



## ***Twain's World* Help Contents**



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## Twain's World Help Contents



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## **Navigating in *Twain's World***

### **Navigating Through *Twain's World***

There are many ways of navigating through *Twain's World*. You can view the different areas available in *Twain's World* from the [main screen](#), jump from one [topic](#) to another from a [hot spot](#), browse through topics that are related to one another, retrace your steps backwards (topic by topic), or return to any previously viewed topic.



## Navigating in *Twain's World*

### Using Links

**Topics** are linked to one another by means of **hot spots**. A hot spot can be a word or phrase, or a picture or part of a picture. Text hot spots are displayed in green. A picture hot spot may have a border around it. You can identify a hot spot by noticing the mouse cursor: it changes to a pointing hand when over a hot spot.

For example, point to the Navigating icon in the upper left-hand corner of this topic and you will see the cursor change into a hand, as shown below:



If you click on this icon, it will jump to another topic, which in this case, is the Navigating in *Twain's World* menu.

In addition to **jumping** to other topics, hot spots can bring up popup windows. Popups are displayed over the main window. To remove the popup, click anywhere outside of the popup, or press the ESC key. Click on this **hot spot** to view a popup window.

## ▶ Navigating in *Twain's World*

### Jumping from Topic to Topic

The List button displays a [popup](#) window containing the [topics](#) available under the selected area.

- ▶ To use the list feature to jump to another topic within the area you are located:
  - 1 Choose the [List button](#) from the button bar at the top of the main window.
  - 2 Highlight the topic you wish to view.
  - 3 Double-click the selected topic to [jump](#) to it.

#### **See Also**

[Using The Button Bar](#)

[Using The Works Icons](#)

[Browsing through Multimedia Sequences](#)

▶ **Navigating in *Twain's World***

**Browsing Through Works**

The works are linked to one another in a [browse sequence](#). This browse feature lets you jump from one work to another.

- ▶ To display the next or previous work:
  - \* Choose the [>> button](#) or [<< button](#) in the button bar.

**See Also**

[Viewing an A-Z List of Works](#)

▶ **Navigating in *Twain's World***

**Using The Works Icons**

The Works icons allow you to view the topics available under the selected work.



Click an icon from this illustration to find out what action it performs.

**See Also**

[Jumping From Topic to Topic](#)

Displays the previous topic in a **browse sequence** within the selected work.

Displays the next topic in a **browse sequence** within the selected work.

Displays a work history of the selected work containing a brief description and general information.

Displays the various **multimedia** options associated with the selected work. For more information see [Using Multimedia Icons](#)

Allows you to participate in a multiple choice quiz and essay questions on the selected work.

- \* Select a multiple choice answer. The computer will indicate whether or not you are correct.
- \* The essay questions are in red text immediately followed by the answer in blue.

Returns you to the main text screen of the selected work.

## ▶ Navigating in *Twain's World*

### Returning to the Main Screen

The Home button, on the button bar, returns you to the **main screen** of *Twain's World*. This screen is like a control panel, from which you can access the different features of *Twain's World*.

\* Choose the **Home button** from any screen in *Twain's World* to **jump** to the main screen.

#### See Also

[Using the Main Screen Icons](#)

[Using The Button Bar](#)

► **Navigating in *Twain's World***

**Using the Main Screen Icons**

The [main screen](#) icons allow you to [jump](#) to the various areas of *Twain's World*.



Click an icon from this illustration to find out what action it performs.

**See Also**

[Returning to the Main Screen](#)

[GoTo Menu Commands](#)

The Galleries icon jumps to the [Galleries palette menu screen](#). For more information see [Jumping to the Galleries Palette Menu, Using Multimedia Icons](#).

The Find icon jumps to the finding information screen which displays the index, search and tour functions. For more information see [Finding Information Using the Index](#), [Using Full-Text Search](#), [Taking a Multimedia Tour](#).

The Exit icon exits *Twain's World*. For additional information see [File Menu Commands](#).

The About This Disc icon displays the *Twain's World* copyright information and allows you to view a slide show overview presentation of Mark Twain's life.

The Complete Works icon displays the categories of works found in Twain's World which include fiction, non-fiction and an A-Z List of writings. From the categories screen, you can view lists of works and select a topic to display. For more information see [Viewing an A-Z List of Works](#).

The Time Line icon jumps to an [iconographic timeline](#) of Mark Twain's Life. Click on the [hot spots](#) to view specific time periods and [popup](#) presentations.

▶ **Navigating in *Twain's World***

**Jumping to the Galleries Palette Menu**

The Galleries button jumps to the [Galleries palette menu screen](#).

- ▶ To view a complete inventory of multimedia topics:
- 1 Choose the Galleries button from the button bar at the top of the screen.
  - 2 Choose one of the [multimedia icons](#) to view a [browse sequence](#) of the available topics.

**See Also**

[Using Multimedia Icons](#)

[Browsing through Multimedia Sequences](#)

▶ **Navigating in *Twain's World***

**Viewing an A-Z List of Works**

The Works button allows you to view an alphabetical list of all available titles in *Twain's World*.

- ▶ To view a work:
- 1 Choose the **Works button** from the button bar to display a popup window containing an alphabetical list of all available works in *Twain's World*.
  - 2 Highlight the work you wish to view.
  - 3 Double-click on the selected work to jump to it.

**See Also**

[Jumping from Topic to Topic](#)

[Using The Works Icons](#)

▶ **Navigating in *Twain's World***

**Returning to the Last Topic Viewed**

Using the Back button, lets you retrace your steps. In this way, you can step backwards through the topics viewed.

- ▶ To backtrack through topics in the order you viewed them:
  - \* Choose the **Back button** from the button bar at the top of the screen.  
If the current **topic** is the first topic you viewed, the Back button appears dimmed.

**See Also**

[Returning to Any Topic Viewed](#)

▶ **Navigating in *Twain's World***

**Returning to Any Topic Viewed**

As you view [topics](#), a record is kept of where you have been. The History button displays a list of the topics you've viewed, starting with the most recent. Select any topic from this list to return to it.

▶ To jump back to a topic using the History button:

- 1 Choose the [History button](#) from the button bar at the top of the screen.

The last 40 [topics](#) you have viewed are displayed in the History window.

- 2 Double-click the topic you want to view.

Use the scroll bar to see topics not visible in the list.

- 3 The History window remains displayed. You can choose another topic. You can also resize or move the History window.

**Tip:** You may want to arrange the main window and the History window so that they are side by side.

▶ To close the History window:

- \* Choose Cancel, or double-click the Control menu box. Pressing the ESC key also closes the History window.

**See Also**

[Returning to the Last Topic Viewed](#)

▶ **Twain's World Help Contents**



Finding Information

- ▶ [Ways to Find Information in \*Twain's World\*](#)
  - ▶ [Taking a Multimedia Tour](#)
  - ▶ [Finding Information Using the Index](#)
  - ▶ [Using Full-Text Search](#)
  - ▶ [Browsing Through the Search Results](#)
  - ▶ [Using Search Operators](#)
- ▶ [Using Multiple Search Operators](#)



Multimedia Features



Keyboard Techniques



## Finding Information

### Ways to Find Information In *Twain's World*

To find information in *Twain's World*, you can use the following techniques:

- View a tour of the Galleries area
- Choose topics from a keyword index
- Perform full-text searches for topic text

Using the Tour button, you can sit back and relax while the computer automatically displays the **multimedia** topics containing the searched text.

Using the Index button, you can search on a keyword or words. When the keyword is found, the topic or a list of topics containing the keyword is displayed,.

Using the Search button, you can search on any word or words in the topics. The Search feature not only takes you to the topic found, but highlights the word or words found by the search. You can use search operators such as AND, OR, NOT, THRU, and NEAR to further narrow your search.

#### See Also

[Taking a Multimedia Tour](#)

[Finding Information Using the Index](#)

[Using Full-Text Search](#)



## Finding Information

### Taking a Multimedia Tour

The Tour button allows you to search for text within the Galleries area. The computer takes you on a tour through the multimedia topics by automatically advancing from one appearance of the searched text to the next. You can use search operators to further define the tour.

- ▶ To perform a multimedia tour:
  - 1 Choose the **Tour button** from the button bar at the top of the screen.
  - 2 Type text to search or choose a previous search from the pull-down list then click the OK Button
  - 3 Adjust the speed with which the tour will proceed.
  - 4 Select a small, medium or large tour.
  - 5 Choose the **Begin Tour button** to start the tour.
  - 6 You can pause the tour in the following ways:
    - \* Choose the **Pause button**.
    - \* Click outside of the tour control window.
    - \* Minimize the tour control dialog box to an icon by clicking the down arrow in the upper right corner of the window.
  - \* **While the tour is paused, you are able perform other functions and move around *Twain's World*.**
  - 7 To resume the tour, choose the **Resume button** .
    - \* If necessary, maximize the tour control window, by clicking on the icon and choosing Restore.
  - 8 Press the **End Tour button** to stop the tour and return to the main window.

**Tip:** You can choose the Help button in the tour control dialog box for a quick reminder on how to use the tour function.

### See Also

[Using Search Operators](#)



## Finding Information

### Using Full-Text Search

- ▶ To search for topics that contain a certain word or phrase:
  - 1 Choose the [Search button](#) from the button bar at the top of the screen.
  - 2 In the Search by Word box, type a [search query](#) indicating what text you are searching for.  
To enter a search query that you've searched on previously, select the search query from the drop-down list box.
  - 3 Under Search In, select All Topics, Selected Topic Groups or Current Topic Only.
    - \* If you chose Selected Topic Groups, select the groups you want to search from the Topic Groups list box.
    - \* To search only the [topic titles](#), choose the [Options button](#) and select this option, then choose the OK button.
  - 4 Choose OK.  
A list of the title of each topic containing a [search hit](#) in the [Search Results](#) dialog box is displayed.

#### See Also

[Browsing Through the Search Results](#)

[Using Search Operators](#)



## Finding Information

### Browsing Through the Search Results

When you choose the OK button to search for information, a list of the [topics](#) that contain [search hits](#) in the [Search Results](#) dialog box are displayed.

- ▶ To view a topic in the list:
  - \* Double-click the title.  
Use the scroll bar to see titles not visible in the list.
- or**
- \* Use the Search Results buttons to move through topics.

To view	Do this
Selected topic	Choose the <a href="#">Go To button</a> or double-click the topic.
Search dialog box	Choose the <a href="#">To Search button</a> .
Next search hit in the current topic	Choose the <a href="#">Next Match button</a> .
Previous search hit in the current topic	Choose the <a href="#">Previous Match button</a> .

When you view a topic with search hits, the search hits in that topic are highlighted . If you minimize the Search Results window, highlighting turns off until you maximize the Search Results window again.

- ▶ To close the Search Results window:
  - \* Choose the Cancel button in the Search Results window.

For your convenience, the Search Results window appears on top of the main window. You can resize it, move it, or you can minimize it to an icon and then restore it later when you need it.

#### See Also

[Using Full-Text Search](#)

[Using Search Operators](#)



## Finding Information

### Using Search Operators

When you use the [Search button](#) to search for information, you can use the search operators AND, OR, NOT, and NEAR to narrow your search. Each operator is described below. You can enter an operator in either lowercase or uppercase letters ("and" is interpreted the same as "AND").

#### AND

The AND operator selects topics containing all phrases connected by AND operators. If a phrase does not appear in quotes, any space between words in the phrase is assumed to represent an implicit AND. For example:

Bees love Honey

This phrase finds any topic containing the three words "Bees," "love," and "Honey." This is the same as specifying Bees AND love AND Honey. However, when quotes are used, the entire phrase is searched. For example:

"Bees love Honey"

This phrase finds any topic containing the phrase "Bees love Honey."

#### OR

The OR operator selects topics containing either phrase connected by OR operators. For example:

Bees OR Honey

This query displays topics containing either the word "Bees" or the word "Honey."

#### NOT

The NOT operator selects any topic that does contain the phrase preceding NOT, but doesn't contain the phrase following NOT. For example:

Bees NOT Honey

This query finds topics containing the word "Bees" but not the word "Honey."

#### NEAR

The NEAR operator selects any topic in which one phrase appears within a certain number of words of the second phrase. The default value is 8 words. For example:

Bees NEAR Honey

This query finds any topic in which the word "Bees" appears within 8 words before or after the word "Honey."

To change the default value, choose the [Options button](#) in the Search dialog box and enter a new number in the NEAR Means Within box. Words that are next to each other are within one word of each other.

**Tip:** You can choose the [Hints button](#) in the Search dialog box for a quick reminder on how to use search operators.

#### See Also

[Using Full-Text Search](#)

## Using Multiple Search Operators



## Finding Information

### Using Multiple Search Operators

When you use the [Search button](#) to search for information, you can use multiple search operators to define more complex search criteria. For example, if you enter **honey AND bees NOT hives** in the Search by Word box, the search will match [topics](#) that contain the words "honey" and "bees" but do not contain the word "hives."

By default, operators are evaluated from left to right. You can use parentheses to specify a different order--operators within parentheses are evaluated first.

#### This query

honey OR bees AND hives

honey OR (bees AND hives)

honey OR bees NOT hives

honey OR (bees NOT hives)

#### Searches for

Topics containing either the word **honey** or the word **bees** in addition to the word **hives**.

Topics containing the word **bees** and the word **hives** or topics containing the word **honey**.

Topics containing either the word **honey** or the word **bees** but not the word **hives**.

Topics containing the word **bees** but not the word **hives** or topics containing the word **honey**.

**Tip:** You can choose the [Hints button](#) in the Search dialog box for a quick reminder on how to use search operators.

#### See Also

[Using Full-Text Search](#)

[Using Search Operators](#)

▶ **Twain's World Help Contents**



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Printing and Copying

- ▶ [Printing and Copying Information](#)
- ▶ [Changing Printers and Printer Options](#)
- ▶ [Printing Topics](#)
- ▶ [Copying Topic Text](#)
- ▶ [Object Linking and Embedding](#)





## Printing and Copying

### Printing and Copying Information

You may want to use information in *Twain's World* in other applications, such as word processors. You can copy text and graphics onto the Windows **Clipboard**. From the Clipboard, you can paste the information into any Windows application. You can also print out topics, and change printers from within *Twain's World*.

#### See Also

[Object Linking and Embedding](#)

[Copying Topic Text](#)

[Printing Topics](#)



## Printing and Copying

### Changing Printers and Printer Options

**Topics** are printed on the default printer. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options.

- ▶ To change printers:
  - 1 From the File menu, choose Print Setup.
  - 2 Select Specific Printer.
  - 3 Select the printer that you want to change to, from the drop down list box.  
If this file is not in the list box, switch to the Control Panel, select Printers, and activate the printer you want to use. Then switch back to *Twain's World*.
  - 4 Choose OK to close the Print Setup dialog box.
- ▶ To change printer options:
  - 1 From the File menu, choose Print Setup.
  - 2 Choose the Options button to change the default printer options.  
The options available depend on the type of printer you have selected.
  - 3 Choose the options you want, and then choose OK.
  - 4 Choose the OK button to close the Print Setup dialog box.
- ▶ To change printer orientation, paper size, or source:
  - 1 From the File menu, choose Print Setup.
  - 2 Select Portrait or Landscape for the orientation.
  - 3 Select the paper size you want from the drop down list box.
  - 4 Select the paper source you want from the drop down list box.
  - 5 Choose OK to close the Print Setup dialog box.

For more information on setting up printers, see your Windows documentation.

#### See Also

[Printing Topics](#)



## Printing and Copying

### Printing Topics

- ▶ To print an entire topic:
  - 1 Display the topic.
  - 2 From the File menu, choose Print Topic.
- ▶ To print part of a topic:
  - 1 Display the topic.
  - 2 From the Edit menu, choose Copy.
  - 3 In the Copy dialog box, select the text you want to print, and then choose the Copy button.
  - 4 Paste the text into a word processing application.
  - 5 Use the Print command on the application's File menu to print the text.

### See Also

[Copying Topic Text](#)



## Printing and Copying

### Copying Topic Text

- ▶ To copy text to the Clipboard:
  - 1 Display the topic that contains the text you want to copy.
  - 2 From the Edit menu, choose Copy.
  - 3 Select the text you want to copy in the Copy dialog box.
  - 4 Choose the Copy button.

To paste the Clipboard contents into another document, use the Paste command from the application's Edit menu.

### See Also

[Object Linking and Embedding](#)



## Printing and Copying

### Object Linking and Embedding

The information in *Twain's World* can be copied into other applications with [Object Linking](#) and [Embedding](#) (OLE) capabilities.

Two types of documents are used to perform OLE functions. The source or server document such as drawing software contains the original object. The object is then copied into the destination or client document such as a word processor.

For detailed instructions on performing this function and to determine whether the application you are using is OLE compatible, refer to your Windows and other software documentation.

- ▶ To copy [objects](#) from *Twain's World* to other applications, press the Print Screen key. The entire screen will be copied.

#### See Also

[Copying Topic Text](#)



## **Twain's World Help Contents**



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### Bookmarks and Annotations

- ▶ [Annotating \*Twain's World\*](#)
- ▶ [Using Bookmarks](#)
- ▶ [Jumping to a Bookmark](#)
- ▶ [Annotating a Topic](#)
- ▶ [Viewing an Annotation](#)
- ▶ [Copying and Pasting Annotations](#)





## Bookmarks and Annotations

### **Annotating *Twain's World***

The Bookmark and Annotation features allow you to save information in reference to specific topics. A bookmark is simply that: a marker which "saves your place" in *Twain's World*. Like any book, you can have many bookmarks in *Twain's World*. When the bookmark is selected, you [jump](#) directly to that topic.

Annotations are simply notes or comments "paper clipped" to a topic. It's the same as paper clipping a note to a page in a book. You can copy and paste text in annotations.

#### **See Also**

[Using Bookmarks](#)

[Annotating a Topic](#)



## Bookmarks and Annotations

### Using Bookmarks

Just as you can place bookmarks in a printed book to mark specific references, you can place **bookmarks** at the **topics** you view frequently. Once you have placed a bookmark at a topic, you can quickly display that topic from the Bookmark menu.

- ▶ To insert a bookmark:
  - 1 Display the topic at which you want to place a bookmark.
  - 2 From the Bookmark menu, choose Define.
  - 3 The **topic title** is proposed as the bookmark name. If you want to change the name, type a new name in the Bookmark Name box.
  - 4 Choose OK.  
The bookmark name appears on the Bookmark menu.
- ▶ To remove a bookmark:
  - 1 From the Bookmark menu, choose Define.
  - 2 Select the bookmark you want to remove.
  - 3 Choose Delete.
  - 4 Choose OK.

#### See Also

[Jumping to a Bookmark](#)



## Bookmarks and Annotations

### Jumping to a Bookmark

After you've inserted bookmarks, you can go directly to them at any time.

- ▶ To go to a marked topic:
  - \* From the Bookmark menu, choose the topic you want to view.  
Underlined numbers precede the first nine bookmark titles. You can press the corresponding number key or choose the bookmark title to go quickly to a marked topic.  
If more than nine bookmarks have been defined, choose More from the Bookmark menu.  
Select a bookmark, and then choose the Go To button.

#### See Also

[Using Bookmarks](#)



## Bookmarks and Annotations

### Annotating a Topic

You can attach your own comments to a [topic](#). When you annotate a topic, a paper clip icon is placed to the left of the topic heading. The paper clip icon reminds you that you have attached text to this topic.

- ▶ To attach text to the current topic:
  - 1 From the Edit menu, choose Annotate.
  - 2 Type the text in the Annotation edit box.  
If you make a mistake, press Backspace or the Delete key to erase any unwanted characters and then continue typing.
  - 3 Choose OK when you have finished the annotation.
- ▶ To remove an annotation:
  - 1 Display the topic where you made the annotation.
  - 2 Click the paper clip icon.
  - 3 Choose the Delete button.

### See Also

[Viewing an Annotation](#)



## Bookmarks and Annotations

### Viewing an Annotation

- ▶ To view an annotation:
  - 1 Display the topic where you made the annotation.
  - 2 Click the paper clip icon.
  - 3 Choose the Save or Cancel button when you have finished reading the annotation.

**Tip:** Place a [bookmark](#) at an annotation to return to it quickly.

### See Also

[Copying and Pasting Annotations](#)

[Using Bookmarks](#)

## ▶ **Bookmarks and Annotations**

### **Copying and Pasting Annotations**

You can copy text from an annotation to the [Clipboard](#) or paste text from the Clipboard into an annotation.

- ▶ To copy text from an annotation to the Clipboard:
  - 1 Display the [topic](#) where you made the annotation.
  - 2 Click the paper clip icon.
  - 3 If you want to copy all of the annotation, choose the Copy button.  
If you want to copy only a portion of the annotation, select the text in the Annotate edit box, and then choose the Copy button.
- ▶ To paste text from the Clipboard into an annotation:
  - 1 Display the topic where you made the annotation.
  - 2 Click the paper clip icon.
  - 3 Position the insertion point where you want to paste the text.  
To position the insertion point, point and click the mouse or press the arrow keys.
  - 4 Choose the Paste button.  
If any text is selected when you choose the Paste button, it is replaced by the new text.

#### **See Also**

[Copying Topic Text](#)

## **Twain's World Help Contents**



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### Buttons and Menus

- ▶ [File Menu Commands](#)
- ▶ [Edit Menu Commands](#)
- ▶ [Bookmark Menu Commands](#)
- ▶ [Help Menu Commands](#)
- ▶ [GoTo Menu Commands](#)
- ▶ [Using the Button Bar](#)





## Buttons and Menus

### File Menu Commands

The File menu contains these commands:

- Open
- Print Topic
- Print Setup
- Exit

Scroll down to see descriptions of each command.

#### **Open**

Displays a dialog box in which you can select and open a title.

#### **Print Topic**

Prints the displayed topic (assuming you have a printer installed and turned on).

#### **Print Setup**

Displays a dialog box in which you can change printer settings before printing.

#### **Exit**

Closes *Twain's World*.

#### **See Also**

[Changing Printers and Printer Options](#)

[Printing Topics](#)



## Buttons and Menus

### Edit Menu Commands

The Edit menu contains these commands:

- Copy
- Annotate

#### Copy

Places a copy of the displayed topic in a dialog box, where you can select text to copy to the [Clipboard](#).

#### Annotate

Displays a dialog box in which you can attach your own notes to the current topic.

#### See Also

[Copying Topic Text](#)

[Annotating a Topic](#)



## Buttons and Menus

### Bookmark Menu Commands

The Bookmark menu contains these commands:

- Define
- More

Scroll down to see descriptions of each command.

#### Define

Displays a dialog box in which you can add a [bookmark](#) to the current topic or delete an existing bookmark.

#### More

This command appears only when more than nine bookmarks have been added to the Bookmark menu. Displays a dialog box in which you can select a bookmark.

#### See Also

[Using Bookmarks](#)

[Jumping to a Bookmark](#)



## Buttons and Menus

### Help Menu Commands

The Help menu contains these commands:

- Help Contents
- About

### Help Contents

Displays the *Twain's World* Help Contents screen. This is the same as pressing F1 while in *Twain's World*.

### About

Displays a dialog box containing copyright information.



## Buttons and Menus

### GoTo Menu Commands

The GoTo menu contains these commands:

- Home
- Galleries

#### Home

Returns you to the [main screen](#).

#### Galleries

Jumps to the [Galleries palette menu screen](#).



## Buttons and Menus

### Using the Button Bar

Use the following buttons to browse and look up information in *Twain's World*.



Select any button from this illustration to find out what action it performs.

Displays the **main screen** for *Twain's World*. For more information, see [Using the Main Screen Icons](#).

Displays a **popup window** containing a table of contents of all available works in *Twain's World*.  
For more information, see [Viewing an A-Z List of Works](#), [Using the Main Screen Icons](#).

Displays a **popup window** containing the available **topics** under the selected area. For more information, see [Jumping From Topic to Topic](#), [Using The Works Icons](#), [Browsing through Multimedia Sequences](#).

Brings you to the **Galleries palette menu screen**. For more information, see [Jumping to the Galleries Palette Menu](#), [Using the Main Screen Icons](#).

Displays an index of keywords and phrases. You can select a word from the index list, and then display a topic that contains information related to that word. For more information, see [Finding Information Using the Index](#).

Automatically advances from one appearance of the searched text to the next within the Galleries area. For more information, see [Taking a Multimedia Tour](#).

Backtracks through topics in the order you viewed them. For more information, see [Returning to the Last Topic Viewed](#).

Displays a list of the last 40 topics you have viewed. Double-click any topic title to redisplay the topic. For more information, see [Returning to Any Topic Viewed](#).

Allows you to search for any combination of words and phrases, and then browse the topics that contain [search hits](#). For more information, see [Using Full-Text Search](#).

Displays the previous **topic** in a **browse sequence** within the Galleries area only .

Displays the next [topic](#) in a [browse sequence](#) within the Galleries area only. Clicking the >> button is like turning the page in a printed book.



## Keyboard Techniques

### Using Accelerator Keys

The following is a list of keyboard shortcuts available in *Twain's World*:

<b>Keys</b>	<b>Action</b>
Ctrl+C, Ctrl+Ins	Copies the displayed topic text to the clipboard
Ctrl+Shift+Alt+F1	Jumps to the <b>Main screen</b>
Ctrl+Shift+Alt+F2	Brings up the Index dialog box
Ctrl+Shift+Alt+F3	Takes you to the last topic viewed (Back)
Ctrl+Shift+Alt+F4	Brings up the History list
Ctrl+Shift+Alt+F5	Displays the previous topic in the browse sequence within the Galleries area
Ctrl+Shift+Alt+F6	Displays the next topic in the browse sequence within the Galleries area
Tab	Moves to next <b>hot spot</b>
Shift+Tab	Moves to previous hot spot
Ctrl+Tab	Highlights all hot spots
Esc	Removes the top-most popup
Alt	Removes all popups
Alt+F4	Exits <i>Twain's World</i>
F1	Help Contents

Press ALT key plus underlined letter of a command word to perform that function. (i.e., Alt+W displays the Works table of contents)

## Home button



The button that displays the [main screen](#) for *Twain's World*.

### Works button



This button displays a table of contents of all available works in *Twain's World*.

## Index button



The button that looks up [topics](#) associated with particular words or phrases previously defined.

### Back button



This button backtracks through [topics](#) in the order you viewed them.

## History button



Displays a list of the last 40 [topics](#) you have viewed.

### List button



Displays a window containing the [topics](#) available under the selected area.

## Galleries button



Brings you to the [Galleries palette menu screen](#).

### Tour button



Automatically advances from one appearance of the searched text to the next within the [multimedia](#) topics only.

**>> button**



The button that displays the next [topic](#) in the current [browse sequence](#) within the Galleries area.

<< button



The button that displays the previous [topic](#) in the current [browse sequence](#) within the Galleries area.

### Search button



The button that searches for all [topics](#) containing a particular word or combination of words.

### Hints button



In the Search dialog box, the button that shows examples of how to enter [search queries](#).

### Next Match button



The button in a list of [search hits](#) that displays the next search hit in the current topic not currently displayed on the screen.

### Previous Match button



The button in a list of [search hits](#) that displays the previous search hit in the current topic not currently displayed on the screen.

## To Index button



The button in the [Topics Indexed](#) dialog box that takes you back to the Index dialog box.

### To Search button



The button in the [Search Results](#) dialog box that takes you back to the Search dialog box.

### Options button



The button in the Search dialog box that displays the available search options. The Search Options dialog box is where you can change the NEAR value, select topic titles as the search domain, or select to search from a list of previous topics found.

### Go To button



The button in the [Topics Indexed](#) and the [Search Results](#) dialog box that displays the selected [topic](#) from the list.

**bookmark**

A name associated with a [topic](#) for easy reference. Bookmarks appear on the Bookmark menu. When you select a bookmark from the menu, the topic associated with that bookmark is displayed.

**Clipboard**

The Microsoft Windows application that holds cut or copied information, which you can then insert into another file. Whenever you use a Cut, Copy, or Paste command, you are using the Clipboard.

**main screen**

The "control panel" for *Twain's World*. From this screen, you can select which part of the title you want view and what functions you want to perform.

**topic**

A unit of information containing any combination of text, graphics and [multimedia](#) options.

**Topics Indexed**

An index dialog box that lists [topics](#) from an index search which allows you to browse and go to topics in the list.

## Search Results

The dialog box that lists [topics](#) containing [search hits](#) from a [search query](#) and allows you to browse and go to topics in the list.

**search query**

A combination of words, phrases, and operators which indicate the text to be searched.

**browse sequence**

A sequence of [topics](#) arranged so that you view them in succession when you select the << or >> buttons.

**topic title**

A name identifying a [topic](#) found by searches from the Index and Search commands.

## jump

A [hot spot](#) that displays another [topic](#) in the main window.

**hot spot**

A word, phrase, or picture that you select to jump to a new [topic](#) or display a popup window.

**search hit**

An occurrence of text in a topic that matches the search query entered for the Search command.

**current position**

The position in an audio or video sequence that is currently being played, indicated by the [thumb](#) in the [slider](#) control.

## **thumb**



The pointer in the slider of a controller indicating the current position in the audio or video sequence.

**slider**

The control in an audio or video sequence that contains the thumb, which indicates the current position in the audio or video sequence.

**Galleries palette menu screen**

Allows you to view an inventory of all the [multimedia](#) topics available in *Twain's World*.

**multimedia**

*Twain's World* incorporates multimedia options including pictures, graphics, animations, video, and audio.

**popup**

Smaller windows which are displayed over the main window when a **hot spot** is selected. To close popup windows, click outside of the popup region or press the ESC key.

**multimedia icon**

A [hot spot](#) which displays pictures, narrations, videos and characters.

### **Begin Tour button**

▶ The button in the tour control dialog box which starts a multimedia topic tour.

## Pause button



The button in the tour control dialog box which stops the [multimedia](#) tour until the user presses the [Resume button](#).

## Resume button



The button in the tour control dialog box which continues the paused [multimedia](#) tour.

## End Tour Button



The button in the tour control dialog box which stops the [multimedia](#) tour and closes the tour control dialog box.

**Object**

Any combination of text, audio and graphics to be used as a single unit and copied into another application.

## **Linking**

Creates a link between the original **object** and all copies of the object in other software applications. Changes made to the original or any of its copies will appear on all versions of the object. In order to link an object, it must first be saved as a document.

## **Embedding**

Creates a copy of an **object** from one software application to another. Once an object is embedded, changes can be made to either the original or the copy without effecting the other.

**iconographic timeline**

A time line with pictorial representations created out of hot spots.

## ▶ Finding Information

### Finding Information Using the Index

Using the Index button is like using the index of a book. You can browse through a list of keywords, and then jump to a topic by selecting a word from the index.

- ▶ To look up a topic using the index:
  - 1 Choose the [Index button](#) from the button bar.
  - 2 Type the word you want to search for or select the word from the Index list.  
You can press a key on your keyboard to move quickly to different parts of the list. For example, type "S" to move to words beginning with the letter "S" and then type "O" to see words beginning with "So."
  - 3 Choose OK.  
If only one topic is linked to the word, that topic is displayed.  
If there is more than one topic linked to the word, the topics are displayed in the [Topics Indexed](#) dialog box.  
To return to the Index, choose the [To Index button](#).
  - 4 Double-click the topic you want to view, or select the topic and choose the [Go To button](#).

#### See Also

[Using Full-Text Search](#)

## ***Twain's World Help Contents***



Multimedia Features

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- ▶ [Using the Multimedia Controller](#)
- ▶ [Using Multimedia Icons](#)
- ▶ [Browsing through Multimedia Sequences](#)





## Multimedia Features

### Using the Multimedia Controller

You can play an audio or video sequence using a control panel that appears within a **topic** or that pops up when you select a hot spot. Either type of sequence may include the multimedia controller, as shown below:



Select any control from this illustration to find out what action it performs.

- ▶ To control a sequence that does not have a control panel:
  - \* Click the window while the sequence is playing to stop it.
  - \* Click the window after stopping the sequence to start playing it again.

### **Stop Button**

 Stops playback of the audio or video sequence.

The **slider** control lets you drag the **thumb** to move the **current position** back (left) or forward (right) in the audio or video sequence.

### **Play Button**

 Starts playing the presentation.

## Pause Button



Stops playing the presentation until the user presses this button again.

### **Step Backward/Fast Rewind Button**



When clicked once, steps backwards (by frames or by seconds) in the presentation. When clicked and held down, rewinds backwards through the presentation.

### **Step Forward/Fast Forward Button**

 When clicked once, steps forward (by frames or by seconds) in the presentation. When clicked and held down, fast forwards through the presentation.



## Multimedia Features

### Using Multimedia Icons

These icons allow you to view the [multimedia](#) topics available in *Twain's World*. You can access these icons through the [Galleries palette menu screen](#) or within the Works area.



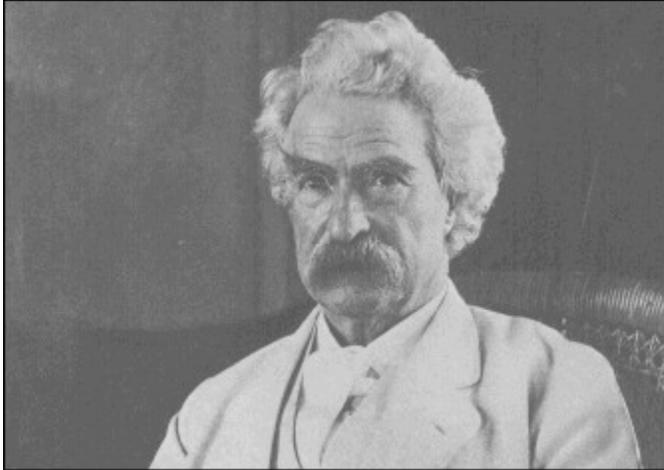
Select an icon from this illustration to find out what action it performs.

### See Also

[Using the Multimedia Controller](#)



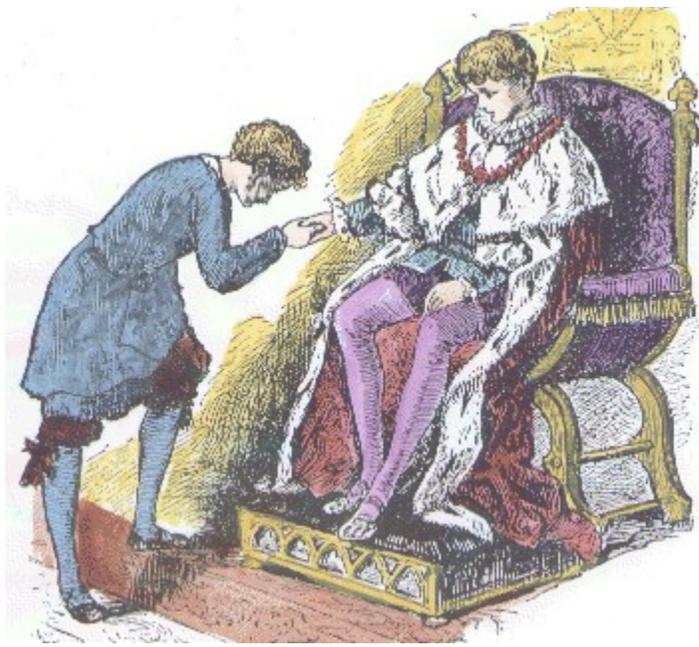
Displays pictures with short descriptions.



{ewl MVMCI2, ViewerMCI, [device WaveAudio][buttons play pause stop scanl scanr][stepsize 1000]  
[slider][caption 'Hear - A Salutation From The 19th To The 20th Century'][autostart]!salutatn.wav}  
Allows you to listen to author selected narrative clips from works in *Twain's World*.

```
{ewl MVMCI2, ViewerMCI, [device AVIVideo][buttons play pause stop scanl scanr][stepsize 1000]
[slider][caption 'Watch - Marching to Battle'][autostart]!prhiscam.avi}
```

Allows you to view video clips and animations.



Displays characters from Twain's writings.



## Multimedia Features

### Browsing Through Multimedia Topic Sequences

The multimedia topics are linked to one another in a [browse sequence](#). This browse feature lets you scan the topics one by one within the Galleries area.

- ▶ To display the next or previous **multimedia** topic:
  - \* Choose the [>> button](#) or [<< button](#) in the button bar.

**Tip:** If the multimedia topic is the first in the browse sequence, the << button appears dimmed

If the multimedia topic is the last in the browse sequence, the >> button appears dimmed

#### See Also

[Using Links](#)

[Jumping From Topic to Topic](#)

