4: The program will pause for you to enter the 12-character CD-Key code. You will find your CD-Key code on the back of the disc holder containing the *World Book* discs. Input all the letters and numbers without hyphens or spaces; CAPITALIZE all letters.

Step 5: Click **OK** to continue installation.

Step 6: Click **Install** on the next screen that appears. The program will pause for you to specify where to install *World Book*. You can change the location by clicking **New** to create a new folder. You also can click on an existing folder displayed in the scrollable list window. Click **Install** to install *World Book* on your computer.

Step 7: A window will appear indicating that the installation was successful. Click **OK** to close the window.

Starting the Program

Open the folder containing *World Book*. Click the **World Book** icon.

Technical Support

If you experience problems installing or using *World Book—Macintosh Edition*, please consult the readme file located in the *World Book* folder on the hard disk; also visit our Web site at <http://www.worldbook.com>

Additional Technical Support services*

Contacting Technical Support

Before contacting Technical Support, please have this information ready:

- version of Apple system software you are running
- your available system resources (to check system resources, click **About this computer** in the Apple menu)
- version of *World Book* you are using
- your system specifications (for example, Centris 650, 16 MB RAM, 500 MB hard drive)
- printer type, if any (for example, Color StyleWriter 1500 printer)
- exact text of error message(s) that appear on your screen

Frequently Asked Questions (FAQs)

Answers to frequently asked questions are available in the Technical Support area of our Web site: <http://www.worldbook.com>

Automated Technical Support is available 24 hours a day, 7 days a week at **1-800-320-8381**. You may request fax responses using the automated system.

You can request an e-mail catalog of documents that provide troubleshooting tips from: solutions@edmark.com Simply type "catalog" in the subject or the body of the message; no other text is required.



Individualized Assistance

Telephone: (425) 556-8822; Monday-Friday, noon–11 p.m. (EST); Saturday, 10 a.m.–4 p.m. (EST); summer and holiday hours may vary. Please have your computer turned on and ready to use before you phone.

E-mail: wbtech@edmark.com

Fax: (425) 556-8940, 24 hours a day, 7 days a week. Please specify “Technical Support” in the header.

Online: use an online form to send your questions to our Technical Support staff:
<http://www.worldbook.com>

Mail: write to us at:
World Book Technical Support
c/o Edmark Corporation
P.O. Box 97021
Redmond WA 98073-9721 USA
Please include a detailed description of the problem you are experiencing, including the exact text of any error messages that appear.

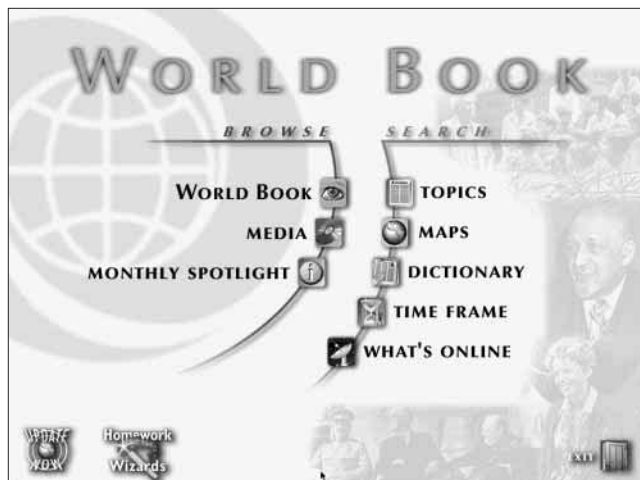
Customer Service*

For questions and inquiries other than technical support needs, please phone 1-800-439-7664, Monday–Friday, 9:30 a.m.–8:00 p.m. (EST).

**Technical Support and Customer Service may be discontinued or modified without notice to you.*

CONTROLS AND FUNCTIONS

Main Menu



Please refer to the indicated page(s) for more information about these features and functions.

Browse—click once on

- **World Book** for all content (p. 15)
- **Media** for videos, animations, sounds, etc. (p. 22–23)
- **Monthly Spotlight** for timely facts and features (p. 14)

Click once on

- **Update Now** to download updates (p. 20)
- **Homework Wizards** to use the Report, Chart, Timeline, and Quiz Wizards (pp. 24–29)
- **Exit** to leave the program

Search—click once on

- **Topics*** (p. 9)
- **Maps** (pp. 16–17)
- **Dictionary*** (p. 10)
- **Time Frame** (pp. 18–19)
- **What's Online** (pp. 20–21)

* The current “Spotlight On” article will appear.



Menu Bar

File Edit Go Tools Online

The **Menu Bar** consists of five options: File, Edit, Go, Tools, and Online. Clicking any option will display a menu with more choices.

File

File: click for the following capabilities.

Save As: Click to save the article in view to a disk.

Page Setup: Clicking **Page Setup** results in the **Page Setup** window. This allows you to change the setup of your printer by making the appropriate selections.

Print: Clicking **Print** results in a window with a list of print options such as **Entire Article** or **Current Section**. After selecting the option you want, click **Print** in the window to begin printing. You can print any of the text in articles and tables and all of the dictionary entries and maps. You can also print many of the drawings and photographs and their captions.

Quit: Click to exit the *World Book—Macintosh Edition* program.

Edit

Edit: click for the following capabilities.

Cut: Click to delete selected text. **Cut** is active when World Book Notepad is open.

Copy: Click to copy any currently selected text onto the clipboard. Text appearing in these windows can be selected and copied: Article, Article Update, Caption, Dictionary, Sticky note, Table. Simply select what you want to copy by moving the mouse pointer over it while clicking and holding down the mouse button, then select the **Copy** option. Only one block of text may be selected at a time in any one window. A single word is the smallest element that can be selected. You also may copy many pictures, maps, and diagrams to the clipboard in order to paste them into a paint program or many word processing programs. To do this, select **Copy** from the **Edit** menu when a picture or multimedia item is in view.

Paste: Click to insert cut or copied text into the World Book Notepad.

Clear: Click to deselect selected text.

Select All: Click to select an entire article to copy to the clipboard for later use in word processing programs.

Find/Find Next: Clicking **Find** enables you to enter a word you want to find in the article in view. All instances of the word are located and highlighted in the Article display; the display is initially positioned at the first instance of the search word. Click **Find Next** to advance to the next instance of the search word.

Font Size: Click to choose from three size options for the article text.

Go

Go: click for the following capabilities.

Back: Click to go back one screen at a time.

Forward: Click to go to the next screen.

History: Click to see a list of the last 30 resources you have used during your current *World Book* session. Click any item on the list to retrieve it. (The **History** list is not saved from session to session.)

Tools

Tools: click for the following capabilities.

Sticky List: Click for a list of existing sticky notes. Click a note on the list to go to the article where the note was placed; click the note indicator in the article to open the note.



Notepad: Click to paste or write using the *World Book* Notepad program.

Clear all highlights: Click to erase all your highlights throughout *World Book*.

Clear article highlights: Click to erase your highlights from the article in view.

Online

Online: Click for the following capabilities.

Disconnect: Click to disconnect from your ISP.

Download Directory: Click to delete files that have been downloaded from the Internet to your hard disk.

Note: *The first time you use a World Book online feature you will see a dialog box in which you must select your preferred browser. After the browser is specified, World Book will be able to automatically launch AOL and other ISPs when you request information from the Internet.*

Help: Click for the following capabilities. (The **Help** menu option appears only on System 8 and higher. On earlier systems, **Help** can be found under the ? icon.)

Help: Click for screens that present actual graphics of *World Book—Macintosh Edition* displays and functions. Click on any element in the graphic to learn more about that element.

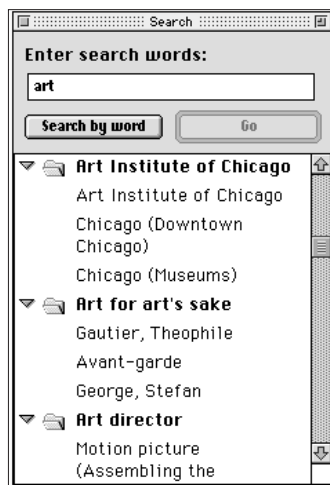
Note: *Click on the **Apple** icon and select **About World Book** to view product credits and acknowledgements.*

Control Panel



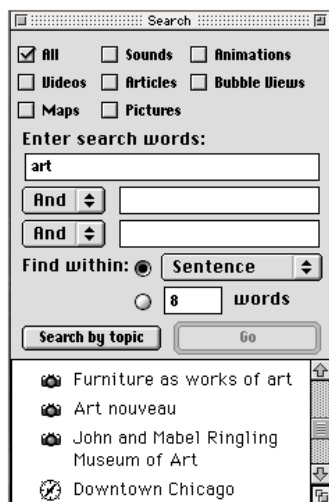
The **Control Panel** consists of fourteen options displayed in two groups. To the left of the screen are major tools and functions: Search, Dictionary, Sticky Note, Highlighter, and Homework Wizards; to the right are navigation controls: Back, Forward, Main Menu, Article, Just Looking, Around the World, Time Frame, What's Online, and Stop. Clicking most options results in a menu with more choices. The **Control Panel** is always available within *World Book*, making it easy to move between features and functions.

Search: click for the following capabilities.



Search by topic: This is the primary search method. Type the name of your topic in the **Enter Search Words** text entry box. Click **Go** or press **Return** to begin the search. The most suitable match will be highlighted in the search results list and appears automatically in the article display area. If no match is found for your search term, a key word search is automatically performed. If no match is found in either the topic or key word search, a message box appears. Trying a synonym for your term may help. Click on the closed file folder icon next to an item in the search results list to see the available subtopics.





Search by word: At the top of the window that appears, click the type(s) of media you want to locate (videos, sounds, etc.). “All” will be selected unless you choose otherwise. To refine your search, use the and/or/not text entry boxes to combine up to three search terms. You also can direct the program to search only in certain text elements and according to the proximity of the terms. You can use “wildcards” to search for more than one form of a word: ? (question mark) represents a single character; and * (asterisk) represents one or more characters. Click **Go** or press **Return** to begin the search. The most suitable match will be highlighted in the search results list and appears automatically in the article display area. The search term(s) you used will appear in red in the corresponding articles.

Search always opens to the most recent search performed to allow you to continue or expand that search. **Search** also can be opened from the **Main Menu**.)

Dictionary: click for this capability (the current “Spotlight On” article appears when **Dictionary** is selected from the **Main Menu** for the first time).

Enter a word to look up or to display a list of words with similar spelling. Click **Go** or press **Return** for a definition, or click **Word List**. The dictionary window retains the last word looked up. You also can find the meaning of any word in an article, illustration caption, or dictionary entry simply by double-clicking the word. Dictionary text can be selected and copied into the clipboard. See **Copy** on p. 6.

Sticky Note: click for the following capabilities.

Click for the **Sticky Note** window. You can add, remove, change, rename, place, and move sticky notes. A **Sticky Note** indicator will appear when there is an existing sticky note. Click the indicator to see the sticky note. Click and drag the indicator to reposition the note in the article. Delete the text within the sticky note to remove the note.

Highlighter: click for the following capabilities.

Click to turn **Highlighter** on and off. Only article text can be highlighted, but there is no limit to the number of blocks of text that can be highlighted at a time. A single word is the smallest element that can be highlighted. Highlights remain from session to session until you clear them. When **Highlighter** is on, you can select text while holding down the mouse button. When you have selected all the text you want to highlight, release the mouse button. The selected text will be highlighted. You can erase any highlighting by reselecting the highlighted portion or you can erase all highlighting within the current article by clicking **Clear Article Highlights** under **Tools**.

Homework Wizards: Click to choose from four “mini” computer programs designed to help students with common homework assignments. (Also, the **Wizards** can be opened directly from the **Main Menu**.)

- **Report Wizard:** Click for report writing guidance (see pp. 24–25).
- **Chart Wizard:** Click to create custom charts (see p. 26).
- **Timeline Wizard:** Click to build custom Timelines (see p. 27).
- **Quiz Wizard:** Click to make and take quizzes (see pp. 28–29).



Nine icons on the **Control Panel** on the basic screen allow you to quickly move within the *World Book* program.



Back: takes you back one screen at a time.

Forward: takes you forward one screen, if available.

Main Menu/Home: returns you to the Main Menu.

Article: opens the Article display.

Just Looking: opens the Just Looking browser feature.

Around the World: opens the Around the World atlas search feature.

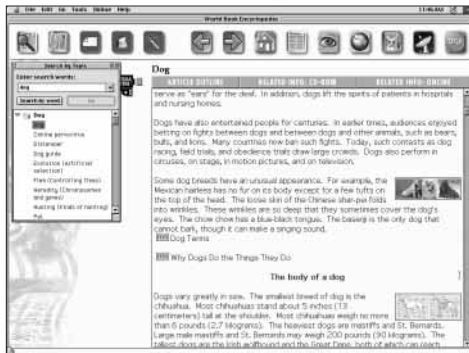
Time Frame: opens the Time Frame chronological search feature.

What's Online: starts the online access feature.

Stop: ends feature or function currently in use. The button will appear red when it is available to be used to stop a function, such as audio or video playback.

Note: "Thumbnails" are mentioned in the Article, Just Looking, and Time Frame sections of this User Guide. Thumbnails are small text or media windows that appear in the on-screen displays. You can click the thumbnails to go to the corresponding material. To identify material represented by thumbnails, pass your mouse pointer over the thumbnails and read the text that appears in the status bar at the bottom of the window.

ARTICLE



Article is where you view articles, related information (on the CD-ROM or online), and media thumbnails, such as those for pictures and videos. The **Article** display appears when you click **Monthly Spotlight** from **Browse**, or **Topics** or **Dictionary** from **Search** on the **Main Menu**. When you want to go to the **Article** display from other displays, click the **Article** icon in the **Control Panel** or click the **Go To Article** button when it's available.

Functions within Article:

Tables: Tables are opened by clicking the tables icon when present; tables appear in the Table Viewer.



Facts in Brief about the States

- Click **Footnote** to toggle footnotes on and off; click **Go to Article** to go to the article associated with the table.



Cat meow

Audio: Click this icon when it appears in an article to hear related sounds.

Timeline: Click this icon when it appears in an article to view a related chronology. (Allow your computer time to retrieve the Timeline. Repeated clicks can result in a malfunction.) Click **Go to Article** from within the Timeline to return to the article.



China timeline

- Click **Change View** to toggle between **Compact** (vertical) and **Banner** (horizontal) Timeline versions. Click **Print** for a print options window.



Sticky Note: Click this icon when it appears in an article to view the related sticky note.



Media thumbnail: Click on any small image when it appears in an article to move to the **Media** display for an expanded view of the image.

Article outline: Click this button for a display of article contents by headings, which will appear in the window at the left of the display. Click an item in the outline to position the article at that selection. Double-click media icons to access the media. The outline and article scroll in tandem.

Related Info: CD-ROM: Click this button for a list of related *World Book—Macintosh Edition* articles. Double-click any article title to open the article.

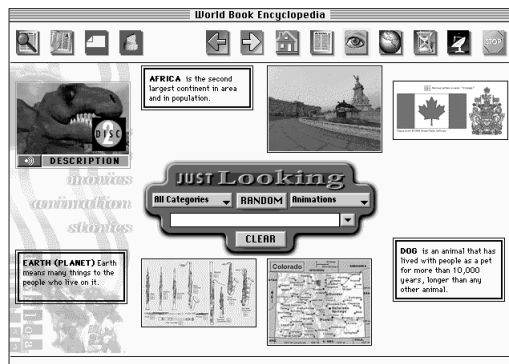
Related Info: Online: Click this button for a list of related *World Book* and other online resources. Online resources are listed by category: **Our Century** (year-by-year articles providing overviews of the topic); **Online Library** (special reports linked to selected articles); **Web Sites**; **Article Updates**. If **Article Updates** is selected, an **Article Update** window will appear directly beneath the **Related Info** window. Click on the closed file folder icon next to an item in a Related Info list to see the available subtopics.



Article media: Click this control to unroll a “filmstrip” showing all media elements related to the article in view. Click on any item in the filmstrip to move to the section of the article containing the corresponding thumbnail, or double-click any item to open it directly. Click the media control or the tab on the end of the filmstrip to retract the filmstrip. When the “filmstrip” is extended, click the left and right icon arrows that will appear to move the filmstrip up/down one picture at a time. If an article does not contain any media, this control will appear grey.

Monthly Spotlight: The **Spotlight On** article appears when you select **Monthly Spotlight** from the **Main Menu** (it also appears when you select **Topics** or **Dictionary** from the **Main Menu** for the first time). **Spotlight On** is an article for you to browse; it changes automatically each month (online connection not required) with highlights from *World Book—Macintosh Edition* and interesting facts about the month. (If you use the **Update Now** online feature, material in the **Spotlight On** articles will be updated with the latest information. The articles also may be updated with information about *World Book's* online features and special online “events.”)

JUST LOOKING



Just Looking enables you to browse through any content in *World Book—Macintosh Edition*. When the display first appears, you will see an introductory welcome to the feature. Click **Random** to see a random sampling of text and media thumbnails. (Also, **Just Looking** can be opened from the **Main Menu** under **Browse/World Book.**)

Functions within Just Looking:

Find: Click to look up a term by either typing it in or selecting it from an alphabetical list.

Random: Click to view a sampling of text and media thumbnails.

Content: Click to focus your **Just Looking** search by choosing from:

- CD content (selected until you make a choice) • Animations • Articles • Bubble Views
- Maps • Media • Online Library • Our Century • Pictures • Sounds • Timelines • Videos

Categories: Click to focus your **Just Looking** search by choosing from:

- All categories (selected until you make a choice) • Geography • History • Humanities
- Industry/Technology • Life Science • Physical Science/Math • Recreation • Social Science

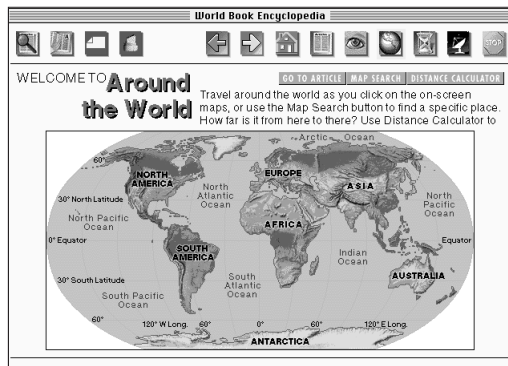
Clear: Click to remove all thumbnails from the viewing area.

Audio icon: Click the thumbnail audio icon to hear the selection; click the thumbnail text to move to the article containing the selection.

Disc 2: Thumbnails of material on the second disc provide an option to play an audio description of the item to help you decide if you wish to view the material. Click on the audio icon or **Description**.



AROUND THE WORLD



Around the World opens with an introductory welcome to the feature and a map of the world. You can immediately begin your review of *World Book's* maps by clicking on any continent label; then continue clicking to view progressively more detailed maps to learn about countries, states, provinces, or cities. (Also, **Around the World** can be opened from the **Main Menu** under **Search/Maps**.)

Functions within Around the World:

Go to Article, Overlays, Map Search, and Distance Calculator buttons are in a menu bar at the top of the initial **Around the World** window. When you move to other levels in the **Around the World** feature, an additional button appears in this menu bar: **Zoom Out**.

Map Search: Click to open the **Map Search** window. Type the location you want to find in the text entry box or double-click on a location in the map list. As you type, the list automatically repositions itself to entries corresponding to what you type. Click an item in the list, or complete typing the location and press **Return**.

Distance Calculator: Click to open the **Distance Calculator** window. A globe and flat map appear along with the **Distance Calculator** controls. Click the arrows in the **Distance Calculator** text entry boxes to open scrollable drop-down lists of city names. When you click on a name on the list, it will appear automatically in the text entry box, and its location will be shown on the globe. (You also can click in the text entry box to activate it, and then begin to type in a city name. The drop-down list will be positioned at city names corresponding to what you type. Click on a highlighted city name to select it, or continue typing in the name and then press **Return**.) The **Distance Calculator** computes the distance only between cities that appear on the drop-down lists. Information can be cleared by clicking **Clear**. When both city names have been selected, they are marked and labeled on the globe and flat map. A line linking the city locations appears on the flat map. Click **Go to Map** to move to the map related to the city.

If you move the mouse pointer over the globe before any cities have been specified, the latitude and longitude of the pointer position will appear in the top **Distance Calculator** box; if one city has been specified, pointer position latitude and longitude will appear in the bottom box. Rotate the globe by placing the mouse pointer slightly above or below, or left or right of the globe.

Zoom Out: Click to move to progressively larger scale maps.

Overlays: Click to open a list consisting of:

- Political (selected until you make a choice)
- Population density
- Average January temperatures
- Average July temperatures
- Average yearly precipitation
- Agriculture and Fishing
- Mining and Manufacturing
- Terrain
- Economy

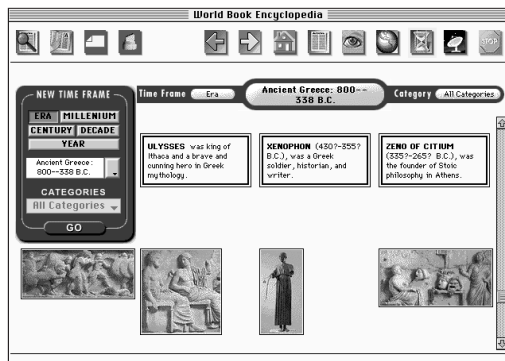
Click an overlay to select it and view the map with the corresponding information. (Not all overlays are active for all maps.) Once you select **Overlays**, either a thumbnail locator map or a legend appears in the **Overlays** window to provide a global point of reference for the selected map.

Go to Article: Click to move to the article associated with the map in view.

Hotspots: Map hotspots are identified by a change in the mouse pointer icon from an arrow to either a magnifying glass, article, or hand icon as you move the pointer over a map. Click the hotspot to retrieve a related article, map, or photo. When the pointer icon changes to a magnifying glass containing a plus sign, click to reveal a more detailed map.



TIME FRAME



Time Frame opens with an introductory welcome to the feature and the **Time Frame** window. Use **Time Frame** to locate information related to a specific year, decade, century, millennium, or era. (Also, **Time Frame** can be opened from the **Main Menu** under **Search/Time Frame**. **Time Frame** results are customized according to choices you make. Some articles contain **Timelines** which have been specially prepared to complement the articles.)

Functions within Time Frame:

Time Frame: Select from:

- Year
- Decade (10 years)
- Century (100 years)
- Millennium (1,000 years)
- Era

and specify whether **A.D.** (selected until you make a choice) or **B.C.** Then type in a year. If you select a period other than **Year**, the date will be reset to reflect the selected time period. (For example, if you select **Decade** and then type **1952**, the date will be reset to **1950**.) To focus your search, use **Categories** to choose from:

- All categories (selected until you make a choice) • Geography • History • Humanities
- Industry/Technology • Life Science • Physical Science/Math • Recreation • Social Science

Click **Go** to begin your search. Clicking on **Era** will display a drop-down menu of broad time periods; click one of these to select that era, then click **Go**. The search results are displayed as thumbnails in the viewing area under a banner showing your specifications; use the scroll bar as needed to view all the thumbnails. The date(s) you used, or dates corresponding to the period you used, will appear in red in the resulting articles.

Audio icon: Two types of audio features are available in **Time Frame**.

1. An audio icon appears to the left of some text thumbnail windows. Click the audio icon once to play the selection. Click the text in the thumbnail window once to go to the **Media Window** and automatically play the selection. Click **Go to Article** from the **Media Window** to go to the article containing the audio selection.
2. An audio icon appears within some picture thumbnail windows. Click the picture thumbnail once to go to the **Media Window**. Click the audio icon once to play the selection. Click **Go to Article** to go to the article containing the picture and audio selection.

Disc 2: Thumbnails of material on the second disc provide an option to play an audio description of the item to help you decide if you wish to view the material. Click on the audio icon or **Description**.

New Time Frame: Click to retrieve the **Time Frame** window to do another search.

WHAT'S ONLINE



World Book—Macintosh Edition enables you to view article updates, historical articles, special reports, and other timely information on the Internet. Click on a feature in the **What's Online** display to select the feature. (Also, **What's Online** can be opened from the **Main Menu** under **Search/What's Online**.) Please refer to *System Requirements for Online Access* in this User Guide; you need to have at least 8 MB extra hard disk space. As a purchaser of the *Macintosh Edition*, you receive twelve months free access to *World Book's* online

resources. A subscription is required to maintain access after the free period. For subscription information, please phone Customer Service at (800) 439-7664, Monday–Friday, 9:30a.m. – 8:00p.m. (EST).

When you select articles from **Online Library**, **Our Century**, or **Article Updates**, they download from the Internet to your hard disk and appear in the **Article** display. At the end of a session, these articles will automatically be saved into the program's Download Folder. You can delete these files by using the **Delete Articles** options from the **Online: Download Directory** menu.

You can use *World Book—Macintosh Edition* with many ISPs.

Functions within What's Online:

Update Now: Click to go online to download Article Updates and updates to Month in Brief, Web Sites, Our Century, and Online

Article Updates: Click for a list of *World Book* articles that have been updated. Each article heading is accompanied by "headlines" naming each update. Click a headline to select the update for viewing in the **Article** display.

Month in Brief: Click for a calendar and a day-by-day chronology of events. Click on a calendar date to go directly to information related to that date. Use the scroll arrows to view other days and other months. Up/down, right/left keys can be used to navigate the calendar; and page up/down keys can be used to navigate the chronology.

Web Sites: Click to open a window where you can combine up to three terms to search the Web site database. Click **Go** to start the search. Click on a highlighted Web site in the results list to go to the site. Click **OK** or **Cancel** in the **Web Site** advisory window.

Our Century: Click to open a window and select a topic from a drop-down menu. A chronological annotated list of historical articles appears. Double-click a year or an annotation to go to the corresponding article.

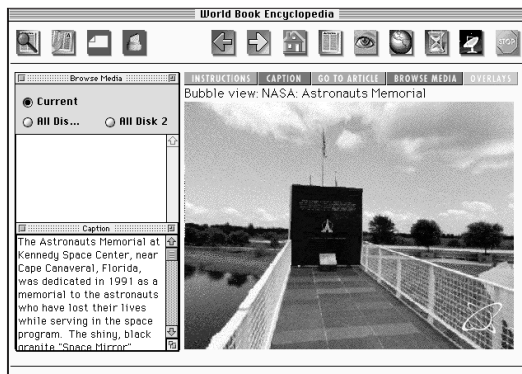
Online Library: Click to go to special reports prepared by World Book editors to supplement the Encyclopedia articles. A list of report categories will be available for you to use to narrow your search.

World Book Web Site: Click to go to *World Book's* Web site where you'll find special informational features, homework hints, activities, resources for parents and teachers, and technical support. Click **OK** or **Cancel** in the **Web Site** advisory window.

Note: *Neither IBM nor World Book takes any responsibility for the content or practices, including usage fees if any, for any Web sites operated by independent organizations.*



MEDIA WINDOW



All videos, animations, pictures, and Bubble Views appear on this screen.

Functions within Media Window:

Instructions: Click for tips on using *World Book* media: animations, sounds, videos, Bubble Views, and pictures.

Caption: Click to display/hide caption. Caption text can be selected and copied onto the clipboard. See **Copy** on p. 6.

Go to Article: Click to go to the article associated with the media element in use.

Browse Media: Click to open the **Browse Media** window.

- Click **Current** to browse all the media associated with the article in view before you moved to the **Media Window**, or the current **Time Frame** or **Just Looking** search.
- Click **All Disc 1/All Disc 2** to browse all the media on the specified disc.
- **Overlays:** Click to use any overlays available for the media element in use. The button will be dimmed if no overlays are available.

Controls: Click **Instructions** for guidance in using all types of *World Book* media. Here are a few general pointers:

- Clicking on a sound icon retrieves a sound; click **Stop** in the **Control Panel** to stop the audio playback.
- Series of pictures will be accompanied by a sequence slider bar showing the total number of pictures in the sequence and the number of the picture in view.
- Clicking the sound icon on videos opens a volume control bar. The pause button next to the sound icon starts/stops the video. Clicking inside the video also will stop it. Click on the slider control to go forward/backward manually in the video. The buttons to the right of the position indicator/slider control can be used to go forward/backward in stop-frame mode.
- Move the mouse pointer onto a **Bubble View** to navigate within the 360° view. The pointer changes to a hand icon which you move to choose a direction to follow in the **Bubble View**. Zoom in and out by moving the pointer to the center of the **Bubble View** and using the + or – magnifying glass icon that appears. Click the door icon when available to go to different viewpoints. Double-click **Reset View** to return to the initial viewpoint.
- Depending on the screen resolution you use, some images may appear with vertical and/or horizontal scroll bars for you to use to see the entire image.



HOMEWORK WIZARDS

The four **Homework Wizard** “mini-programs” are designed to engage students in doing research and writing reports and using their computer and *World Book* creatively. On-screen prompts enable the student to concentrate on the task rather than on navigating the software. To find the Homework Wizards, click **Homework Wizards** on the **Main Menu** or the **Homework Wizards** icon on the **Control Panel**.

Report Wizard

The **Report Wizard** provides guidance in all aspects of report writing: selecting a topic; preparing a schedule; doing research and preparing notecards; choosing an approach; writing a thesis statement; sorting notecards; writing an outline; writing the first draft; creating visuals; revising; preparing a bibliography; preparing the final draft.

The first choice you have in the **Report Wizard** window is between **New Report** and **Existing Report**. If you choose **New Report**, you'll see a window asking for a report name and file location. Entering the report name allows the program to automatically save all your work. The **Report Wizard** menu appears next. Click on any item in the **Report Wizard Menu** to do that step. A check mark next to a step shows that you've already completed it for an **Existing Report**, but you can return to it to make changes to your work.

Whenever you click **Print** in **Report Wizard**, you'll see a menu of items such as **Blank Notecards** from which to choose. Click **Next** or **Back** at the bottom of **Report Wizard** windows to complete a choice and continue or to return to the previous step. Click **Finish** to leave the step you are working on. Whenever you choose a step, you'll see one or more **Advice** screens that introduce you to that step in the report writing process.

In the **Select a Topic** window, click **No** if you want to type in a topic you've already chosen, or click **Yes** to get some help in choosing a topic.

In the **Make a Schedule** window is a calendar on which you can set a due date for each part of your project. Use the arrows at either side of the month to move forward and backward by month in the calendar.

When you choose **Do Research**, the **Report Wizard** will automatically search *World Book* for information related to your topic. The **Search Results** window will appear and show you all the resources within *World Book*.

In the **Choose an Approach** window, you select from a list of different approaches for presenting the material in your report and get advice on the various options.

In the **Write a Thesis Statement** window, you see some sample thesis statements reflecting the **Approach** you chose and can type in your own thesis statement. (If you didn't choose an **Approach**, the program will display **Descriptive** thesis statements.)

In the **Sort Your Notecards** window, there is advice on how to sort the notecards you create during your research.

In the **Write an Outline** window, there is advice on writing an outline for the approach you've chosen and an area to prepare your outline. Press **Tab** to indent a line in your outline; press **Enter** to move down one line.

In the **Write Your First Draft** window, you choose between two word processor file formats for your first draft. You'll then begin working in your word processor, but the **Report Wizard** will continue to deliver advice.

From the **Create Visuals** window, you can go to the **Chart** or **Timeline Wizards**. See below for more information about these Wizards.

In the **Revise Your Paper** window, you can print a checklist of items to review in your report.

In the **Create a Bibliography** window, you select a word processing format and prepare a bibliography.

In the **Prepare Your Final Paper** window, you can print advice on how to format and finish your report.



Chart Wizard

The **Chart Wizard** enables you to quickly and easily create and print a chart or graph or add a chart or graph to a report or presentation. Using **Chart Wizard** you can create horizontal bar and vertical bar charts, line graphs, and pie charts. Click **Next** or **Back** at the bottom of **Chart Wizard** windows to complete a choice and continue or to return to the previous step.

The first choice you have in the **Chart Wizard** window is between **New Chart** and **Existing Chart**. If you choose **Existing Chart**, you'll see a window asking for a chart name and file location. The **Chart Selection** window appears next. Click on the type of chart you want to create.

In the **Comparison** window, click on the type of comparison you want to use in your chart. Click **Other** to enter a comparison different from those listed in the window.

In the **Unit of Measure** window, you see units of measure appropriate for the type of comparison you chose. Click a unit of measure. (If you chose **Quantity** as your type of comparison, the program will skip this window and take you directly to the **Comparison Table** window. If you chose **Other**, a window appears in which you specify what you are comparing and the unit of measure to be used. Use the pull-down menu for suggestions of units of measure, or type in a different one.)

In the **Comparison Table** window, you use a two-column table to enter the labels and amounts that will appear in your chart. The unit of measure you selected will be shown in the column on the right. Use the **Sort** buttons to arrange the items in ascending or descending order, or alphabetical or reverse alphabetical order.

In the **Chart Title** window, you see your chart for the first time. Use the text entry box to change the chart title if you wish.

In the **Font** window, there is a pull-down list of the fonts available for the text in your chart.

In the **Color Selection** window, you can choose the colors and patterns for the different segments of your chart. Select between **Colors** and **Patterns** in the box on the right. To change the color or pattern of a segment in your chart, first click the chart segment, then click on the color or pattern you want for that segment.

In the **Final View** window, you see your completed chart. Click **Save** and follow the prompts to choose a directory, name the file, and save it. (The **Chart Wizard** creates a **Chart File** that can be inserted into reports or presentations. The **Chart Wizard** also creates a **Chart Table** that allows you to edit the chart from within the **Chart Wizard**.) Then click **Finish** or **Print**.

Timeline Wizard

The **Timeline Wizard** enables you to quickly and easily create and print a Timeline or add a Timeline to a report or presentation. The Timelines you create can contain events and dates you specify or events and dates found in a special *World Book* events database. Click **Next** or **Back** at the bottom of **Timeline Wizard** windows to complete a choice and continue or to return to the previous step.

The first choice you have in the **Timeline Wizard** is between **New Timeline** and **Existing Timeline**. If you choose **Existing Timeline**, you'll see a window asking for a Timeline name and file location. The **Timeline View** window appears next. Choose between **Banner** and **Compact** styles.

In the **Time Table** window is a table you use to enter events and dates for your Timeline. Use the **Tab** key to advance from element to element in each row (use **Shift/Tab** to back up). You can delete a row by moving the cursor to the row number and clicking it to highlight the row. Then click **Delete Event**. For tips on filling in the different parts of the table, move the cursor to a part and click, or **Tab** to it, then click **Instructions**. Click **Index** in the **Instructions** window for tips about other parts of the table. Double-click an **Index** item to open it. If a piece of information in the table is missing or improperly entered, you'll see an alert when you click **Next**.

When you click **Search** in the **Time Table** window, a **Search** window appears. Enter up to three words, combining them as necessary using the and/or/not boxes, and click **Go** to search a special *World Book* database. A list of results appears. To select an item from the Results box for your Timeline, click it to highlight it, then click the right arrow. To select all the items in the **Results** box, click **Select All**, then click **Next**.

Your Timeline appears in the **Title and Font** window. You can change the Timeline title if you wish; move your cursor to the title line and click to make changes. In this window is a pull-down list of the fonts available for your Timeline title.

In the **Add a Picture** window, click **Pictures** for a scrollable list of picture descriptions. Select a picture description to see a preview of the picture. Click **OK** to attach a selected picture to the Timeline title.

In the **Final View** window, you see your completed Timeline. Click **Save** and follow the prompts to choose a directory, name the file, and save it. (The **Timeline Wizard** creates a **Timeline File** that can be inserted into reports or presentations. The **Timeline Wizard** also creates a **Timeline Table** that allows you to edit the Timeline from within the **Timeline Wizard**.) Then click **Finish** or **Print**.



Quiz Wizard

The **Quiz Wizard** enables you to make and take three different types of quizzes to challenge yourself just for the fun of it or to practice for quizzes and tests you take in school. You can make true/false and flash card quizzes on any subject, or create mathematics quizzes. Use the **Advice** buttons that appear in some of the **Quiz Wizard** windows for tips on how to get the most out of a particular **Quiz Wizard** feature. Use the **Print** button to print out whole quizzes (questions/answers; questions only; answers only), individual question/answer, **Advice** screens, or **Score** screens.

The first choice you have in the **Quiz Wizard** window is between **Make or Modify Quiz** and **Take Quiz**.

Make or Modify Quiz

If you choose **Make or Modify Quiz**, a window will appear where you'll choose between **New Quiz** and **Existing Quiz**. If you choose **New Quiz**—meaning that you want to make a new quiz—the **Name Your Quiz** window will appear. Entering the quiz name allows the program to save all your work automatically. Then you'll go to the **Choose Quiz Format** window and pick true/false, flash card or mathematics. (When making mathematics quizzes, you can use your mouse to click numbers on an on-screen calculator keypad, or you can use the number keys on your computer keyboard.)

After you choose a format, you'll go to the **Quiz Manager** window for the type of quiz you've selected. If you choose **Existing Quiz**—meaning you want to make changes to a quiz you made before—you'll choose the filename of the quiz you want. You'll then go to the **Quiz Manager** window for that quiz.

There are **Advice**, **Quiz Manager**, and **Question/Answer Entry** windows for each of the three types of quizzes. **Advice** gives you some pointers in using the type of quiz you've selected. **Manager** enables you to make, change, or delete items for new and existing quizzes. When you choose to make or change a quiz item, you'll go to an **Entry** window that will take you through the steps to make or change an item. Deletions are done from within the **Manager** window. Items in an existing quiz will be listed in the **Manager** window.

When you take a quiz you've made, you'll be shown all the items you created in that quiz. Keep this in mind when you're making quizzes, and create only as many items as you'll want to be quizzed on. When you've made all the items you want in a quiz, click **Finish**. You'll then have the option to take the quiz right away, make another quiz, or exit the **Quiz Wizard**.

Take Quiz

If you choose **Take Quiz**, a window will open from which you select an existing quiz. After you select a quiz, an introduction appears showing the number of items in the quiz and the steps to follow in taking that particular type of quiz. You'll then move on to the quiz items, one by one. Click **Next** to find out if your answer is correct and to move on to the next quiz item.

You'll have two chances to do an item correctly in the flash card and mathematics quizzes; in true/false there's naturally only one chance. When your answer is correct, simply click **Next** to go to the next item. If your answer is incorrect, you can try again or choose to see the correct answer. You also can skip any item in the quiz you're taking.

The quiz items will appear in random order instead of the order in which you entered them. You will see your score after you have done all the items in a quiz. You can take the quiz over again right away, simply review all the items in the quiz, or exit to **World Book**.



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