

The Complete Reference Collection

The Main Screen

[Tableau & Viewers](#)

[Find Viewer](#)

[Media Viewer](#)

[Article Viewer](#)

[Information Icons](#)

[Option Buttons](#)

The Reference Collection

[Overview](#)

[Encyclopedia](#)

[Almanac](#)

[Dictionary/Thesaurus](#)

[Atlas](#)

[Internet Directory](#)

[Writer's Handbook](#)

[Medical Guide](#)

[Geographical Dictionary](#)

[History Encyclopedia](#)

[Multimedia](#)

For details on how to use Help, press F1.

Tableau & Viewers

The tableau screen frames the main components of *The Complete Reference Collection* environment: the Option buttons at the bottom of the screen and the Find Viewer, the Article Viewer, and the Media Viewer.

The Option buttons allow you to change the layout of the viewers, toggle between viewers, and access various program settings and features (Tools), a built-in word processor (Notebook), navigational options, and this Help system. See [Option Buttons](#) for more information.

The viewers let you search for information, view multimedia (including animations, pictures, slide shows, sounds, and videos), and read any part of the reference collection simultaneously. For instance, you might use the Find Viewer to find a specific article in the encyclopedia, read the text in the Article Viewer, and display a relevant picture in the Media Viewer.

The tableau can be displayed in four different layouts using the first four Option buttons at the bottom of the screen.

- The **two-viewer tableau** displays the Find Viewer on the left and the Article or Media Viewer on the right. The Article Viewer displays the last selection you opened from the Find Viewer. To toggle between the Article and Media Viewers, click on their respective toggle icons beside the tableau buttons.
- The first **three-viewer tableau** displays a small Find Viewer in the top left corner of the screen, a small Media Viewer below it, and a large Article Viewer along the right side of the screen.
- The second **three-viewer tableau** displays a small Article Viewer in the top right corner of the screen, a small Media Viewer below it, and a large Find Viewer along the left side of the screen.
- The **one-viewer tableau** displays the currently active viewer (the one whose title bar is highlighted) in full-screen view. To toggle between viewers, click on their respective toggle icons beside the tableau buttons.

See [Viewers](#) for more information.

Viewers

Any time you want to see more of the information in a viewer, click on the one-viewer tableau button at the bottom of the screen, or click on the **Go to Full Screen** button in the upper right corner of the viewer's title bar. The viewer will expand to fill the entire screen. Some viewer items, such as the one for the dictionary/thesaurus, offer additional features in the full-screen viewer that are not available in the smaller tableau viewer. When you are displaying a full-screen viewer, click on the toggle icons at the bottom of the screen to switch among the Find Viewer, Media Viewer, and Article Viewer. To return to the small tableau viewer, click on the new icon that appears in the upper right corner of the title bar, the **Go to Small Screen** button. Or click on one of the first three tableau buttons to choose the layout you want.

Viewer Menus

Each viewer in the tableau has a menu of options that affect that viewer. To see the menu options available for the item displayed in the viewer, move your cursor over the viewer icon in the upper left corner of the viewer's title bar, or click on it or the title bar. The menu stays open until you choose an option or move the cursor off the menu.

In addition, some viewers have buttons that let you work with the viewer in different ways, such as the buttons for controlling videos in the Media Viewer. To see a description of a button, move your cursor over it.

For details on the viewers, see:

[Find Viewer](#)

[Media Viewer](#)

[Article Viewer](#)

Find Viewer

The Find Viewer allows you to browse the entire reference collection or subsets of it, or to search some or all of its contents for specific information by keywords, terms, phrases, topics, or titles. The Find Viewer lets you explore the program contents to find the information you want.

The reference collection contains an encyclopedia, a world almanac, dictionary and thesaurus, a writer's handbook, a world atlas, a geographical dictionary, a home medical guide, a world history encyclopedia, an Internet directory of Web sites, and multimedia (including animations, pictures, slide shows, sounds, and videos). For an overview of each reference in the collection, see [Overview](#) or go to the [Contents](#) list to find the name of the reference you are interested in.

To use the Find Viewer, click on the **List of Contents A-Z** radio button if you just want to browse or to search for information by title or topic, or click on the **Word Search** radio button to search for specific keywords, terms, or phrases. Then click on the references you want to search. (In the small-size Find Viewer, references are listed by icon rather than name.) Click on **All** to select all references, or **Clear** to deselect the chosen references before selecting those you want. You can further refine your search of the Internet directory and multimedia by using the drop-down menus. You can search all Web sites listed in the Internet directory, or just those listed for one or more specific age groups, or you can search all of the program's multimedia, or subsets of it.

If you chose the **List of Contents A-Z** radio button, a list of all the titles and topics contained in the selected references appears in the list box below. Browse the list by using the scroll bar, or type the first few letters of a title or topic in the text box to scroll the alphabetical list to browse for a specific item. If no item begins with the characters you typed, the next item in alphabetical order is highlighted in the list. To view an item, double-click on it, or highlight it and choose **Get Item** from the viewer menu.

If you chose the **Word Search** radio button, type a word or phrase to describe the topic you are interested in, and then click on the **Do Search** button. The program searches the selected references for the keywords in your request and creates a list of related items. The items near the top of the list are most likely to contain the information you want. To view an item, double-click on it or highlight it and choose **Get Item** from the viewer menu.

- Icons in the left margin of an alphabetical list indicate the media type. For a complete list of icons, see [Information Icons](#).

You can further refine your word search by using the program's search examples. See [Search Examples](#) for more information.

When you open an article or a reference text from a word search, it opens to the section where your search topic first appears in the text. The words from your search request are highlighted in green throughout the displayed text. To find the next highlighted word, scroll through the text or choose **Find Search Highlight** from the Article Viewer menu. (See [Article Viewer Menu Options](#) for more information.)

- If the search results list does not contain the information you want, try a new search using synonyms or other similar words to describe what you are looking for.

For an explanation of the menu options available in the Find Viewer, see [Find Viewer Menu Options](#).

Find Viewer Menu Options

To see the menu options for the Find Viewer, move your cursor over the viewer icon in the upper left corner of the viewer's title bar, or click on it or the title bar. The following menu options are available.

Go to Full Screen/Go to Small Screen

Choose **Go to Full Screen** to enlarge the viewer to full-screen size. This option changes to **Go to Small Screen** when the viewer is full-screen size. (This option functions identically to clicking on the **Go to Full Screen** button in the upper right corner of the viewer's title bar, or to clicking on the one-viewer tableau button at the bottom of the screen.)

Get Item

Choose **Get Item** to display the item highlighted in the list.

Print Search Results

Choose **Print Search Results** to print the list of search results after using the Word Search option.

Switch to Word Search

Choose **Switch to Word Search** to use this option to search for keywords. (This option functions identically to clicking on the **Word Search** radio button in the Find Viewer.)

Switch to List of Contents A-Z

Choose **Switch to List of Contents A-Z** to use this option to search for titles. (This option functions identically to clicking on the **List of Contents A-Z** radio button in the Find Viewer.)

Search Examples

If you want to refine your word search of a topic and wish to see examples of how to do this, click on the **Search Examples** button in the Find Viewer. (This option is not available when you click on the **List of Contents A-Z** radio button.) The search examples that appear show you how you can define your topic more concisely in the Find Viewer text box, resulting in selections that more closely match your desired search criteria.

When you type—

- a word **by itself**, the program searches for articles that contain that word and all its forms, such as its plural or past tense
- a word **followed by an apostrophe (')**, the program searches for articles that contain that exact word
- a word or phrase **enclosed in quotation marks (" ")**, the program searches for articles that contain that exact word or phrase
- two or more words separated by **AND**, the program searches for articles that contain both or all of the words
- two or more words separated by **OR**, the program searches for articles that contain either word
- two or more words separated by **AND** followed by one or more words separated by **OR**, the program searches for articles that contain all of the words separated by each **AND**, as well as articles that contain only the word followed by each **OR**
- two or more words separated by **NOT**, the program searches for articles that contain the first word but do *not* contain the word(s) followed by **NOT**
- two or more words separated by **NEAR/5**, the program searches for articles that contain both or all words within 5 words of each other. If you want to find articles where the words appear closer together or farther away from each other, change the number to any number from 1 to 9999 (such as **NEAR/1** or **NEAR/100**)

When you've read the examples, click on the **Close** button at the bottom of the Search Examples dialog box, or click on the Close button on the title bar. Then type your search request in the Find Viewer text box and click on the **Do Search** button to start the search.

Media Viewer

The Media Viewer displays animations, pictures, slide shows, sounds, and videos. It also displays dictionary/thesaurus entries (see [Dictionary/Thesaurus](#)), atlas maps, graphs, and tables (except the world almanac tables, which appear in the Article Viewer).

Pictures

When the viewer displays a picture (illustration or photograph) that is larger than the viewer window, the cursor changes to a handle as you move it across the picture. Click and drag the cursor to move other parts of the picture into view. Or display more of the image by changing the viewer to a full-screen view. Click on the **Go to Full Screen** button on the title bar, or choose **Go to Full Screen** from the viewer menu, or click on the one-viewer tableau button at the bottom of the screen. (See [Media Viewer Menu Options](#).) Use the scroll bars to read through the caption.

Animations, Slide Shows, Sounds, and Videos

When the viewer displays an animation, a slide show, a sound, or a video, it includes controls much like the ones on a VCR or cassette player. When you open one of these items, the clip plays automatically. Use the control buttons to stop the playback and to move quickly from one part of the clip to another. Or click and drag the indicator on the Position Bar to move to another place in the clip.

The following are the control buttons in the Media Viewer:

The **Position Bar and Indicator** shows the current position in the sequence. Click and drag the indicator to move to another place in the clip.

Click on the **Rewind to the Beginning** button to go to the beginning of the clip.

Click on the **Rewind** button to return to a previous frame in the clip.

Click on the **Fast Forward** button to move quickly forward through a clip.

Click on the **Play** button to begin playback.

Click on the **Stop** button to stop playing the clip.

Atlas Maps

When the viewer displays an atlas map, use the **Resize** button to toggle between a map that fits in the current-size viewer and one that's larger but may only give you a partial view of the whole map. Or display more of the map by changing the viewer to a full-screen view. Click on the **Go to Full Screen** button on the title bar, or choose **Go to Full Screen** from the viewer menu, or click on the one-viewer tableau button at the bottom of the screen. (See [Media Viewer Menu Options](#).) For more information on the world atlas, see [Atlas](#).

For an explanation of the menu options available in the Media Viewer, see [Media Viewer Menu Options](#).

Media Viewer Menu Options

To see the menu options for the Media Viewer, move your cursor over the viewer icon in the upper left corner of the viewer's title bar, or click on it or the title bar. Depending on the item displayed in the viewer, the following menu options may be available.

Go to Full Screen/Go to Small Screen

Choose **Go to Full Screen** to enlarge the viewer to full-screen size. This option changes to **Go to Small Screen** when the viewer is full-screen size. (This option functions identically to clicking on the **Go to Full Screen** button in the upper right corner of the viewer's title bar, or clicking on the one-viewer tableau button at the bottom of the screen.)

Copy [Item Name]

Choose the **Copy** option to copy the item in the viewer to the clipboard. You can paste text items in the Notebook or any copied item except sounds and videos in a word processor. Open the Notebook (by clicking on the **Notebook** button at the bottom of the screen) or a word processor (by clicking on **Word Processor** in the Tools menu), put your cursor where you want to paste the text, and choose the paste option. When a picture or an atlas map is displayed in the Media Viewer, you can quickly access the **Copy** option by clicking on the right mouse button. You can also access a **Copy Text to Word Processor** option when the dictionary/thesaurus is displayed.

Print [Item Name]

Choose the **Print** option to print the item in the viewer. When a picture or an atlas is displayed in the Media Viewer, you can quickly access the **Print** option by clicking on the right mouse button.

Bookmark

Choose **Bookmark** to create a bookmark for a specific multimedia item so you can return to it easily. To create a bookmark, display the image you want to mark and then choose **Bookmark**. To see the list of bookmarks you've created and to return to a bookmarked item, choose **Bookmark List** from the Tools menu. See [Tools](#) for more information.

Choose Playback Size

When an animation, a slide show, or a video is displayed, the **Choose Playback Size** option lets you enlarge the playback size to full-screen. At the maximum size, the clip begins playing automatically. Click anywhere to stop the playback.

Show Actual Size/Fit in Viewer

When a picture or map is displayed, these options alternate between displaying the actual size of the image and the size that best fits within the viewer. If the image is larger than the viewer window, the cursor changes to a handle as you move it across the image. Click and drag the handle to move other parts of the image into view. If the image is a map, use the **Resize** button to toggle between displaying the map in its actual size and displaying the size that fits within the viewer. You can quickly toggle between the two sizes of pictures and maps by clicking on the right mouse button and accessing the **Size** option. You can also choose **Go to Full Screen**

from the viewer menu to display more of a picture or map.

[Item Name]/Get Item

Choose the name of a related item listed at the bottom of the menu, or choose **Get Item** to display it in the Article Viewer.

Article Viewer

The Article Viewer is where you'll read articles and text from most of the references in the collection, use icons to access multimedia, and follow cross-references to related articles.

Icons are small graphics within text that you click on to open related information in the other viewers. Click on the **Picture** icon, for example, to see a picture related to the text. Some icons lead to pictures, videos, and other multimedia, while others display text. The kinds of icons you'll find in text are listed in [Information Icons](#).

In some text articles, you'll see words in blue that represent a cross-reference to another article. Click on the blue text to display the related article in the viewer. To return to the original article, click on the **Backtrack** button at the bottom of the screen.

- If the cursor is over an icon, it changes into a hand. If the cursor is over text, it changes into an I-beam.

If you come across a word you don't know, double-click on it to see its definition. You can even double-click on a word within a definition to learn what it means. Double-clicking on any word—*except* colored cross-reference text—in a text article or caption automatically opens the dictionary/thesaurus in the Media Viewer.

For an explanation of the menu options available in the Article Viewer, see [Article Viewer Menu Options](#).

Article Viewer Menu Options

To see the menu options for the Article Viewer, move your cursor over the viewer icon in the upper left corner of the viewer's title bar, or click on it or the title bar. The following menu options are available.

Go to Full Screen/Go to Small Screen

Choose **Go to Full Screen** to enlarge the viewer to full-screen size. This option changes to **Go to Small Screen** when the viewer is full-screen size. (This option functions identically to clicking on the **Go to Full Screen** button in the upper right corner of the viewer's title bar, or clicking on the one-viewer tableau button at the bottom of the screen.)

Copy Text

To copy text to the Notebook or a word processor, highlight the text you want and choose **Copy Text**. Open the Notebook (by clicking on the **Notebook** button at the bottom of the screen) or a word processor (by clicking on **Word Processor** in the Tools menu), put your cursor where you want to paste the text, and choose the **Paste** option. In the Article Viewer, you can quickly access the **Copy Text** option by clicking on the right mouse button.

Copy Text to Find

To copy text to the text box in the Find Viewer, highlight the text you want and choose **Copy Text to Find**. The highlighted text is pasted into the text box in the Find Viewer so that you can browse for titles that start with those words or search the reference collection for items that contain those words. In the Article Viewer, you can quickly access the **Copy Text to Find** option by clicking on the right mouse button. This option copies the highlighted text to the text box in the Find Viewer for browsing or searching.

Copy Text to Notebook

To copy text to the Notebook, highlight the text you want and choose **Copy Text to Notebook**. The Notebook opens and the text is pasted into it. In the Article Viewer, you can quickly access the **Copy Text to Notebook** option by clicking on the right mouse button.

Copy Text to Word Processor

To copy text to the word processor you specified in **Preferences** in the Tools menu (see [Preferences](#)), highlight the text you want and choose **Copy Text to Word Processor**. The word processor opens and the text is pasted into it. In the Article Viewer, you can quickly access the **Copy Text to Word Processor** option by clicking on the right mouse button.

Print Article

Choose **Print Article** to print the highlighted text of the displayed text, or if no text is highlighted, to print the entire contents of the Article Viewer. You can quickly access the **Print Article** option by clicking on the right mouse button.

Outline

Choose **Outline** to see a list of the article's contents, including text, multimedia, and cross-references. When you choose **Outline**, the outline appears in its own window

on top of the tableau. Use the window's menu to access the **Get Item**, **Previous**, and **Next** options to display the highlighted outline item or to move through the list of outline items. (To see the menu options, click on the icon in the upper left corner of the window's title bar.) Double-click on items in the outline preceded by icons to display multimedia items. Listings without icons are subsections of the article. Double-click on a subsection title to go to that section of the article.

Bookmark

Choose **Bookmark** to create a bookmark at a specific point in the text so you can return to it easily. To create a bookmark, scroll the text until the place you want to mark is at the top of the window, then choose **Bookmark**. To see the list of bookmarks you've created and to return to a bookmarked item, choose **Bookmark List** from the Tools menu. See [Tools](#) for more information.

Find a Word

Choose **Find a Word** to quickly search for the appearance of a particular word in the current article.

Find Again

Choose **Find Again** to repeat the search for the last word you looked up, without having to open the **Find a Word** box.

Find Search Highlight

Choose **Find Search Highlight** to search for the next appearance of a phrase or highlighted text in the current article. If you selected the article from a search in the Find Viewer, the keywords you used in your search are highlighted in green in the article.

Choose Font Size

To change the size of the font in the Article Viewer, choose **Choose Font Size**. Then choose the size you want from the submenu.

Information Icons

As you explore the data in *The Complete Reference Collection*, you'll encounter many kinds of information—text, videos, pictures, animations, maps, tables, and more. Every piece of information in the program can be found using the Find Viewer. Or you can access the multimedia from within the text articles as you read them. Here is a list of icons that appear in the Article Viewer that lead to different types of data:

The **Almanac** icon resembles an open book labeled “Al.” Click on this icon to see an almanac article or table related to the text.

The **Animation** icon looks like a short piece of film. Click on this icon to view an animation sequence related to the text.

The **Atlas** icon resembles a map. Click on this icon to display a map in the Media Viewer related to the current article. For more information, see [Atlas](#).

The **Chart** icon looks like a small graph. Click on this icon to see a related chart.

The **Encyclopedia** icon resembles an open book labeled “E.” Click on this icon to view an article in the encyclopedia with related information.

The **Flag** icon looks like a small flag. Click on this icon to see the flag of the country or state in the article.

The **Geographical Dictionary** icon resembles an open book labeled “Ge.” Click on this icon to view an entry in the geographical dictionary with related information.

The **History** icon resembles an open book labeled “H.” Click on this icon to view an article in the history encyclopedia with related information.

The **Internet Directory Entry** icon resembles an open book labeled “I.” Click on this icon to see a description of a Web site related to the article.

The **Internet Directory Listings** icon resembles a card, also labeled “I.” Click on this icon to see a list of thematically related Web sites.

The **Medical Guide** icon resembles an open book labeled “M.” Click on this icon to view an article in the medical guide with related information.

The **Music** icon resembles a music note. Click on this icon to hear a musical selection related to the article. There are actually two similar music icons, one for music in the MIDI format and the other (the one with the wavy line through it) for music in the .WAV format. The .WAV icon includes a wavy line drawn through the music note.

The **Picture** icon resembles a camera. Click on this icon to see an illustration or a photograph related to the text.

The **Slide Show** icon looks like a slide. Click on this icon to see a slide show related to the article.

The **Speech** icon resembles a microphone. Click on this icon to hear a voice recording related to the article.

The **Table** icon shows three columns with the word "Table" at the top. Click on this icon to see a table related to the article.

The **Video** icon resembles a video camera. Click on this icon to see a video clip related to the subject of the article.

The **Web Access** icon has the letters "www" (for "World Wide Web") across the top. Click on this icon to go to the Web site being described by an entry in the Internet directory. (Note: You must be already connected to your Internet Service Provider before you click on a Web link. Otherwise you will get an error message.)

The **Writer's Handbook** icon resembles an open book labeled "W." Click on this icon to view an article in the writer's handbook with related information.

When you see blue text in an article, click on it to go to a related article.

Option Buttons

The buttons along the bottom of the screen are the Option Buttons. To choose a button, click on it.

The Tableau Buttons

Use these icon buttons to change the layout of the Find, Media, and Article Viewers. For more information, see [Tableau & Viewers](#).

The Viewer Toggle Icons

Use these icons to toggle between the Media and Article Viewers in the two-viewer tableau, and to toggle among the Find, Media, and Article Viewers in full-screen view. For more information, see [Tableau & Viewers](#).

Tools Button

Click on **Tools** to display a menu of options that give you access to various program settings and features, such as the bookmark list, a list of previously viewed items, a shortcut utility (available only to *Windows 95* users), the ability to open a word processor file or link to the Compton's Web site, program preferences, and useful information about the program. For more information, see [Tools](#).

Notebook Button

Click on **Notebook** to open the Notebook, the program's built-in word processor. The Notebook opens on top of the tableau so that you can easily type notes, copy and paste text from the Article or Media Viewers, or record your research. For an explanation of the menu options and tool bar available in the Notebook window, see [Notebook Menu Options](#).

Backtrack Button

Click on **Backtrack** to return to the previously displayed item in the current viewer.

Help Button

Click on **Help** to display the Help text you are reading now. Use this on-disc Help guide to learn how to use the powerful features of *The Complete Reference Collection*. To learn how to use this Windows Help feature, choose **Help** in the Help window.

Exit Button

Click on **Exit** to close The Complete Reference Collection.

Tools

Click on the **Tools** button when you want to display the following menu for changing program settings and accessing various program features.

Move your cursor over the menu to see a description of each menu option. Click on an option to choose it.

Bookmark List

Click on **Bookmark List** to see a list of the bookmarks you've created to mark specific information. (To create a bookmark for a currently displayed article or media item, choose **Bookmark** from the Article or Media Viewer menu.) To return to a bookmarked item, double-click on an item in the list. To change a bookmark title, first click on it in the list. Then click on its name in the text box, type the new name in the text box, and press **Enter**. From the Bookmark List menu, you can save the current bookmark list, start a new list, open an existing list, or delete a bookmark. For an explanation of the menu options available in the Bookmark List window, see [Bookmark List Menu Options](#).

Previous Items

Click on **Previous Items** to see a list of the items you've opened in your recent exploration of *The Complete Reference Collection*. Double-click on an item in the list to see it again.

Make Shortcut

Windows 95 users only: Click on **Make Shortcut** to create a shortcut icon for the current screen. Whenever you want to return directly to that screen, click on the corresponding shortcut icon on the Windows desktop. For more information, see [Make Shortcut](#).

Word Processor

Click on **Word Processor** to open a word processor file where you can paste text, pictures, slide images, maps, and tables and type your own thoughts and notes as you use the reference collection. Under Windows 3.1, this option opens the Microsoft Write application. Under Windows 95, this option opens WordPad. To choose a different application, choose **Preferences** from the Tools menu and change the word processor setting. For more information, see [Preferences](#).

Link to Compton's

Click on **Link to Compton's** to connect to the Compton's Web site, where you can find educational activities, technical support, and information on other Compton's products.

Preferences

Click on **Preferences** to change such program settings as text size, MIDI device driver, and online service. In the Preferences window, you can also set the program to skip the opening music while the program is loading and to save your place when you exit the program. For more information, see [Preferences](#).

About CRC'98

Click on **About CRC'98** to see copyright and trademark information and information

about the people who created *The Complete Reference Collection*. To see the program's version number and a list of the program's system requirements compared with your system, hold down **Ctrl** when you click on **About CRC'98** from the Tools menu. This list includes the CPU; the version of your Windows, DOS, and Microsoft CD Extensions software; installed memory; the MIDI device; and other hardware and software requirements.

Bookmark List Menu Options

Click on the **Tools** button and then choose **Bookmark List** from the menu to see the list of all the bookmarks you've created while using the program. Each bookmark saves the location of an article or a multimedia item that you may want to return to. In the **Bookmark List**, sets of bookmarks appear as lists, which you can name and save separately.

To see the menu options for the Bookmark List, click on the icon in the upper left corner of the window's title bar. The following menu options are available:

Start New List

Choose **Start New List** to start a new list of bookmarks.

Open Saved List

Choose **Open Saved List** to see a list of bookmark lists. To open a list, double-click on its name, or click once on a name to select it and then click on the **OK** button.

Save Current List

Choose **Save Current List** to name and save the current list of bookmarks. In the box labeled "File Name," type a path and name for your list. (In Windows 3.1, bookmark file names cannot be more than eight characters long.) Then click on the **OK** button.

Remove Item from List

Choose **Remove Item from List** to remove the highlighted bookmark from the list.

Get Item

Choose **Get Item** to retrieve the highlighted item in the list and display it in the appropriate viewer. (This option functions identically to double-clicking on the bookmark in the list.)

Make Shortcut

This feature, which is available only in Windows 95, creates a shortcut to the current tableau layout. Using a shortcut, you can return to a specific place in the program simply by double-clicking on an icon on your Windows desktop.

For instance, if you were studying the country of Belgium, you might have the atlas map of Belgium displayed in the Media Viewer, the article on Belgium open in the Article Viewer, and the search results of the word *Belgium* in the Find Viewer. Knowing that you want to return to these items during another session, click on the **Tools** button, and then choose **Make Shortcut** from the menu. Type a name for the shortcut and click on **Save**. The next time you want to continue your research on Belgium, simply double-click on the shortcut icon on your desktop instead of using *The Complete Reference Collection* icon on the Windows Start menu. You will be taken directly to the tableau as it appeared when you created the shortcut.

Preferences

Click on the **Tools** button and then choose **Preferences** from the menu to display the Preferences screen. This screen contains several options to customize the program. To select an option, click on the tabs at the top of the Preferences window: Start-up, Sound & Media, Online, and Text. Click on the **Default Settings** button at the bottom of the Preferences window to return to the original settings in the current section.

Start-up

The Start-up section of Preferences allows you to configure some of the things that happen when you load and exit the program. Here you can activate or deactivate the opening splash screen and music, and you can configure the program to remember your place so that the next time you load the program, you can start where you left off. Click on the check box adjacent to each option to turn it on or off.

- An “x” or a check mark in a check box means that an option is activated. If there is no check mark, the option is inactive.

If you want the program to remember the contents of the Find, Media, and Article Viewers that are onscreen when you exit the program, make sure there is a check mark in the “Save my place” check box. The next time you run the program, it will display the contents of the viewers that were onscreen when you exited.

Sound & Media

The Sound & Media section allows you to configure some of the sounds that are played in the program. You can choose to hear a sound whenever you click a button onscreen or when you open a text item or an article. Click on the check box adjacent to each option to turn it on or off.

Setup MIDI Device

To change the MIDI device driver that is used for the MIDI sounds in the program, click on the **Setup MIDI Device** button. Select a driver and then click on **Test** to make sure the driver functions correctly. If the driver is functional, it will play a song. If you do not hear the entire tune, select a different driver.

Online

The Online section lets you select an online service for use with the Internet directory and Link to Compton’s features. Once you set your online service, that application will launch automatically when you click on a Web site address in the Internet directory or choose **Link to Compton’s** from the Tools menu if your Internet web browser will connect automatically to your Internet Service Provider (ISP). If, however, your Internet web browser does not connect automatically to your ISP, you must be already connected to your ISP before clicking on a Web site address in the Internet directory.

To configure the program to use your favorite online service, select an application from the drop-down menu of online applications. If you know the exact path to the “.exe” file for your online service, type it in the Path text box. If you don’t know the

exact path, click on **Browse** to select the .exe file from a directory or folder.

In Windows 95, an additional option appears: “Use default Internet browser.” Click on the check box adjacent to this option to turn it on or off. If this option is turned on, *The Complete Reference Collection* will automatically use whatever program you have previously designated in Windows 95 as your default Internet browser.

Text

The Text section allows you to link your favorite word processor to the program; set the size of the text displayed in articles, tables, and captions; and display or hide the “rollover” tips that appear when you move your cursor over parts of the screen.

When you choose **Word Processor** from the Tools menu, the program launches a separate word processing program. If you use *The Complete Reference Collection* on a Windows 3.1 system, the default word processor is Microsoft Write. If you use Windows 95, the default word processor is WordPad. However, you can change the setting to any word processor you like.

To select your favorite word processor, click on its name in the list of word processors. Be sure to select a program that is installed on your system and confirm that the path is entered correctly. If necessary, click on the **Browse** button to select a program from the files on your system or type in the appropriate path. If the program you select is not on your system, or if the path is inaccurate, the word processor feature will not function properly.

In the Text preferences, you can customize the size of the text that appears in the viewers. In the area labeled “Size of text,” click on the text size you want.

To disable the “rollover” tips feature, make sure there is no “x” in the check box next to “Show rollover tips.”

Notebook Menu Options

Use the Notebook to type quick notes or to paste text you've copied from the program contents. To open the Notebook, click the **Notebook** button at the bottom of the tableau screen. Use the Notebook menu options to format text and save your Notebook files. Most of these options are available on the Notebook toolbar. For a list of toolbar icons, see [Notebook Toolbar Icons](#).

To see the menu options for the Notebook, move your cursor over the icon in the upper left corner of the window's title bar, or click on it or the title bar. The following menu options are available:

New

Choose **New** to start a new Notebook file. The toolbar icon for this option shows a blank document page.

Open

Choose **Open** to open an existing Notebook file. The toolbar icon for this option shows an arrow from the hard drive to a document page.

Save

Choose **Save** to save the current Notebook file in .RTF or .TXT format, which can be opened by most word processors. The toolbar icon for this option shows an arrow from the document page to the hard drive.

Save As

Choose **Save As** to save the current Notebook file to a new location or under a different file name.

Undo

Choose **Undo** to undo the last change you made in the Notebook file. The toolbar icon for this option shows a "U-turn" arrow.

Cut

Choose **Cut** to remove highlighted text from the Notebook file. The toolbar icon for this option shows a pair of scissors.

Copy

Choose **Copy** to copy text you've highlighted in the Notebook file. The toolbar icon for this option shows an arrow between two document pages.

Paste

Choose **Paste** to insert text you've copied into the Notebook file. The toolbar icon for this option shows an arrow from the clipboard to a document page.

Bold

Choose **Bold** to change the highlighted text to bold type. If the highlighted text is already bold, this option returns the text to normal. The toolbar icon for this option shows a bold "B."

Italic

Choose **Italic** to change the highlighted text to italics. If the highlighted text is already italicized, this option returns the text to roman (non-italic) type. The toolbar icon for this option shows an italicized “I.”

Underline

Choose **Underline** to underline the highlighted text. If the highlighted text is already underlined, this option removes the underlining. The toolbar icon for this option shows an underlined “U.”

Strikeout

Choose **Strikeout** to insert a strikeout line through the highlighted text. If the highlighted text already has a strikeout line through it, this option removes the line. The toolbar icon for this option shows a strikeout line through “S.”

Fonts

Choose **Fonts** to change the font and size of the highlighted text, as well as its style, effects, and color.

Print Preview

Choose **Print Preview** to see a preview of the printed Notebook file.

Print

Choose **Print** to print the current Notebook file. The toolbar icon for this option shows a document page in a printer.

Notebook Toolbar Icons

The icons on the Notebook toolbar represent most of the options available from the Notebook menu. The order in which the icons appear, from left to right, is given below.

New

Click on **New** to start a new Notebook file. This icon shows a blank document page.

Open

Click on **Open** to open an existing Notebook file. This icon shows an arrow from the hard drive to a document page.

Save

Click on **Save** to save the current Notebook file. This icon shows an arrow from the document page to the hard drive.

Print

Click on **Print** to print the current Notebook file. This icon shows a document page in a printer.

Undo

Click on **Undo** to undo the last change you made in the Notebook file. This icon shows a “U-turn” arrow.

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Click on **Cut** to remove highlighted text from the Notebook file. This icon shows a pair of scissors.

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Overview

The Complete Reference Collection contains an encyclopedia, a world almanac, a dictionary, a thesaurus, a writer's handbook, a world atlas, a geographical dictionary, a home medical guide, a world history encyclopedia, an Internet directory of Web sites, and multimedia (including animations, pictures, slide shows, sounds, and videos).

All references in the collection are interactive—text articles are linked to related articles, multimedia, maps, word definitions, Internet Web site listings, tables, and other information. In turn, maps are linked to text articles and geographical dictionary entries; Internet directory Web sites are linked to text articles and multimedia; and multimedia, such as pictures and videos, are linked to related text articles, maps, Web site listings, and other resources. You can find information by exploring these links or by using the Find Viewer.

In the Find Viewer, you can browse through or search one reference in the collection or any combination of references for specific information. Click on the radio buttons for the reference(s) you want to browse through or include in your search. Use the drop-down menus beside the Internet directory and multimedia radio buttons to further refine your search. For more information see [Find Viewer](#).

Encyclopedia offers more than 5,000 text articles from *Compton's Concise Encyclopedia* in a multitude of subject areas.

Almanac gives you access to a wide variety of statistical data in the form of text articles and tables from the 1997 edition of *The World Almanac and Book of Facts*.

Dictionary/Thesaurus lets you look up word meanings and synonyms from *Webster's New World Dictionary* and *Webster's New World Thesaurus*—together containing almost 100,000 entries. Although the dictionary and thesaurus are two separate books in *The Complete Reference Collection*, they work very closely together.

Writer's Handbook comprises the complete text from *The Merriam-Webster Concise Handbook for Writers* that can help you become a better writer.

Atlas represents a collection of more than 300 maps that let you explore the world. The collection includes maps of the world, all seven continents, every independent country, a number of dependencies, and certain key historical eras.

Geographical Dictionary lists over 41,000 entries (representing roughly 48,000 places) from *Merriam-Webster's Geographical Dictionary* that can help you spell and locate cities, rivers, mountains, deserts, bodies of water, and other geographical features found on maps.

Medical Guide lets you explore information on health, safety, first aid, and diseases and their treatments in the *Columbia University College of Physicians and Surgeons Complete Home Medical Guide*.

History Encyclopedia includes nearly 9,000 articles from *World History: A*

Dictionary of Important People, Places, and Events that describe historical eras, events, people, and places.

Internet Directory is a descriptive list of more than 4,000 Web sites and their addresses that link you to information on the World Wide Web.

Multimedia contains all the program's animations, videos, pictures, slide shows, sounds, and tables (other than the tables in the almanac, the medical guide, and the geographic dictionary, which are included within the texts of those books), which are linked to related text articles and other information in the reference collection.

Encyclopedia

The encyclopedia is a collection of more than 5,000 text articles from *Compton's Concise Encyclopedia*. Use the encyclopedia to look up specific topics and display the text article in the Article Viewer.

To access the encyclopedia, click on **Encyclopedia** in the Find Viewer. To browse the encyclopedia's contents, click on **List of Contents A-Z** to display an alphabetical list of articles by title and topic. Use the scroll bars to browse the entire list, or type one or more words in the text box to go to a specific item. If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list. Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu to display the text for that item.

The information you want to find might be listed differently in the encyclopedia than you expect. If you are unable to find the information you want, click on **Word Search** and use the **Do Search** button to conduct a search. See [Find Viewer](#) for more information.

- Icons in the left margin of an alphabetical list indicate the media type. For a complete list of icons, see [Information Icons](#).

Almanac

The almanac contains data found in the 1997 edition of *The World Almanac and Book of Facts*. In addition to text articles, the almanac includes a wealth of tables, all of which appear in the Article Viewer. Use the almanac to look up the latest U.S. and world facts and statistics in such areas as agriculture, commerce, demographics, economics, education, government, politics, sports, and other contemporary areas of interest.

To access the Almanac, click on **Almanac** in the Find Viewer. To browse the Almanac's contents in the Find Viewer, click on **List of Contents A-Z** to display an alphabetical list of topics. Use the scroll bars to browse the entire list, or type one or more words in the text box to go to a specific item. If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list. Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu to display the text for that item.

The information you want to find might be listed differently in the almanac than you expect. If you are unable to find the information you want, click on **Word Search** and use the **Do Search** button to conduct a search. See [Find Viewer](#) for more information.

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Dictionary/Thesaurus

The dictionary/thesaurus contains more than 78,000 entries in *Webster's New World Dictionary* and more than 21,500 entries in *Webster's New World Thesaurus*. The dictionary/thesaurus entries appear in the Media Viewer with buttons that let you toggle between the dictionary and the thesaurus. Use the dictionary/thesaurus to look up the meanings of words and synonyms for words in text articles, picture captions, or any word you enter in the Find Viewer.

To look up a word that you see in a text article or picture caption, double-click on the word. To look up other words, click on **Dictionary/Thesaurus** in the Find Viewer, then on **List of Contents A-Z** to display the contents of the dictionary/thesaurus. Use the scroll bars to browse the entire list, or type one or more words in the text box to go to a specific item. If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list. Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu to display the text for that item.

When the dictionary/thesaurus is displayed in the Media Viewer, click on the **Dictionary** and **Thesaurus** buttons to switch between the dictionary and thesaurus. To look up another word, type the word in the text box labeled Current Word and press **Enter**. The entry for that word—or the word closest to it—appears in the viewer.

To move among the entries in the dictionary or thesaurus, click on **Previous** to display the previous entry, and click on **Next** to display the next entry. For a description of the viewer menu options, see [Media Viewer Menu Options](#).

In the full-screen view, the dictionary/thesaurus features a scrolling list of words and an alphabetical position bar with a selector. Drag the selector to move quickly to another letter section in the dictionary or thesaurus. Then double-click on a word in the list on the left side of the screen to see its definition or thesaurus entry.

Atlas

The atlas contains five types of interactive maps—a world map, continent maps, region maps (for the Caribbean and Middle East), nation maps, and historical maps (such as for the Roman Empire)—that let you explore every part of the earth's surface. The maps are displayed in the Media Viewer.

To access the atlas, click on **Atlas** in the Find Viewer. To browse through a list of maps in the Find Viewer, click on **List of Contents A-Z** to display an alphabetical list of the Atlas maps. Use the scroll bars to browse the entire list, or type the name of a geographic location in the text box to go to a specific item. If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list. Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu to display the text for that item.

If the map is larger than the viewer window, the cursor changes to a handle as you move it across the map. Click and drag the handle to move other parts of the map into view. Use the **Resize** button to toggle between displaying the map in its actual size and displaying the size that fits within the viewer, or choose **Size** from the viewer menu to do the same thing. You can also choose **Go to Full Screen** from the viewer menu to display the entire map. (For more information on the viewer menu options, see [Media Viewer Menu Options](#).)

To zoom in on an area of a map, move the cursor over the name of a continent or country on the map and click when the cursor changes to a magnifying glass. To zoom out, click on the button at the bottom of the viewer that names the next higher-level map, such as zooming out from Egypt to Africa. (You cannot zoom out from the world map.) Zoom in on the world map to display a continent map; zoom in on a continent map to display a nation or region map; zoom in on a region map to display a nation map. (You cannot zoom in on a nation map.)

To slide the map to display a neighboring area, move the cursor over a name on the map and click when the cursor changes to a set of arrows.

To view a related entry from the geographical dictionary in the Article Viewer, move the cursor over a name on the map and click when the cursor changes to a page icon.

Internet Directory

The Internet directory contains brief descriptions of more than 4,000 Web sites and includes their addresses (URLs) for direct online access. Web sites are listed alphabetically in the Find Viewer and are grouped thematically when displayed in the Article Viewer. Use the Internet directory to look up information available on the Internet and then log on to the Web site.

To access the Internet directory, click on **Internet Directory** in the Find Viewer. Use the Internet directory drop-down menu to display Web site listings that are appropriate for specific target age groups. To browse the Internet directory's contents, click on **List of Contents A-Z** to display an alphabetical list of individual Web sites. Use the scroll bars to browse the list or type a word or phrase in the text box to go to a specific item. If no Web site begins with the characters you typed, the next Web site in alphabetical order is highlighted in the list. Double-click on the name of a Web site, or click on a site to select it and choose **Get Item** from the viewer menu to display its description and address in the Article Viewer. In addition to the Web site you chose, other sites appear in the Article Viewer that are related thematically to the one you chose.

The information you want to find might be listed differently in the Internet directory than you expect. If you are unable to find the information you want, click on **Word Search** and use the **Do Search** button to conduct a search. See [Find Viewer](#) for more information.

- Icons in the left margin of an alphabetical list indicate the media type. For a complete list of icons, see [Information Icons](#).

To link directly to a Web site, click on the URL under its name. The program launches the online service you specified in the Online section of **Preferences** in the Tools menu. For more information, see [Preferences](#).

Note: You must be already connected to your Internet Service Provider before you launch a Web site from the Internet directory. Otherwise, you will get an error message.

Writer's Handbook

The writer's handbook contains the text of *The Merriam-Webster Concise Handbook for Writers*, which can help people improve their writing. Text articles appear in the Article Viewer. Use the writer's handbook to solve problems with punctuation, grammar, word usage, and editorial style.

To access the writer's handbook, click on **Writer's Handbook** in the Find Viewer. To browse the guide's contents in the Find Viewer, click on **List of Contents A-Z** to display an alphabetical list of articles by title and topic. Use the scroll bars to browse the entire list, or type one or more words in the text box to go to a specific item. If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list. Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu to display the text for that item.

The information you want to find might be listed differently in the writer's handbook than you expect. If you are unable to find the information you want, click on **Word Search** and use the **Do Search** button to conduct a search. See [Find Viewer](#) for more information.

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Medical Guide

The medical guide is a collection of articles found in the *Columbia University College of Physicians and Surgeons Complete Home Medical Guide*. Text articles on specific diseases and their treatments, facts on health and safety, first aid instructions, organs and systems of the human body, and other health care issues are displayed in the Article Viewer.

To access the medical guide, click on **Medical Guide** in the Find Viewer. To browse the guide's contents in the Find Viewer, click on **List of Contents A-Z** to display an alphabetical list of articles by title and topic. Use the scroll bars to browse the entire list, or type one or more words in the text box to go to a specific item. If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list. Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu to display the text for that item.

The information you want to find might be listed differently in the medical guide than you expect. If you are unable to find the information you want, click on **Word Search** and use the **Do Search** button to conduct a search. See [Find Viewer](#) for more information.

- Icons in the left margin of an alphabetical list indicate the media type. For a complete list of icons, see [Information Icons](#).

Geographical Dictionary

The Geographical Dictionary is a collection of more than 41,000 entries (representing roughly 48,000 different places) from *Merriam-Webster's Geographical Dictionary*. The entries include descriptions of all major political and topographical features of the world. Use the geographical dictionary to look up proper place names from around the world and display descriptions in the Article Viewer.

To access the geographical dictionary, click on **Geographical Dictionary** in the Find Viewer. To browse the dictionary's contents in the Find Viewer, click on **List of Contents A-Z** to display an alphabetical list of place names. Use the scroll bars to browse the entire list, or type one or more words in the text box to go to a specific item. If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list. Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu to display the text for that item.

The proper place name you want to find might be spelled differently in the geographical dictionary than you expect. (Many places, especially those in countries that use an alphabet different from the one used in the United States and Western Europe, have several equally correct alternate spellings.) If you are unable to find the information you want, try an alternate spelling, or click on **Word Search** and use the **Do Search** button to conduct a search. See [Find Viewer](#) for more information.

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History Encyclopedia

The history encyclopedia is comprised of nearly 9,000 articles from *World History: A Dictionary of Important People, Places, and Events*. Use the history encyclopedia to look up specific historical topics and display the text article in the Article Viewer.

To access the history encyclopedia, click on **History Encyclopedia** in the Find Viewer. To browse the encyclopedia's contents in the Find Viewer, click on **List of Contents A-Z** to display an alphabetical list of articles by title and topic. Use the scroll bars to browse the entire list, or type one or more words in the text box to go to a specific item. If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list. Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu to display the text for that item.

The topic you want to find might be listed differently in the history encyclopedia than you expect. If you are unable to find the information you want, click on **Word Search** and use the **Do Search** button to conduct a search. See [Find Viewer](#) for more information.

- Icons in the left margin of an alphabetical list indicate the media type. For a complete list of icons, see [Information Icons](#).

Multimedia

Multimedia contains more than 5,000 pictures (illustrations, flags, and photographs), 50 videos, animations, and slide shows, 7 hours of audio (including music, speech, and other sounds), and a variety of graphs and tables. You can browse the entire multimedia contents of the reference collection or only a specific type of media, such as pictures or sounds.

To access the program's multimedia, click on **Multimedia** in the Find Viewer. Use the Multimedia drop-down menu to choose the type of media you want to display in the list—from all of the multimedia in the reference collection to subsets of it, such as pictures, videos, and animations, just sounds, or any combination of them. To browse the multimedia contents, click on **List of Contents A-Z** to display an alphabetical list of multimedia items. Use the scroll bars to browse the entire list, or type one or more words in the text box to go to a specific item. If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list. Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu to display that item.

The information you want to find might be listed differently in the multimedia list than you expect. If you are unable to find the information you want, click on **Word Search** and use the **Do Search** button to conduct a search. See [Find Viewer](#) for more information.

- Icons in the left margin of an alphabetical list indicate the media type. For a complete list of icons, see [Information Icons](#).

