

# Contents - World Guide Help

You can select countries in three different ways:

- [1. Selecting countries from the map.](#)
- [2. Selecting countries in the list.](#)
- [3. Selecting countries by value.](#)

The second step is to [select a subject](#). The subjects contain the actual data in the form of [statistical variables](#), text [documents](#) and [maps](#).

There are several viewing formats for the data:

- [1. Variable Information.](#)
- [2. Statistical Map.](#)
- [3. Graphs.](#)
- [4. Population Pyramid.](#)
- [5. Sorted List.](#)
- [6. Document.](#)

If you click on the [Text Search](#) button in the [toolbar](#) 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, see [menus](#).

# Selecting countries from the map

Clicking on a country with the left mouse button will select it. The last selected country will automatically become the *active country*. You can later change *active country* within the *selected group* in the dropdown list in the toolbar.

You can use the continuous zoom function to view only part of the world. If you want to select one of the small countries on the map you will probably have to use the zoom function to see these countries on the map.

**Note!** You can only select currently existing countries on the map (see countries on the map).

When you move the cursor over the map the name of the country the cursor is pointing at is shown below the map. Use the right mouse button to get quick information about the country you are pointing at.

The button in the bottom left corner, with a minus sign on it, will deselect all countries.

## Selecting countries from the list

You can select countries from a list where the countries are divided into groups depending on their geographic location. Click on the geographic area you want to use in the left column. The countries belonging to that group are then shown in the middle column. Click on the countries you want to include in your group. The countries you have selected are shown in the right column.

The plus button above the second column will select all countries shown in that column. The button in the bottom left corner, with a minus sign on it, will deselect all countries.

It is possible to use the list and the map at the same time: At the top of the map, or at the bottom of the list, there is a white field. Position the cursor in the white field and click-drag to create a split screen with both a map and a list.

# Selecting countries by value

You can select a group of countries based on their value for one or more variables. To select by value 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 middle column that you want to use for the selection.
- 3** - A sorted list of country values are shown in the bottom 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 query buttons to execute the selection. If you click on the OR button you will extend the *selected group* of countries, since any country that matches the criteria will become selected. The AND method, on the other hand, will only query the *selected group*, so this will reduce the size of the *selected group*.

**Note!** Since statistical data is used for selection it is also important that you make sure that the desired year is active.

The button in the bottom left corner, with a minus sign on it, will deselect all countries.

# Text database

The text database tools provides two different ways to find articles:

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

**World Guide 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.

# And query

The AND query method requires that a country both meets any old selection, and this can be both from the map, the list or from a previous query, and the new query. Another way of putting this is to say that the AND query searches the selected group for countries that fall within the stated limits.

AND means;fulfil the previous criteria AND the new criteria, to be selected.

So if you do not have any selected countries this is not the button to push.

# Or query

The OR query method will leave the selected group intact, and add those who meet the new criteria. Since the selected group already has met the first criteria, you can think of this as a query directed at the unselected countries.

Or means; fulfil the previous criteria OR the new criteria, to be selected.

So if you are looking to get rid of a few countries this is not the button to push.

# Word search

In the word search database you can search for any word in all the text documents on the CD-ROM.

The word search database consists of articles from the Amnesty International Report and World Guide, including both material concerning specific countries and texts on special interest topics. You can use operators and wildcards in your search word to make the search as effective as possible.

There are also several options to limit the search to certain countries, geographic areas, etc.

# Theme text tree

This part of the text database contains articles of current interest. The articles are selected from a tree structure where you start by selecting a main topic. After you have chosen your main topic, select subtopics until you reach the actual text.

The subtopic's titles are displayed in hollow boxes. As you click on the subtopics, these boxes are connected by a line, creating a path in the tree structure. The actual text documents titles are displayed in grey boxes. Clicking on a grey box will display the theme text.

# World Guide

*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.

# Continuous zoom function

The zoom function is easy to use, but hard to explain.

Click-drag with the left mouse button somewhere in the map to create a zoom box. 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.

After zoomin in you can adjust the view by using the scroll bars.

To zoom out you must use the *Show unzoomed* command in the *Map menu*.

# 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 [List](#) or [Selection by Value](#) methods.

## **Small countries**

Small countries are displayed on the map as circles, making 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 exclamation mark button next to the country list in the toolbar will also bring up the quick information window.

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 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.

# Classes

The program automatically creates a map with the countries divided into five groups with the same value width. After choosing the *Classes* command in the Map menu you will be presented with a dialog window where you can change the number of classes, the class width and the number of countries in each class. The number of classes can be between one and twenty-five.

***Equal number of countries:*** Use this function to create a map with the same number of countries in each class.

***Same range width:*** Use this function to create classes with the same value width. The range width function is = (max. value - min. value) / number of classes.

By default the program will base its class division on all countries on the map. You can change this by specifying another group to base the class division on.

In the *class division diagram* you can create your own classes. Position the cursor on the dotted vertical line that you want to move. Press down the mouse button and drag the vertical line to its new position. The area/height of the bars in the diagram represent the number of countries in each class.

You can also type in the minimum and maximum value for each class in the edit boxes Min: and Max:.

# 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.

# Wildcards

**Wildcard - \***

Example: **rev\***

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

**Wildcard - ?**

Example: **arm?**

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

# Buttons

On the left side in the variables window there are seven buttons that represent different view formats for the data. The buttons are:

**1. Information** - statistical data.

**2. Statistical map** - statistical data.

**3 Bar chart** - 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

Click on the information button to get information about the active variable. The variable information window displays full variable name, the source from which the variable is extracted, and which year the variable's value comes from.

For some of the values in the database the actual year differ from the active year. The reason for this is lacking availability of values for every country and every statistical year included in the World Guide. Values with a different year than the active are always earlier than the active year. For example, a statistical value for 1982 can represent 1983 in the database, whereas a value from 1984 can not.

In the *Comment* box further information is provided for some variables. This content 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.

# Statistical map

The default statistical map created by the program divides the countries into five classes with the same value width. The name and value of the country that the cursor is pointing at in the map is shown at the bottom left corner of the screen.

Move the cursor over the map to see the value for any country you are interested in. The colour of a country in the statistical map depends on the country's value for the selected variable.

# Graphs

Select the variable you want to present in a graph and click on the bar or line graph icon. A diagram will be presented in a new window. There are various options available under the *Graph-Layout* menu item.

Use the *Choose countries* command in the Graph menu to add and remove countries from the diagram. You can only add countries from the *selected group* that has previously been created while in Select Country. Countries presented in the graph are highlighted in the list.

Use the *Window* menu item to arrange the graph windows you have created.

# Population pyramid

The population pyramid is 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 diagram use *Graph-Choose countries* to add and remove countries in the graph.

## Sorted list

Choose the variable that you are interested in and click on the Sorted list [button](#). A sorted list is displayed in a new window with the *active country* highlighted. Use the scroll bars to move up or down in the list. The country with the highest value is ranked as number one.

Countries that don't have a value are not given any rank number, and are shown at the bottom of the list.

# Document

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

Use the dropdown list in the toolbar to select another country from within the *selected group*.

# Select variable

After you click on the subject icon a list of all variables available for the subject is shown in the window. The values shown on the screen are for the *active country*. The name of the *active country* is shown in the upper right corner of the screen.

(Use Selection in the menu to change *active country* and year.)

The first column shows the name of the variable, and the second column shows the corresponding values for the *active country*. The third column shows the *active country's* rank compared to the other countries in the world. The country with the highest value for the variable will be ranked as number one. Only countries with a value are given a rank number.

Use the buttons in the column to the left to view the statistical data in a graph, a sorted list or a statistical map.

# Select subject

The database is divided into seventeen subjects. Fourteen of the subjects contain statistical information, two contains text documents, and one contains country maps. From every subject you can [select a variable](#).

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

**[1. Basic Indicators](#)**

**[2. Demography](#)**

**[3. Sex and Age](#)**

**[4. International Economy](#)**

**[5. National Economy](#)**

**[6. Agriculture](#)**

**[7. Labour force](#)**

**[8. Standard of Living](#)**

**[9. Public Finance](#)**

**[10. Private Consumption](#)**

**[12 Health](#)**

**[12. Education](#)**

**[13. Culture](#)**

**[14. Environment](#)**

**[15. Country Map](#)**

**[16. Country Text](#)**

**[17. Amnesty Text](#)**

# 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 %**

**Enrolment ratio, men, 1st and 2nd levels %**

**Enrolment 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 text

Click on the Amnesty [button](#) to read the ***Amnesty International Report*** for the *active country*. In addition to the Amnesty report you can get the address of the local Amnesty International section. The address to Amnesty's International Secretariat is provided given for countries with no local section.

**Text:** Amnesty International Report 1992.

**Text:** Amnesty International Report 1993.

**Address:** Address to local Amnesty office.

# Country text

Text from the book The World Guide is available for every country in the database. The texts are divided into four different subjects. The subjects are:

**Indicators:** Brief statistic information about the country.

**History:** The country's historical background.

**Profile:** Profile of the country and its people.

**Special:** General article about some aspect of the country.

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

# Country map

The map subject has only one variable, and that is a country map in .BMP format. If you click on the **Country map** subject the map will be displayed in a new window.

Use the copy command in the edit menu to export it to another document.

# 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 toolbar. You can then access the theme texts using either the word search method or the theme text tree.

# Toolbar

Along the top of the main window there is a toolbar with three buttons and one or two dropdown lists. The toolbar is used to move back and forth between the screens in the World Guide.

To change countries in the *selected group* you click on the **Select Countries** button in the toolbar.

Click on **Select Subject** to set the active subject. When you click on a subject icon you will automatically move on to the variable window.

Click on the **Text search** button to search the text database.

## Dropdown lists

The first dropdown list shows the *selected group* of countries, with the *active country* highlighted.

The second list shows the *active year*. This list will only be displayed in contexts where you can change *active year*.

**Tip!** You can change both *active year* and *active country* (within the *selected group*) in the lists as long as you work in the main window, but not in other windows, like when you create a bar graph or a sorted list.

# Menus

The following menus are available in the World Guide:

File

Edit

Map

Graph

List

Window

Help

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

# File menu

Save

Add variable

Export

Print

Printer set-up

Exit

## **Save command** (File menu)

The save command is only implemented for text files, i.e., you can save articles and the sorted list as text documents. If you want to export graphical material like maps and diagrams you must use the copy command

## 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 customise 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)

This command is not used in this version of the program.

## **Printer set-up command** (File menu)

This command is not used in this version of the program.

## **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)

This command is not used in this version of the program.

## **Copy command** (Edit menu)

Use this command to copy selected text or graphics to the clipboard.

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

## **Paste command** (Edit menu)

This command is not used in this version of the program.

## **Delete command** (Edit menu)

This command is only used in the word search part of the text database.

## **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 between English, Spanish and Swedish. If you select Swedish the English database will be used, but the variable text and menus will be in Swedish.

# Map menu

Show unzoomed

Show Countries

Show country borders

Create map

Classes

Year

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.

## **Create map** (Map 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 colours of countries in the statistical map. To change colours in the statistical map you should click on the coloured 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 colour 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.

# Graph menu

Create graph

Choose countries

Choose years

Layout

## Create graph (Graph menu)

Creates a graph, of chosen kind, in a new window. This command can also be used to change a bar graph to a line graph and the other way around, or a 2-dimensional pyramid to a 3-dimensional.

**Bar graph** select a bar graph.

**Line graph** select a line graph.

**2D pyramid** select a 2-dimensional population pyramid.

**3D pyramid** select a 3-dimensional population pyramid.

*Tip!* You can create graphs by clicking on the **Graph button** in the variable window as well.

# Choose countries (Graph menu)

Select countries to be included in graph.

## **Choose years** (Graph menu)

Select years to be included in a graph.

# Layout (Graph menu)

In the layout menu you have several options available to customise 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.

# List menu

Create list

Choose countries

Year

## 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.

## **Choose countries** (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

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 document 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 programs *About* box.

