

Contents World Guide 1995

Application overview;

To understand this program one should appreciate the fact that it fundamentally is an interface to a database. And how do you get information out of a database? First of all you select the unit(s) to view - in the World Guide 1995 you choose among 247 countries and regions. The second step is select from the 160 variables. You are then ready to reap what you have sown as you select a viewing method, such as a bar chart, a statistical map etc.

Step 1 - Select Countries;

The World Guide 1995 provides three different ways to select countries. You can select them directly on the map. Select countries from map is the default option, so when you start the program you will be presented with a world map. A second way is to select countries by name. When you use either of these two methods it is mainly a matter of clicking on a country in the map or a country name in the list.

The last selection method works quite differently, allowing you to select countries based on their value for a particular variable in the database. The Select countries by value method can be used in several steps, and be based on different variables, so it's more complex than the first two selection methods.

Using any one of the three different selection methods the result is the same: a selected group of countries. For some types of viewing formats and material, such as country maps, the value/map for a single country will be presented. This is the active country, which will be the last country entered into the selected group. You can later change active country within your selected group.

Step 2 - Select Variable;

After putting together a selected group the next step is to select a variable. This is done in two steps; you first select a subject and then a specific variable. The database contains fourteen statistical and two text subjects. There is also a country map subject. If you, for example, click on the Agriculture subject icon the variables related to agriculture will be presented with values for the active country.

Step 3 - Presentation;

At this stage you have already reached some of the data, but you may want to view it in another format. The World Guide 1995 has a number of options in this respect. You can present statistical data in different graphs, in statistical maps and sorted lists. Any of these viewing formats can in turn be customized to suit your needs.

There are several viewing formats for the data:

1. Variable Information.
2. Statistical Map.
3. Bar Graph.
4. Line Graph
5. Population Pyramid.
6. Sorted List.
7. Text Document.

If you click on the Text Search button in the tool bar you can access and search the text database. Note that the text database is not dependent upon country and variable selection.

For a list of commands used in World Guide, see menus.

Select active year

Use this drop down to select the active year.

Show Map unzoomed

This button will get you back to the original view of the map. Use this button when you want to view the whole World.

Plus Button

The plus button will select all 247 countries / regions in World Guide

Line Graph

The Graph buttons are used to create diagrams. Select the variable you want to show in the graph and click one of the the buttons. A bar graph or a line graph showing the active country will be presented in a new window.

You can change the design of the diagram using the available options in the Graph menu:

Use Create Bar graph / Create line graph in the Graph menu to switch between a bar graph and a line graph.

Select countries in the Graph menu is used to add and remove countries in the diagram. Countries that are highlighted in the list of countries are included in the graph. To select years in the graph the Graph - Select years command is used.

Values

Moving the cursor over the value points in the Line Graph will display the value represented by the active bar or value point.

Credits

Information Courtesy of:

Instituto del Tercer Mundo

Amnesty International

Food and Agriculture Organization of the UN

Instituto del Tercer Mundo

International Labour Organization

International Monetary Fund

The World Bank,

World Health Organisation

United Nations

United Nations Children's Fund

United Nation Conferance on Trade and Development

United Nations Educational, Scientific and Cultural Organization

Select countries from map

When you start the program the map is automatically shown. It's possible to zoom in on a part of the map to simplify the selection of *small countries*

Zooming

The easiest way to zoom in is to position the cursor a little bit away from the wanted focal point, and click-drag straight down using the left mouse button. When the bounded area is sufficiently large you let go of the mouse button.

The menu command *Map - Show unzoomed* will get you back to the original view. You can also use the unzoom button in the toolbar.

The map on the following page shows a view where we have zoomed in over Europe. To adjust the map on the screen or move to another part of the world you can use the scrollbars.

Quick country information

Positioning the cursor on a country and clicking the right mouse button will open the *Quick country information* window, containing the *basic indicators*, the *country map* and the *profile text* for that country.

Small countries

Countries on the map with a size below a certain area are shown as circles - not with their actual borders- this to make them easier to see and select.

Countries not on the map

The map of the world can obviously only show currently existing countries and regions. It is possible to select countries that have ceased to exist (such as the Soviet union, West and East Germany and the old Yemen states) from the list of countries or by value, but not from the map.

After selecting countries

After having selected a group of countries the next step is to select a statistical subject.

Select countries by name

Selecting countries by name

The left column shows a list of continents. Selecting a continent will show the countries belonging to that continent in the middle column.

Clicking on a country name in the middle column will add that country to the selected group. All selected countries will be tagged, and shown in the third column, *Selected Countries*. Clicking on a selected country in the middle column will remove the country from the selected group.

A double click with the left mouse button on a country in the column Selected Countries will give you Quick Information (see page 8)

The little plus button above the middle column will select all countries shown in that column. The fastest way to select all countries in Europe, for instance, is to select Europe in the left column, and click the plus button.

Select countries by value

Selecting countries by value

You can select a group of countries based on their value for one or more variables. Follow these steps:

1. Click on the subject in the first column containing the variable you want to use in the selection. The variables from this subject are shown in the variable list in the second column.
2. Click on the variable in the second column that you want to use for the selection.
3. A sorted list of country values are shown in the lower half of the window.
4. You can either type the two boundary values in the two boxes below the sorted list, or select two countries whose values will be used as range limits. It doesn't matter in what order (upper or lower) the boundary values are entered.
5. Click one of the two buttons "Make selection (OR)" or "Make selection (AND)" to execute the selection.

It is possible to use variables from different statistical subjects (in this case Agriculture and Labour Force).

A double click with the left mouse button on a country in the column Selected Countries will display the quick country information window

Text database

World Guide provides two methods for browsing and searching among the vast number of text documents stored on the CD-ROM.



Free Text search: The word search method queries all text documents from Amnesty International and World Guide , including country texts and articles on special topics.



Theme Text Tree: The theme text database tree contains only those articles from World Guide-the world as seen by the third world that are not related to a specific country.

Make Selection (AND)

The AND button removes all countries from the Selected Group that does not fall within the specified range.

For example, one could select every country in Africa from the list (see page 10), and then use the AND button to reduce the selected group to contain only the countries with a GNP per capita of US \$1000 or more.

Make Selection (OR)

Clicking the OR button simply adds the countries within the specified range to the Selected Group.

For example, one could add to the Selected Group all countries with a Life Expectancy value of 50 years or less.

Free Text search

In the Free text search window you can search for certain words in any text document on the CD-ROM - World Guide 1995 contains over 1400 articles. It is possible to use wildcards and combined searches. Example of search patterns are:

the actual word - independence, work , arms
words with wildcards - arm?, indepen*, work*
combined searches -gold and silver , gold or silver
complex searches - ((air & poll*) or (water & poll*)) & cars

Simple word searches are often very effective if one finds the right word to use. To provide some help for this a drop down list of words that match the beginning of the word you have entered is supplied.

The wildcards work the same way as in the DOS environment, including the limitation that you cannot place a wildcard character (* or ?) first in a search word. The asterisk (*) represents any combination of characters, and the question mark (?) a single character.

Combined searches use the keywords "and" and "or". The ampersand (&) is equivalent to "and", and the vertical bar (|) is equivalent to "or", so you can use which ever you feel most comfortable with. If you are unsure about the rules of precedence, as in a search for "power and glory or fame", a general recommendation is to use parenthesis. The search "power and glory or fame" equals "(power and glory) or fame", so any article with the word "fame" would be included. The word search is not case sensitive.

In the word search window you can limit the number of articles to include in the *Articles found* box by specifying subsets of the text database. Limiting conditions can be *Region*, *Year* and *Source*. They are all optional, and any combination may be used. You can use your *selected group* to limit the search as well. When using geographically based constraints the theme texts will not be searched.

If you type in the beginning of a valid choice in one of the text boxes it will be completed if you push one of the arrow keys on the keyboard, or click on the arrow button next to the text box. By typing the first letter(s) in the country name box, for example, you will jump right down the list to the first match. This functionality is available for all limiting conditions.

After you have completed the search pattern click the *Search* button. The number of matching articles are shown in the *Articles found* box. Select an article and click the *View article* button.

Reading articles

While reading an article the word(s) used in the search can be located in the text by using the *Find next* command in the *Edit* menu. As a short-cut key F3 may be used.

The first found word that matches the search will be highlighted in the text.

Line Graph (Document menu)

Creates a Line Graph in a new window.

Tip! You can create graphs by clicking on the **Line Graph button** in the **Tool bar** as well.

Theme text tree

The second way to browse among the articles in the text database is the *Theme text tree*. Start by selecting one of the main topics. The sub-topics then appear as rectangles to the right of the main topic. Go on selecting sub-topics by clicking the rectangles until you reach the actual text. The sub-topics are connected by a line as they are selected, creating a path from the main topic to the actual text. Moving the cursor over the subject rectangles even without clicking shows the structures at the next lower level. The boxes that represent the actual articles are grey.

Clicking on a grey box will open the actual article in a new document window.

World Guide the book

The World Guide - the world as seen by the third world is an annual publication about all countries in the world. It contains both country presentations, history etc., and articles on current topics in the world community.

The book also contains statistics and maps, some of which are used in this program as well.

For more information about the book "The World Guide", please see the [theme text tree](#) in the text database.

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Continuous zoom function

Click-drag with the left mouse button somewhere in the map to create a zoom rectangle. The trick is that you can both change the size of the selected area, and move the box. You can not move the box so far that the insertion point would no longer be inside the selected area.

If you find the zoom function difficult to use, try placing the cursor half an inch above the area of interest and click-drag straight down. The rectangle that indicates the zoomed area always has the same dimensions as the window it will fill.

When you have zoomed in over an area you can adjust the view by using the scroll bars.

To zoom out use the Show unzoomed command in the Map menu. You can also use the  button in the tool bar.

Countries on the map

The map only shows countries and regions existing today. To select countries like the Soviet union, West and East Germany, etc., you must use the Select countries by name or Select countries by Value methods.

Small countries

Countries on the map with a size below a certain area are shown as circles - not with their actual borders - this to make them easier to see and select.

Quick Information

Clicking with the right mouse button in a map will display the *Quick Information* window for the country the cursor is pointing at.

The Quick Information window contains:

1 Basic indicators for the country.

2 A map of the country and the surrounding region.

3 The country's profile text from the book *World Guide*.

The country will not be added to your group. To add countries to the *selected group* in the map you always use the left mouse button in the map window.

Minus Button

The minus button will clear the selected group.

Classes

Customize classes is among the more complex functions in World Guide, but it is very useful when you wish to customize the statistical map. One thing to remember is that customized classes does not have anything to do with which area on the map you are viewing. That is, you can base your classes on the map on values for Africa and still have a view of Europe, for example. To open the customize classes dialogue window use the Map - Classes command, or click with the right-mouse button on the right panel in the map window (where the value keys are shown).

The default setting is a map divided into five classes with the same width for each class. If the max. value is 100, and the min. value is 1, then the first class will contain values from 1 to 20, the second class 21 to 40, etc.. The statistical map will base this class calculation on All countries with non-missing values. (Note that the statistical map only works with countries on the map, limiting the number of countries to those currently existing in the world today.)

When customizing the class division the first decision to make is on which group this calculation should be based.

You can choose between All countries, the different Geographical groups, or the Selected group. If you, for example, use the values for Africa you can still show the whole world on the map, but any value above or below the max. and min. values for Africa will be placed in the highest and lowest class respectively.

While viewing the map the source for the class division is shown in the right panel, below the index key, together with the number of values available for this group. This means that if you choose to base the class division on a small selected group or a geographical area the number of values will be small as well.

Number of classes

The drop-down list in the class dialogue window is used to select the number of classes. Valid choices are between 2 and 25, but too many classes tend to clutter the map, so a number from 2 to about 5 is recommended. Enter a new value in the box or click on the arrow to the right of the class number to change the number of classes.

Equal number of countries or Same range width

If you check the Equal number of countries option the classes will have the same number of countries in each class. The other alternative is to use the Same range width, which means that the values will have an even spread. Mathematically this equals the max. value minus the min. value divided by the number of classes.

An effect of the latter method is that extreme values (highs or lows) can cause the majority of countries to fall into one class. Since the program default is Same range width there are variables where an adjustment of the classes is needed in order to get a useful statistical map.

The class division diagram

In the Class division diagram you can view and edit the classes. The selected class will have a thick red border on a colour display. The height of the bars in the diagram show the number of countries with a certain value. To manually change the width of a class you can move the vertical class line in the diagram simply by click-dragging it.

The values displayed in the Max. and Min. boxes are either those for the selected class, or, if the cursor is in the diagram, the class that the cursor is pointing at. Another way of changing class range is to type the values directly into the max. and min. boxes. If you change the class division manually the options Equal range width and Equal number of countries no longer apply.

Operators

OR

Search: “**gold or silver**”.

The result will include documents with either gold or silver. It is enough that the document contains one of the words to be in the selection.

The vertical bar “|” has the same meaning as the operator OR.

AND

Search: “**gold and silver**”

The result is that documents with both gold and silver are selected.

The ampersand “&” has the same meaning as the operator AND.

()

Search: **gold and (silver or river)**

The document must contain the word gold, plus one of the words silver or river to be in the selection.

The same search with out the parentheses would result in another selection of documents.

Search: **gold and silver or river**

All documents that contain both gold and silver will be in the selection, as will all documents that contains the word river.

Tip! Use the Find next command in the Edit menu to highlight the search word(s) in the document.

Wild Cards

Wild Card - *

Example: **rev***

Will match all words beginning with “rev”, such as revolution, revision, reverence, etc.

Wild Card - ?

Example: **arm?**

Will match any word that begins with “arm” and is four letters long, such as army, arms, etc.

Selected Group

The group of countries that you have selected is shown with help of the list box in the upper right corner of the screen. To change active country click on the list box and select the country that you are interested in.

Buttons

In the tool bar are a number of buttons that are used to present the statistics. If you for example select a text subject, for instance the Amnesty International Report 1994, only the button for presenting text documents will be available (You can't view a text document in a diagram). For most statistical data the following buttons will be enabled: Information, Bar Graph, Line Graph and Statistical Map. The Population Pyramid button is only available when Age Distribution in the subject Demography is the selected variable.

The buttons are:



1. Information - statistical data.



2. Statistical map - statistical data.



3. Bar Graph - statistical data.



4. Line Graph - statistical data.



5. Population Pyramid - only available for the variable *Age distribution* in *Demography*.



6. Sorted List - statistical data.



7. Document - text documents.

The buttons will be dimmed if the view format is not applicable for the selected variable, or if data is missing.

Variable information

The Information button gives you information about the active variable. The variable information window displays full name, the source for the variable and what year the variable reflects. For some of the values in the database the actual year differ from the statistical year. The reason for this is the lack of values for every country and every statistical year used in World Guide.

The statistical years in World Guide are: 1980, 1983, 1985, 1987, 1990, 1991, 1992 and 1993. Values reflecting a year that isn't one of these statistical years will always be presented as if they belonged to the next following statistical year. For example, a value actually regarding 1982 will be presented when 1983 is chosen as the active year. A value actually reflecting 1984 will never be presented when 1983 is the active year, but rather when 1985 is active.

In the Comment box further information is provided for some variables. It can be an explanation of how the variable is calculated, if it is an estimated value, or some other information that may be useful when analysing the data. Some of these comments apply to all values for a variable, and others are specific for individual values.

Click on OK to return to the variable list.

An alternative way to activate this feature is double-clicking on the variable that you are interested in.

Statistical map

Click on the Map icon to create a statistical map. The default statistical map divides the countries into five classes with equal class width, i.e. the value range is divided into five equally sized classes.

The map

The name and value for the country that the cursor is pointing at is shown at the bottom of the window. Move the cursor over the map to see the values for the countries you are interested in.

To change the classes' colours on the map click on the colour key boxes in the top right corner of the window. Other colours, such as water and country borders, are changed using the Map - Colours menu command.

Zoom functions

The zoom function can be used to get a closer look at any part of the world. Countries with an area below a certain size on the screen are shown as circles this to make them easier to see. To zoom out use the Show unzoomed command in the Map menu or the Show unzoomed button in the tool bar.

Show countries

Use the Show countries command in the Map menu to view the World, a geographical area or only the countries in your Selected Group. It is possible get a map of two or more continents by selecting all countries belonging to these continents, preferably using the list selection method, and then the Show countries - Selected countries command.

Active year

Change the statistical year with the active year listbox in the toolbar.

Projections

The world is round but the map (screen) is flat, so the program allows you to choose between two different map projections - van der Grinten and Mercator.

Bar Graph

The Graph buttons are used to create diagrams. Select the variable you want to show in the graph and click one of the the buttons. A bar graph or a line graph showing the active country will be presented in a new window.

You can change the design of the diagram using the available options in the Graph menu:

Use Create Bar graph / Create line graph in the Graph menu to switch between a bar graph and a line graph.

Select countries in the Graph menu is used to add and remove countries in the diagram. Countries that are highlighted in the list of countries are included in the graph. To select years in the graph the Graph - Select years command is used.

Values

Moving the cursor over the bars in the Bar Graph will display the value represented by the active bar or value point.

Population pyramid

The Population pyramid is only available for the variable Age Distribution in the subject Demography. The Population pyramid button is enabled only when the variable Age Distribution is selected in the Demography group. Clicking on the button creates a population pyramid for the active country.

To compare two pyramids (countries) in the same graph use Graph-Select countries to add and remove countries in the graph.

Values

Moving the cursor over the bars in the pyramid will display the value represented by the active bar at the bottom of the window.

Graph Layout - Swap pyramids

This menu command switches the two countries in the population pyramid. In this case the pyramid representing Sweden's values would be placed in front of Afghanistan's.

Graph Layout 2D or 3D Population Pyramid

Change between 2-dimensional and 3-dimensional graphs by using the Graph-Layout menu command.

Colours

The colours used in the graph can be changed by clicking in the unit key boxes in the top right corner of the window. This works the same way as with line and bar graphs.

Sorted list

Choose the variable you are interested in and click on the Sorted list button. A sorted list is presented in a new window with the active country highlighted. The country with the highest value for the variable selected is given rank one. This is the case even when a high value reflects a negative situation in the country - such as child mortality and foreign debt. Countries with no available value for the selected variable are not given a rank, and are placed at the bottom of the list.

When two or more countries have the same value they will be given the same rank and sorted in alphabetical order.

Use the Sorted List menu to select which group of countries that you want to present in a sorted list. It is possible to present all countries, each continent or just the selected group in a sorted list.

If you save or copy a sorted list it will be transformed to tab delimited text. You can then import the file into a spreadsheet.

Document

Select the text subject you are interested in and click on the document button. The number of texts varies between different countries. Greyed out text subjects are not available for the *active country*.

Use the drop down list in the tool bar to select another country from within the *selected group*.

Select variable

When you click on a statistical Subject icon a window containing statistics is displayed. The values shown in the window represents the state of the active country, during the active year. The name of the active country is shown in the window.

The first column in the window shows the name of the variable, the second column shows the corresponding values for the active country, and the third column shows the active country's rank compared to other countries in the world. The country with the highest value for the variable has a ranking order of one. Countries with missing values are not given a rank number, and are sorted last in the list.

Use the list boxes in the toolbar to change active country and active year. If the country you want to view is not in the selected group you can go back to Select Countries using the toolbar.

Viewing statistics

In the toolbar you will see the buttons used to view the statistics:

Information button - further information about variable name, statistical source, actual year and comments.

Statistical map button - a statistical world map is presented based on all values for the chosen variable.

Bar Graph button - present a diagram of the variable for the Active country.

Line Graph button - present a diagram of the variable for the Active country.

Population pyramid button - this graph form is only available when Demography - Age distribution is the selected variable.

Sorted list button - view all values for the selected variable in a sorted list.

Text button - open a text document. Only available when one of the subjects Amnesty texts or Country texts is chosen.

If you, for example, select a text subject, only the Text button will be available. Any button that isn't available will be greyed out. For most statistical data the following buttons will be enabled: Information, Graphs, Sorted list and Statistical map.

The buttons can also be greyed out if there are values missing. If the Statistical map button is be dimmed, there are no values available for any country for that particular year. The Graph buttons will be dimmed if no value is available for the active country for any year.

Select subject

The database is divided into seventeen subjects, each represented by a subject icon. Fourteen of these subjects are statistical, two are text subjects, and one contains country maps. The statistical subjects contain statistics from several years which means that one can study any country's development over a period of years.

Each of the statistical subjects contains between five and seventeen variables (not counting Sex & Age, which contains 51 variables). For a complete listing, see the appendix "Variables."

Basic Indicators presents values for one year only, which always is the latest information available.

There are also two text subjects - World Guide and Amnesty International. The World Guide subject contains material from the book "The World Guide, the world as seen by the third world", 1995 edition. The Amnesty International subject is taken from the "Amnesty International report".

Since the Country map subject only has one "variable" the map will be displayed immediately when you click the Country map icon.

Click on any subject to see the variables of that subject:



Basic indicators



Demography



Sex and Age



International Economy



National Economy



Agriculture



Labour force



Public finance



Private consumption



Standard of living



Health



Education



Culture



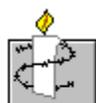
Environment



Country map



Country texts



Amnesty International

Basic indicators

Population mill.

Area square km.

Population density per square km.

Annual increase in population %

Estimated population year 2000 mill.

Estimated population year 2025 mill.

Life expectancy at birth years

Gross National Product/capita US\$

Real growth rate of GNP %

Literacy % of aged 15 and older

UN Human Development Index

Demography

Population mill.

Annual increase in population %

Infant mortality rate per 1000 births

Life expectancy at birth years

Life expectancy at birth, male years

Life expectancy at birth, female years

Live births per 1000 population

Deaths per 1000 population

Urban population % of total population

Annual growth of urban population %

Age distribution see the *Sex and age* subject.

Sex and age

Age group 0-4 years % of population
Age group 5-9 years % of population
Age group 10-14 years % of population
Age group 15-19 years % of population
.
.
.
Age group 75-79 years % of population
Age group 80+ years % of population

Age group 0-4 years, male % of population
.
.
.
Age group 80+ years, male % of population

Age group 0-4 years, female % of population
.
.
.
Age group 80+ years, female % of population

International economy

Exchange rate national currency per US\$

Gross international reserves mill. US\$

Gross international reserves/capita US\$

Total external debt mill. US\$

Total external debt per capita US\$

All food items % of exports

Agricultural raw materials % of exports

Fuels % of exports

Ores and metals % of exports

Manufactured goods % of exports

Unallocated exports % of exports

All food items % of imports

Agricultural raw materials % of imports

Fuels % of imports

Ores and metals % of imports

Manufactured goods % of imports

Unallocated imports % of imports

The six export and the six import categories should add up to 100%.

National economy

Gross Domestic Product mill. US\$

Gross National Product/capita US\$

Average ann. rate of inflation %

Consumer price index 1987=100

Gross domestic investment % of GDP

Agricultural production % of GDP

Industrial production % of GDP

Production of services etc. % of GDP

Agricultural production, average annual growth rate %

Industrial production, average annual growth rate %

Production of services etc., average annual growth rate %

Agriculture

Per capita food production 1979-81=100

Wheat, yield kg/ha. cultivated land

Cereals, yield kg/ha. cultivated land

Cereals, total production 1000 tons

Cereals, production/capita kg.

Arable land and land under permanent crops % of total land area

Forests and woodland % of total land area

Labour force

Economically active men % of male population

Economically active women % of female population

Labour force in industry % of labour force

Labour force in agriculture % of labour force

Labour force in services, etc. % of labour force

Real earnings per employee 1987=100

Real output per employee 1987=100

Earnings as percent of value added %

Standard of living

People with drinkable water %
Child mortality children < 5 y., per 1000
Gross National Product/capita US\$
Motor vehicles in use per 1000 inhabitants
Telephones in use per 1000 inhabitants
TV receivers in use per 1000 inhabitants
Radio receivers in use per 1000 inhabitants

Public finance

Government expenditure % of GDP

Defense percent of central gov. exp. %

Education percent of central gov. exp. %

Health percent of central gov. exp. %

Domestic taxes on goods and services, % of total government current revenue

Off. development ass., receipts US\$/capita

Off development ass. % of donor GNP

Private consumption

Private consumption % of GDP

Private consumption/capita 1987 US\$

Daily calorie supply/capita calories

Private consumption, average annual growth rate %

Health

Inhabitants per physician

Infant mortality rate < 1 year per 1000 births

Births attended by health staff %

Married women of childbearing age using contraception %

Number of AIDS-cases

Number of AIDS-cases per 100,000 inhabitants

Education

Literacy +15 years %

Literacy, male +15 years %

Literacy, female +15 years %

Number of pupils per teacher

Children in school %

Enrollment ratio, men, 1st and 2nd levels %

Enrollment ratio, women, 1st and 2nd levels %

Higher education, 3rd level % of aged 20-24

Culture

Number of produced films

Number of imported films

Number of published books, first editions

Number of published books per 100,000 inhabitants

Number of newspapers per 1000 inhabitants

Environment

Annual deforestation % of total forest

Greenhouse effect rate coal equivalent per capita

Fertilizer consumption kg. of plant nutrient per ha.. of arable land

Agriculture, arable and permanently cropped land 1000 ha..

Commercial energy prod. 1000 MT oil eq.

Commercial energy prod. kg./capita

Consumption of commercial energy per capita kg. of coal equivalents

Amnesty International text

Click on the **Amnesty International** icon to read the Amnesty International Report for the active country. In addition to the Amnesty International Report you can find the address of the local Amnesty International office here. The address to Amnesty's International Secretariat is given for countries with no local section.

Report: Amnesty International Report 1992

Report: Amnesty International Report 1993

Report: Amnesty International Report 1994

Address: Address to local Amnesty section

World Guide texts

World Guide

Texts from the book *The World Guide* is available for almost all countries and regions in the database. The articles are divided into four different categories: *Indicators*, *Profile*, *History* and *Special Interests*.

Indicators: Brief statistical and general information about the country.

History: A historical background of the country.

Profile: A current profile of the country and its people, including political, ethnical and religious aspects.

Special Interest: Theme text of relevance to the particular country.

Select the subject you are interested in and click on the  Document button. The number of articles varies between different countries. Dimmed articles indicate that this article is not available for the *active country*.

Country map

The country map subject is different from the other subjects in that there is only one "variable" available. For this reason the country map will be displayed immediately when you click this icon.

There is a map available for most countries in the database, even small ones. If the active country doesn't have a map the icon will be greyed out.



Switch between the map's actual size and a size scaled to fit the window.

Theme texts

Theme texts are not connected to a specific country, and are available only if you click on the **Text search** button in the tool bar. You can then access the theme texts using either the word search method or the theme text tree.

Tool Bar



Along the top of the main window there is a toolbar with a number of buttons and a list box. The toolbar is always visible and will display a different set of tools depending on where in the program you are working at any given time. Some buttons are always available. They are:

The first three buttons are used to select the group of countries that you want to study, your selected group . (When you enter the program it's a good idea to begin by selecting a country or a group of countries.)

Then you move on by clicking on the Select Subject button.

After the initial cycle of selecting countries, a subject and a variable, you can switch back and forth between the two "modes" at any time to add or remove countries from the selected group.

These buttons take you to the Text Database. Many articles are specific for a certain country, and can therefore also be accessed from the subjects Country texts and Amnesty International, but some articles are of a more general nature and can only be found here. There are two methods used to find text of interest; the free text search system and the theme text tree structure. The free text search system will scan all text documents available on the CD-ROM - unless you specify another option - for any combination of words you specify, where as the theme text tree structure only lets you browse among articles not connected to a specific country.

Since neither of these two methods really depend on country selection you can enter the text database mode without selecting a selected group of countries.

The list box contains the selected group of countries, with the active country shown. A second list box containing the years available will appear when it's needed and will show the active year. Use the list boxes to change active country and active year.

Menus

The following menus are available in the World Guide:

File

Edit

Map

Document

Window

Help

The Map, Graph and Sorted List menus contains commands for the corresponding window/object.

File menu

Save

Add variable

Export

Print

Printer set-up

Exit

Save command (File menu)

Save active document to file.

Add variable (File menu)

This command is used to add variables for export. Before you can use this command you must be in the variable window, and have a statistical variable selected.

There are two rules to follow:

1. Only values for countries belonging to the *selected group* will be exported.
2. If you want to export time series you must select every year specifically.

See the [export](#) command for more information.

Export (File menu)

Using this command will present a dialog window where you can customize and execute the export of statistical data to a text file. You should, of course, previously have selected one or more variables with the Add variable command.

The buttons have the following functions:

Move up - Move Down - changes the order of the variables in the list, and, more importantly, how they are ordered in the text file. This means that you can select variables and years in any order, and decide about the structure of the text file later.

Delete all - Delete - Removes variables from the selection.

Text... - allows you to change the column delimiter. The default is “tab”, which is usually accepted by spreadsheet programs.

Export... - a save dialog window is opened, where you supply a path/location and file name.

Cancel - closes the window. This does not affect the current selection of variables.

Note that values are only exported for selected countries!

International users may need to change the set-up for number formatting in the *Windows control panel* to get a correct result when importing the text file to a spreadsheet. See the manual for Windows or for the spreadsheet program for more information.

Print command (File menu)

Print active document.

Printer set-up command (File menu)

Change document printer or printer options.

Exit command (File menu)

Use this command to end your World Guide session.

Edit

Cut

Copy

Paste

Delete

Find next

Language

Cut command (Edit menu)

Cut the selection and put it on the Clipboard.

Copy command (Edit menu)

Copy selected data to clipboard.

Copying text or graphics to the Clipboard replaces the contents previously stored there.

Paste command (Edit menu)

Insert the Clipboard contents at the caret.

Delete command (Edit menu)

Delete the selection.

Find next (Edit menu)

If you query the text database using search words you can highlight the search word in the documents with this command.

Language (Edit menu)

You can choose to run World Guide 1995 with a user interface in following languages:

- English
- Spanish
- Swedish.
- German
- French
- Swedish
- Danish
- Norwegian
- Icelandic
- Portuguese

Map menu

Show unzoomed

Show Countries

Show country borders

Classes

Colour

Projection

Show Unzoomed (Map menu)

Use this command to return to a view with the whole world in the map after zooming in.

Show Countries (Map menu)

Use this option to view part of the map in the window. Available choices are:

- All countries**
- Selected countries**
- Africa**
- Asia**
- Central America**
- Europe**
- North America**
- Oceania**
- South America**

Show Country Borders (Map menu)

This command toggles whether the country borders are shown in the map or not.

Statistical Map (Document menu)

This command creates a statistical map in a new window. It performs the same action as when you click on the statistical map button.

Classes (Map menu)

Use this option to change the number of classes, the class width or the number of countries in each class. The number of classes must be between one and 25.

You can also choose to base the class division on a subset of countries. Available choices are:

All countries

Selected countries

Africa

Asia

Central America

Europe

North America

Oceania

South America

(for more information, see [Classes](#))

Year (Map menu)

Change year to show in the statistical map.

Colour (Map menu)

Change colours in the map.

You can change the colours of

Borders

Countries

Selected countries

Water

Note that this command does not affect the colors of countries in the statistical map. To change colors in the statistical map you should click on the colored box next to the value key in the top left corner of the window.

Tip! If you plan to print the map in black and white you should set the color of water to white.

Projection (Map menu)

Use this option to change the map projection. You can choose between Mercator and the van der Grinten projections.

Document menu

Statistical Map

Bar Graph

Line Graph

Population Pyramid

Sorted List

Text Document

Bar graph (Document menu)

Creates a Bar Graph in a new window.

Tip! You can create graphs by clicking on the **Bar Graph** button in the Tool bar as well.

Select countries (Graph menu)

Select countries to be included in active graph.

Select years (Graph menu)

Select years to be included in a graph.

Layout (Graph menu)

In the layout menu you have several options available to customize graphs. Note that some of the commands only have effect on certain types of graphs.

Title change the title font in a diagram.

Vertical rule toggle the vertical background grid in the diagram on or off.

Horizontal rule toggle the horizontal background grid in the diagram on or off.

Scale from zero toggles the scale used in a diagram between auto and zero. In some cases auto mode will scale from zero as well.

Thick lines toggles between thick and thin lines in line diagrams.

Point markers turns on/off the dot value indicator in line diagrams.

Swap pyramids it is possible to view two countries in a population pyramid window, and this command moves the front pyramid to the back.

Create list (List menu)

Creates a sorted list in a new window.

Tip! You can create a sorted list by clicking on the **Sorted List button** in the variable window as well.

Sorted List - menu

Select countries to show in the sorted list. Available options are:

- All countries**
- Selected countries**
- Africa**
- Asia**
- Central America**
- Europe**
- North America**
- Oceania**
- South America**

Year (List menu)

Change the year to show in the sorted list.

Window menu

Go To

Tile

Cascade

Arrange all

Move window

Close all

Tile (Window menu)

Use this command to arrange all document windows in a tiled display. This command does not affect the size or position of the main window.

Cascade (Window menu)

Use this command to arrange all document windows in a cascaded display. This command will affect all windows, including the main window..

Arrange all (Window menu)

Use this command to arrange all open windows. The effect of this command depends on how many document windows you have open.

Move window (Window menu)

Use this command to move the active windows to a predefined positions on the screen.

Close all (Window menu)

Closes all document windows, that is, all windows except the for the main window.

Help menu

[Index](#)
[About](#)

Index (Help menu)

Starts the help program.

About (Help menu)

Displays the program's *About* box.

Install World Guide

Perform the following steps to install the World Guide:

1. Insert the World Guide CD into your CD-ROM drive.
2. Run Windows version 3.1 or higher.
3. Select File...Run from the Windows Program Manager.
4. Run the setup program located on the CD-disk. If your CD-ROM drive letter is Z you would type:"Z:SETUP.EXE"
5. The installation program will ask for the drive and directory on which to install World Guide. The default drive and directory is C:\WLDGUIDE, but may be changed.
6. The installation program creates a program group with the window title "NAVIGO", and places the World Guide program icon in it. Installation is now complete.
7. To start World Guide, double click on the program icon.
8. To exit the World Guide, select Close from the System Menu (the "Minus box" in the top left corner of the window) or select File...Exit from the menu.

Population Pyramid (Document menu)

Creates a Population Pyramid in a new window.

Tip! You can create graphs by clicking on the **Population Pyramid** button in the Tool bar as well.

Sorted List (Document menu)

Creates a Sorted List in a new window.

Tip! You can create graphs by clicking on the **Sorted List** button in the Tool bar as well.

Text Document (Document menu)

Creates a Text Document in a new window.

Tip! You can create graphs by clicking on the **Line Graph button** in the **Tool bar** as well.

Go To - (Window menu)

Select Countries from map

Select Countries by name

Select Countries by value

Subjects

Theme text tree

Free text search

