# COMPTON'S®
ENCYCLOPEDIA 2000
STANDARD

USER'S GUIDE
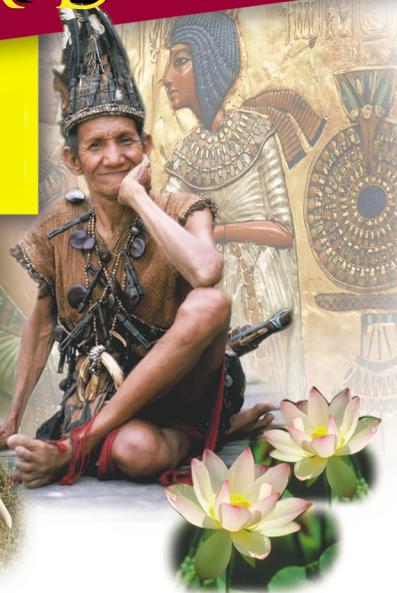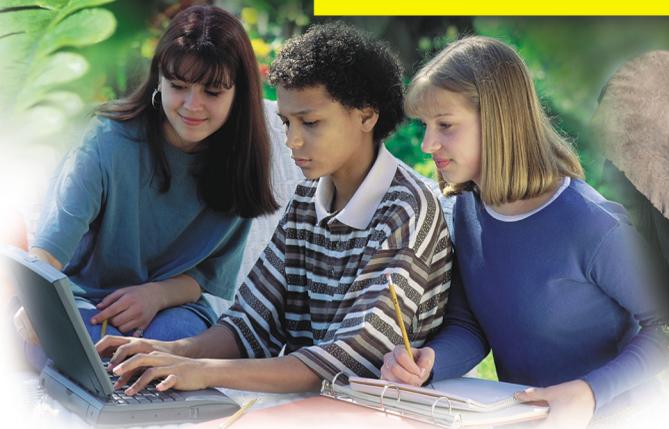
A NOTE TO THE USER

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Compton's® Encyclopedia™ 2000

User's Guide

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Article Viewer

The main screen contains the four main components of the *Compton's Encyclopedia™ 2000* environment: the Article Viewer on the right, the Article Outline and Related Items on the far left, and the Control Bar that runs across the top of the screen. From the main screen, you can read articles, link to related media, jump to sections of the displayed article, and go to related information. For instance, you might want to click on a picture in the Article Viewer to see a close-up or to copy and print the image. You can click on a topic in the Article Outline to automatically scroll to that section of the article. You can also use Related Items to link to articles, tables, pictures, Atlas maps, movies, Timeline events, websites, updates, and Planetarium links. The Control Bar gives you access to every feature in the program.

The Viewers
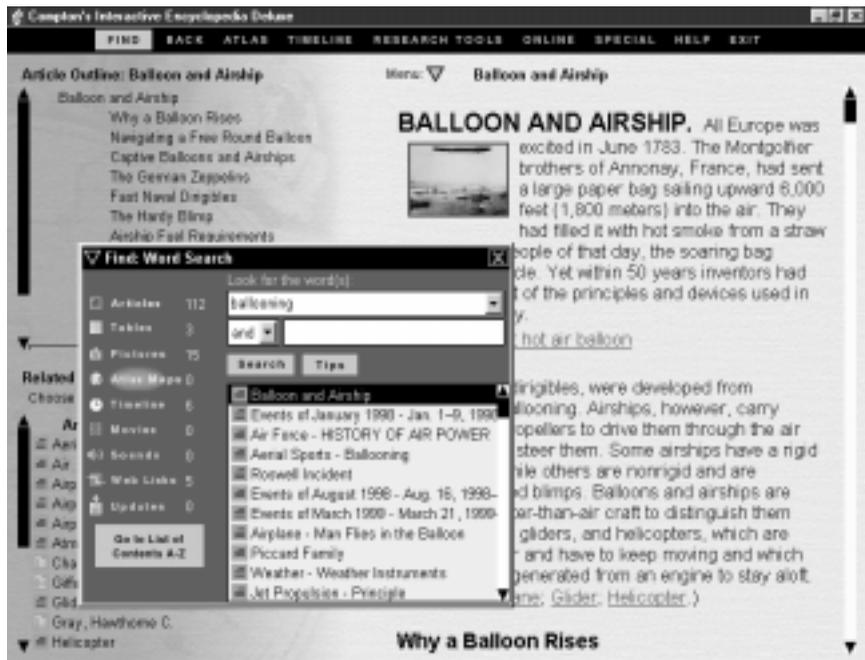
"Floating" pop-up viewers can be opened on top of the main screen, giving you access to the different kinds of information and features in the encyclopedia. Other viewers—such as the Atlas, Timeline, and Topic Chooser—are large viewers that also appear on top of the main screen. Those viewers are discussed later in this User's Guide.

Viewer Menus and Buttons

Most of the viewers in the program have a menu of options. To see the menu options available for the item displayed in the viewer, click on the down arrow button in the upper-left corner of the viewer or click on the title. The menu stays open until you choose an option or click off the menu.

In addition, some viewers have buttons that let you work with the viewer in different ways. For example, some viewers have buttons for controlling movies and sounds, or finding words in the Dictionary/Thesaurus. To see a description of a button, move your cursor over it.

THE MAIN SCREEN

The Article Viewer, the Article Outline, and Related Items cannot be moved or closed. The Article Outline and Related Items always display information related to the article currently displayed in the Article Viewer. A short article may not have an Article Outline or Related Items.

Article Viewer

The Article Viewer is where you'll read articles, use icons to access multimedia, and follow cross-references to related articles and other information.

Icons are small graphics within articles that you click on to open related information in the other viewers. Click on a table icon, for example, to see that table. Other icons lead to other types of multimedia, such as Atlas maps and Timeline items. The kinds of icons you'll find in articles are listed in the *Information Icons* chapter.

You'll also find small images or "thumbnails" in the Article Viewer. Click on a thumbnail to see a picture or movie related to the article.

In many articles, you'll see underlined words representing cross-references to other articles or related text information. Click on the underlined text to display a related article in the Article Viewer or other kinds of text in a pop-up viewer. To return to the original article, click on the **Back** button on the Control Bar.

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

If you come across a word you don't know, double-click on it to see its definition. You can even double-click on a word within a definition to learn what it means. Double-clicking on any word— *except* coloured cross-reference text and hot links to the World Wide Web—in an article or a caption automatically opens the Dictionary/Thesaurus Viewer.
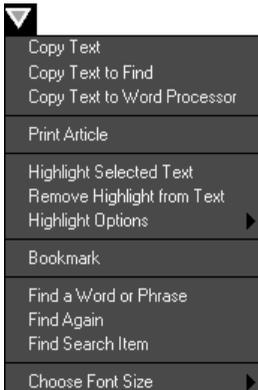
Article Viewer Menu Options
To see the menu options available for the item displayed in the viewer, move your cursor over the down arrow button to the left of the article's title, or click on the title. The following menu options are available.

Copy Text
Choose **Copy Text** to copy text you've selected to the Windows clipboard.

Copy Text to Find
To perform a search on a word or phrase in an article, select the word or phrase and choose **Copy Text to Find**. The text appears in the Word Search text box in the Find Viewer. Click on the **Search** button or press **Enter** to start the search.

Copy Text to Word Processor
Choose **Copy Text to Word Processor** to open the word processor identified in Preferences and paste the selected text into a new document.

Print Article
Choose **Print Article** to print the text of the displayed article.

Highlight Selected Text
Remove Highlight from Text
Highlight Options
Choose **Highlight Selected Text** to highlight text that you have
already selected so you can find it again. Choose **Remove Highlight
from Text** to remove the colour from the selected text. Choose
Highlight Options to change the Colour, scroll to the next
highlighted text, or clear the entire article of highlighting. Choose
the option you want from the submenu.

☞ In the Article Viewer, click the right mouse button to quickly
access the **Highlight Selected Text, Remove Highlight from Text,
Copy Text, Copy Text to Word Processor,** and **Print Article** options.

Bookmark
Choose **Bookmark** to create a bookmark at the current section of an
article so you can return to it easily. To create a bookmark at a
specific point in an article, scroll through the article until the place
you want to mark is at the top of the window, and then choose
Bookmark. To see the list of bookmarks you've created and to
return to a bookmarked item, click on the **Research Tools** button
on the Control Bar and choose **Bookmark List**. See the *Research
Tools* chapter for more information.

Find a Word or Phrase
Find Again
Find Search Item
Choose **Find a Word or Phrase** or **Find Again** to find a specific
word or phrase in the current article. If you opened the article from
Word Search in the Find Viewer, **Find Search Item** finds the next
instance of a keyword from your search request. Keywords from a
search are displayed in red in the article.

Choose Font Size
To change the size of the text in articles, choose **Choose Font Size**.

Article   Outline

Article Outline: Balloon and Air

Balloon and Airship
   Why a Balloon Rises
   Navigating a Free Round Balloon
   Captive Balloons and Airships
   The German Zeppelins
   Fast Naval Dirigibles
   The Hardy Blimp
   Airship Fuel Requirements
   Weather Balloons
  HISTORY OF BALLOONING
   Development of the Dirigible

.
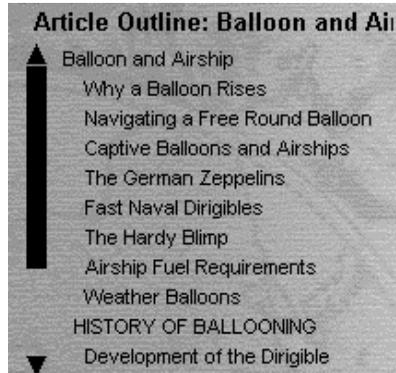
The Article Outline contains a list of the sections in the article currently displayed in the Article Viewer, including headings and subheadings. Double-click on a heading to go to that section of the article.

Related Items

Related Items: Balloon and Airship
Choose type of item: ▽

   Articles
≡ Aerial Sports
≡ Air
≡ Airplane
≡ Airplane: Aerodynamics
≡ Airplane: Power Plants, or Engines
≡ Atmosphere
≣ Charles, Jacques Alexandre César
≣ Giffard, Henri
≡ Glider
≣ Gray, Hawthorne C.
≡ Helicopter
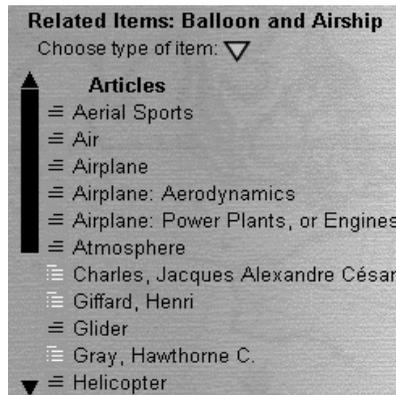
Related Items lists information related to the article currently displayed in the Article Viewer. Use the drop-down menu to display a list of related articles, tables, pictures, Atlas maps, Timeline items, movies, sounds, Web links, updates, and Planetarium links. (Not all types of information are available for every article.) Double-click on an item to open it.

THE POP-UP VIEWERS

The encyclopedia contains a variety of pop-up viewers that appear on top of the main screen. Some display different types of media, such as short articles, tables, and multimedia. You need to close these media pop-up viewers in order to return to the main screen or to use the Find Viewer.

Pop-up viewers also display some of the program features, such as the Dictionary/Thesaurus, the Notebook for notekeeping, and On This Date for viewing historical events by date. All pop-up viewers contain a Close box or Close button, and most can be moved (by dragging on the title bar) and resized (by dragging on one of the sides). Many of the viewers include other options as well. For example, the Notebook Viewer includes a toolbar, and the Dictionary/Thesaurus Viewer includes buttons for switching between the two resources. The viewers for On This Date and Exploring Questions contain options to display the respective viewers each time you start the encyclopedia.

The pop-up viewers you'll use most frequently are described on the following page.

The Find Viewer
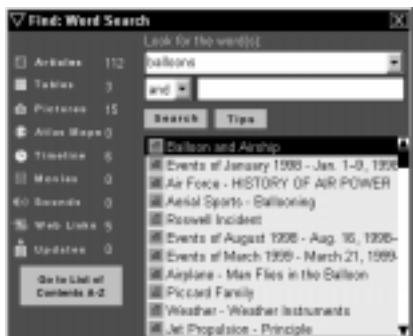
Click on the **Find** button on the Control Bar to display the Find Viewer. This is where you search for information in the encyclopedia by titles, words, topics, and types of information.

When you click on the **Word Search** button, you can search for specific words in the encyclopedia and then view the articles, tables, picture captions, and other media that contain those words. When you click on the **Go to List of Contents A–Z** button, you can view an alphabetical list of items of each media type. See the *Find* chapter for more information.

Find Viewer Menu Options

To see the menu options available for the item displayed in the viewer, move your cursor over the down arrow button in the upper-left corner of the viewer or click on the title.

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

Print Search Results
Choose **Print Search Results** to print a list of Word Search results.

Go To List of Contents A–Z/Go To Word Search
When Word Search is displayed, choose **Go To List of Contents A–Z** to browse the contents of the encyclopedia in alphabetical lists. When List of Contents A–Z is displayed, choose **Go To Word Search** to search the encyclopedia by topic, word, or phrase.

The Picture Viewer

The Picture Viewer appears when you click on a picture title in Related Items, the Find Viewer, or another picture list. It also appears when a picture is clicked on in an article, the Timeline, Multimedia Explorations, or Picture Tours. The viewer displays the picture along with a caption that describes it.

Picture Viewer Menu Options

To see the menu options available for the item displayed in the viewer, move your cursor over the down arrow button in the upper-left corner of the viewer, or click on the title. Depending on the item displayed in the viewer, the following menu options may be available.

Copy Image

Choose **Copy Image** to copy the picture in the viewer to the clipboard. You can then paste the picture into another application.

Print Image

Choose **Print Image** to print the picture in the viewer.

Bookmark

Choose **Bookmark** to create a bookmark for the displayed picture so you can return to it easily. To see the list of bookmarks you've created and to return to a bookmarked item, click on the **Research Tools** button on the Control Bar and choose **Bookmark List**. See *Bookmark List* in the *Research Tools* chapter for more information.

Show   Actual   Size/Fit   in   Viewer
When a picture is displayed, choose **Show Actual Size** and
Fit in Viewer to alternate between the picture's actual size and the
size that best fits within the viewer. If the picture is larger than the
viewer window, the cursor changes into a hand as you move it
across the image. Click and drag the cursor to move other parts of
the image into view.

List of Related Information Links
This list of titles lets you go directly to information related to the
picture displayed in the viewer.

The Movie Viewer

The Movie Viewer appears when
you click on a movie or sound
title anywhere in the
encyclopedia. It also appears
when you click on a movie,
sound icon, or thumbnail in an
article or in the Timeline. The
Movie Viewer also appears in
Multimedia Explorations. (See
the *Special* chapter for more
information.) The viewer
displays movies and sounds, and
includes controls much like the
ones on your VCR or CD/tape player. When you open the viewer,
the clip begins playing automatically. Use the control buttons to
stop the playback and to move quickly from one part of the clip to
another. Or click and drag the indicator on the Position Bar to
move to another place in the clip.

The following are the control buttons in the Movie Viewer:

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

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

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

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

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

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

Movie Viewer Menu Options
To see the menu options available for the item displayed in the viewer, move your cursor over the down arrow button in the upper left corner of the viewer or click on the title. Depending on the item displayed in the viewer, the following menu options may be available.

Bookmark
Choose **Bookmark** to create a bookmark for the current item so you can return to it easily. To see the list of bookmarks you've created and to return to a bookmarked item, click on the **Research Tools** button on the Control Bar and choose **Bookmark List**. See *Bookmark List* in the *Research Tools* chapter for more information.

Choose Playback Size
When a movie is displayed, the **Choose Playback Size** option lets you change the playback size. At the maximum size, the clip begins playing automatically. Click anywhere to stop the playback.

List of Related Information Links
This list of titles lets you go directly to information related to the movie or sound displayed in the viewer.

IPIX Virtual Tours

The IPIX Virtual Tours in the movies list have special controls. Click and drag on the edges of the viewer to move the image right, left, up, or down. Click on the "plus" magnifying glass to zoom in and the "minus" to zoom out. Return to the original view by selecting **Reset Viewpoint** from the menu. Choose **Navigation Speed** from the menu to change the speed or to restore it to the default setting.
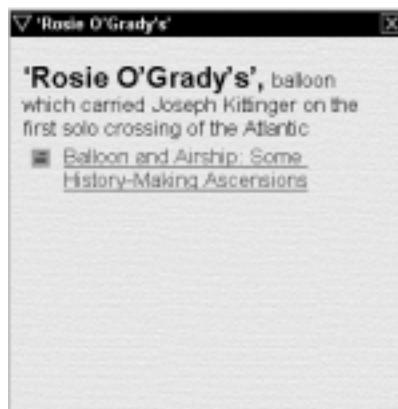
The Text Viewer

The Text Viewer appears when you click on a short article or table title in Related Items, the Find Viewer, or another article list. It also appears when a short article or table icon is clicked on in an article, in the Timeline or Atlas, or in a pop-up viewer. Unlike the Article Viewer, the pop-up Text Viewer displays only short text items.

Text Viewer Menu Options
To see the menu options available for the item displayed in the viewer, move your cursor over the down arrow button in the upper-left corner of the viewer or click on the title. For a description of article menu options, see the *Article Viewer* section earlier in this chapter. Table menu options include **Copy**, **Print**, **Highlight**, **Bookmark**, and **Find**.

The Information Icons

As you explore *Compton's Encyclopedia™ 2000 ,* you'll encounter many kinds of data: articles, tables, pictures, Atlas maps, Timeline items, movies, sounds, and more. Every piece of information in the encyclopedia can be found in the lists that appear in Related Items or in the List of Contents A–Z in the Find Viewer. Each type of information is identified by its own icon, which appears beside its title in the lists or within articles. Here is a list of the icons that identify the different types of data.

The **Article** icons open two types of articles. Icons with black text open main articles, which appear in the Article Viewer. Icons with white text open short articles, which appear in a pop-up viewer.

The **Atlas** icon opens the Atlas to a location.

The **Dictionary** icon opens the Dictionary/Thesaurus to a specific dictionary entry. This icon is found only in Presentation Maker and the Bookmark List.

The **IPIX Virtual Tour** icon displays a 360-degree image.

The **Movie** icon shows a video, a slide show, an animation, or a 360-degree view. Movie links in the Article Viewer are shown as thumbnails with a filmstrip in the bottom right corner.

The **Planetarium Link** icon opens the Planetarium and displays the object indicated in the night sky.

The **Picture** icon displays an illustration or a photograph. Use the scroll bars to read through the caption. Picture links in the Article Viewer are shown as thumbnails.

See also...   When you see underlined text in an article, click on it to go to another encyclopedia article.

The **Sound** icon plays a sound, quotation, or musical selection and displays its description.

The **Table** icon opens a table, a chart, or a list of Timeline events.

The **Thesaurus** icon opens the Dictionary/Thesaurus to a specific thesaurus entry. This icon is found only in Presentation Maker and the Bookmark List.

The **Timeline** icon displays a Timeline event.

The **Updates** icon opens a new text item added to the encyclopedia using the Monthly Updater feature.

The **Web Links** icon connects you to the indicated website. Clicking on this icon in Related Items takes you to the site. Clicking on it in the Find Viewer or the Web Links Directory opens a brief website description where you click on the underlined title to go to the site.

The Control Bar

FIND   BACK   ATLAS   TIMELINE   RESEARCH TOOLS   ONLINE   SPECIAL   HELP   EXIT

Use the buttons on the Control Bar at the top of your screen to access all of the program features. For more details on a particular button, see its chapter in this User's Guide. When you move your cursor over a button in the Control Bar, you'll see a description of the button. Click on a button to access the feature or to open a list of options.

Use **Find** as your main method of finding information in the encyclopedia. You can search the encyclopedia's contents for specific titles, words, or topics to find articles, tables, pictures, Atlas maps, Timeline items, movies, sounds, and Web links, as well as updates to the encyclopedia that you've downloaded from the Internet.

Use **Back** to display a list of the last 20 items you were looking at in the encyclopedia. You can retrieve any of these items by clicking on it.

Use **Atlas** to explore maps and learn about the world. Click on a location on a map to zoom in for a close-up view. Click on a place name to see an article about that place.

Use **Timeline** to discover facts about important events, people, eras, and trends throughout world history. Historical information is organized by topic and shown on the Timeline as pictures, icons, text, and era bars. Click on a Timeline element to link to related information in the encyclopedia.

Use **Research Tools** to help you process what you've researched in *Compton's Encyclopedia™ 2000* and to create a report or presentation. From here, you can access the Topic Chooser for help in finding a report topic, the Report Starter for organizing your ideas on notecards and creating a report outline, and the Bookmark

List for retrieving information you bookmarked. You can also open the Dictionary/Thesaurus for looking up spellings and meanings, the program's Notebook for word processing, and your favourite word processor. You can even create your own multimedia presentations with text and graphics.

Use **Online** to connect to the Internet and download updates to the encyclopedia, try out more than 20 online interactivities at the website of the Exploratorium (a famous hands-on science museum in San Francisco, California), browse an offline directory of websites and then link to a site by clicking on its title, and ask questions of the Compton's reference team (Deluxe version only). You can also view a list of relevant local resources, check out a library of hundreds of newspapers and magazines, and access Compton's website for educational activities, technical support, and information on other Compton's products.

Use **Special** to go to the special features of *Compton's Encyclopedia™ 2000* You can delve deeply into pivotal events and trends of the last hundred years (20th-Century Review, Deluxe version only), see famous places around the world in 360-degree views (IPIX Virtual Tours, Deluxe version only), explore exciting multimedia collages and timelines on ancient civilizations, biomes, space travel, world cultures (Deluxe version only), and United States history (Deluxe version only). Visit a planetarium to learn about the night sky. You can also view informative articles about recent historic events, learn about notable birthdays or events that occurred on a specific date in history, and research answers to fascinating questions. You can even take a picture tour related to a topic or browse through all of the pictures in the encyclopedia.

Use **Help** to view a guided tour of the encyclopedia, access help topics, and set preferences. You can also see a list of people who created the encyclopedia, the encyclopedia's copyright and trademark information, and its version number and system requirements.

Use **Exit** to close the program and return to the Windows desktop.

Find

The **Find** button on the Control Bar displays the Find Viewer that allows you to search for information or browse through the entire contents of the encyclopedia. You can search the contents by specific topics, words, or phrases (Word Search), or alphabetically by title (List of Contents A–Z).

☞ If you want to browse through a list of topics and subtopics, see *Topic Chooser* in the *Research Tools* chapter. If you want to retrieve articles and multimedia that you've marked with a bookmark, see *Bookmark List* in the *Research Tools* chapter. If you want to retrieve items you've just recently viewed, click on the **Back** button on the Control Bar.

WORD SEARCH

Click on the **Go to Word Search** button in the Find Viewer when you want to search for information on a specific topic. Type a word or phrase in the text box to describe the topic and click on the **Search** button. The program searches the entire encyclopedia for the keywords in your request and lists the items found by information type. Types of information include articles, tables, pictures, Atlas maps, Timeline items, movies, sounds, Web links, and updates. Click on a type of information to see a list of items for that type. The numbers beside each type of information indicate the number of items found. The titles toward the top of each list are most likely to contain the information you want, since they contain the most occurrences of the keywords.

☞ **Movies** includes videos, slide shows, animations, and 360-degree views.
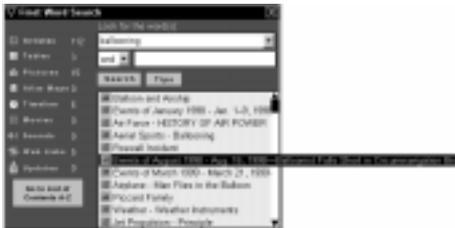
If the title is too long to fit in the viewer, move the cursor over it to extend the text beyond the viewer. Double-click on an item to open it, or click on its title to select it and choose **Get Item** from the viewer menu.

- When you open an article, it opens to the section where your search topic first appears in the text. The words from your search request appear in red throughout the article. To find the next word in red, choose **Find Search Item** from the Article Viewer menu.

- When you want to return to a previous search, use the drop-down menu beside the text box to see a list of your last search requests. Click on a search request to enter it in the text box, and then click on the **Search** button to begin the search process.

- If the search results list does not contain the articles or multimedia you want, try a new search using synonyms to describe your topic.

Using Search Operators
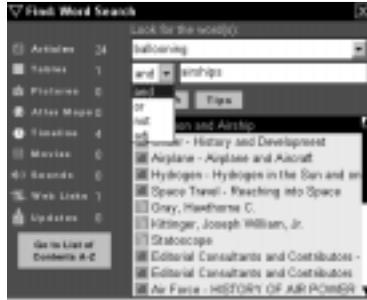
If you want to narrow your search of a topic, use search operators. Search operators let you define your topic more concisely, resulting in fewer, more specific articles and media items that most closely match your search criteria.

In the first text box, type a word you want to search for. If you want to search for additional words or exclude related words, choose an appropriate search operator using the drop-down menu. Then type the additional words in the following text box to build a search query. You can also type the operators yourself using only the first text box, and you can include multiple operators.

AND means you only want to search for an encyclopedia item that contains both the first word *and* the second word. For example, if you want to find articles on flightless birds, your search query would read *birds AND flightless*.

OR means you want to search for an item that contains either the first word *or* the second word. For example, if you want to find articles on either hurricanes or typhoons, your search query would read *hurricanes OR typhoons*.

NOT means you want to exclude a related topic from your search. For example, if you want to find articles on pollution but have already researched acid rain, your search query would read *pollution NOT acid rain*.

ADJ means you only want to search for an item that contains the first and second words *adjacent* to each other. For example, if you want to find articles on the Black Forest, your search query would read *Black ADJ Forest*.

You can also use the following "wild card" characters in your

search text to further define your search. These characters are useful when you want the encyclopedia to look for words that can be spelled in different ways or words that you cannot otherwise define precisely.

Quotation marks (" ") around a word means the program searches for that *exact* word. When you type a word without quotation marks, the program searches for all forms of that word. For example, if you type *fly*, the program will look for the words *fly, flies,* and *flying.* However, if you type *"fly"* it will only look for the word *fly.*

A question mark (?) in a word stands for a single undefined character. For example, if you type *m?n* the encyclopedia will find *man* and *men.*

An asterisk (*) in a word indicates multiple undefined characters. For example, if you type *m*n* the encyclopedia will find *man*, *melon*, and *Manhattan*.

A dollar sign ($) in a word indicates one or no undefined character. For example, if you type *colo$r* the encyclopedia will find *Colour* and *colour.*

A tilde (~) in a word indicates that the word's spelling, from the tilde to the end of the word, is similar but not necessarily exactly as typed. This wild card performs a "fuzzy" search. When you insert this character in your search text, the encyclopedia finds words with spellings similar to your search word. For instance, if you type *cyclo~ne* the encyclopedia will find *cyclone* and *cyclops*. The "fuzziness" takes effect from the point in the word where the ~ is inserted, and continues through the end of the word. For instance, *man~* will find *mannequin* and *manacle*, but not *monocle*.

When you're ready to start the search, click on the **Search** button. The results of the search are displayed in lists by information type. Click on a type of information to see items for that type. For more information on using search operators, click on the **Tips** button in the Find Viewer.

LIST OF CONTENTS A–Z
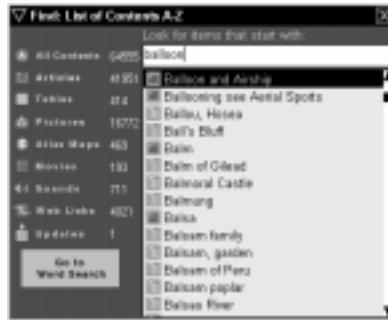
Click on the **Go to List of Contents A–Z** button in the Find Viewer to display an alphabetical list of titles in the encyclopedia grouped by information type: articles, tables, pictures, Atlas maps, movies, sounds, Web links, and updates. Click on a type of information to see the list of items for that type, or click on **All Contents** to see everything in the encyclopedia in one list. The numbers beside each button indicate the number of items in the encyclopedia. Use the scroll bar to browse through the titles, or type a word in the text box to see the list move to show the titles that begin with that word. If no title begins with the word you typed, the next word in alphabetical order will be highlighted.

To open an article, see a picture or movie, hear a sound, or display other types of information, double-click on the title, or click on the title to select an item and then choose **Get Item** from the viewer menu.

- If you are not sure how a subject is listed, type the first few letters into the text box. The list moves to show the items that begin with those letters.

- The topic you want to research might not be the main subject of an article in the encyclopedia, or it might be different from the title of the information you want to find. If there is no information with the title you want, click on the **Go to Word Search** button to search the encyclopedia contents for a specific word or phrase that describes your topic.

☞ Icons in the left margin of a title list indicate the media type. For a complete list of icons, see *The Information Icons*.

Atlas
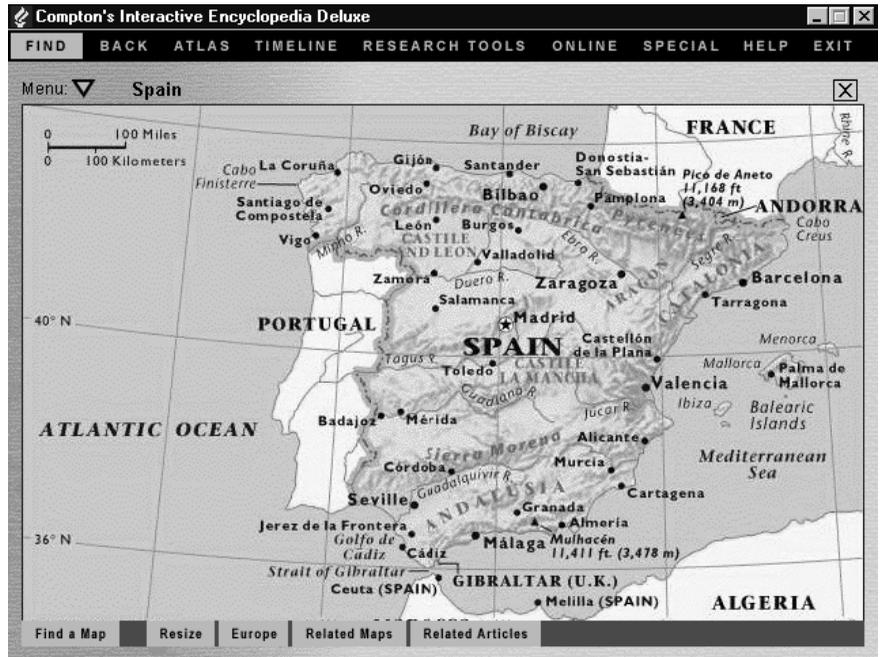
Clicking on the **Atlas** button on the Control Bar displays an interactive atlas that lets you find places in the world by location and name. Use the atlas to find locations on a world map; maps of continents, regions, countries and dependencies, states, and provinces; and historical and thematic maps.

When you first click on the **Atlas** button, a world map appears. If you click on an atlas icon in an article, in Related Items, in the Find Viewer, or in other lists, the atlas opens to the specified location.

To resize the map, click on the **Resize** button to toggle between the map's actual size and an enlarged size. To move to a neighbouring continent, country, or region, click on its place name when the pointer becomes a globe with an arrow. To zoom in on an area of a map, click on a place name when the pointer becomes a magnifying glass. To zoom out from a map (other than the world map), click on the button named for a map, if available at the bottom of the screen. For example, if the map of Europe is displayed, click on the **World** button to zoom out to the world map. If the map of Spain is displayed, click on the **Europe** button to zoom out to the continent of Europe.

To display an article related to a location on a map, click on a place name when the pointer becomes an open book with an arrow. An article about that location appears in the Article Viewer. To see historical or thematic maps related to the currently displayed map, click on the **Related Maps** button, if available, and choose a map from the list that appears. To see articles related to the currently displayed map, click on the **Related Articles** button, if available, and choose an article from the list that appears.

When you want to open a map, click on the **Find a Map** button. Use the drop-down menu to choose a category, such as country maps or all maps, to display a list of maps in the list box. Then type a map title in the text box to scroll through the list. If you don't know where a place—for example, a city or a river—is, choose **Place Names** from the drop-down menu. Type in the name, and it will appear in the list with the title of the map (for example, Arecibo: Puerto Rico). Remember that some small places may not be marked in the atlas.

- Each city in the atlas is identified by its place name, but its true geographic location is indicated by a small dot. Capitals of countries are indicated by stars within circles. In North America, capitals of states are indicated by large dots within circles.

- Not all place names are shown at every zoom level, depending on how they can best be shown. For example, names of continents and oceans are shown on the world map. Names of countries and cities are shown on maps of countries.

Timeline
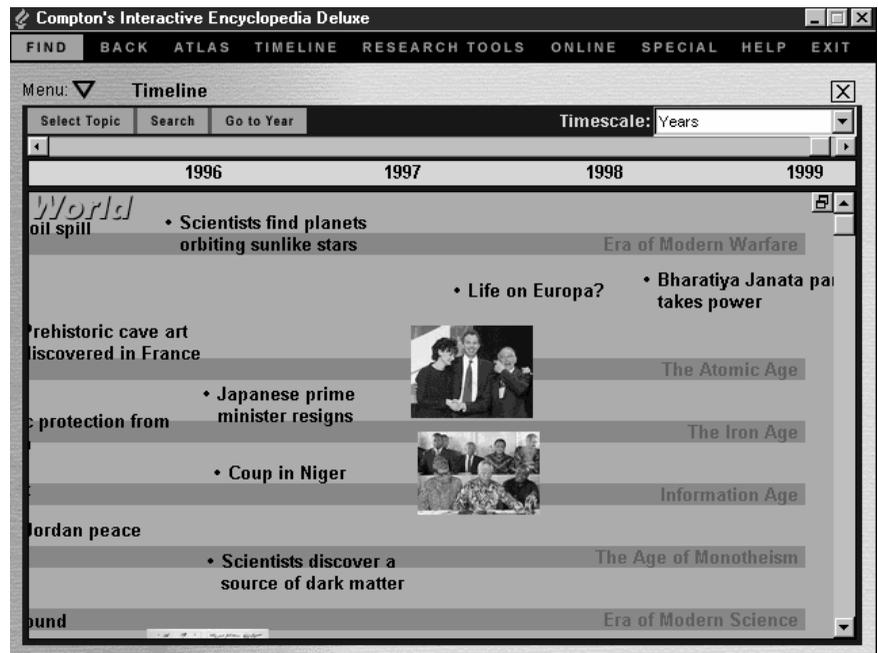
The **Timeline** button on the Control Bar lets you explore information about important events, people, and eras or trends throughout world history, from 10,000 B.C.. to the present. Use the timeline to discover when a particular event occurred, the order in which a series of events happened, and which events were happening at the same time.

The timeline has a horizontal scroll bar along the top of the window that shows the complete span of time, a portion of which can be viewed on the timeline below. The small box in the scroll bar represents the position in time that is currently shown in the timeline. Drag the box to move forward or backward in time by large amounts. Click on the scroll bar to the right or left of the box to move forward or backward in time by one full screen. Click on the arrows at either end of the scroll bar to move forward or backward in time by small amounts.

The pictures, icons, text, and era bars on the timeline mark specific events you can explore. Use the vertical scroll bar to move up and down to see all of the timeline elements for the currently displayed time period. Move the cursor over a timeline element to see the date an event happened and a brief description of it. Click on a timeline element to link directly to related information in the encyclopedia. For example, clicking on a picture will display the picture and a related article in pop-up viewers. Clicking on other elements will present music or sounds, movies, tables, maps, or articles. Some era bars may also link to lists of events from that era that in turn link to articles, sounds, and other types of media. Click on any underlined text in an article to open a related article.

DISPLAY TOOLS
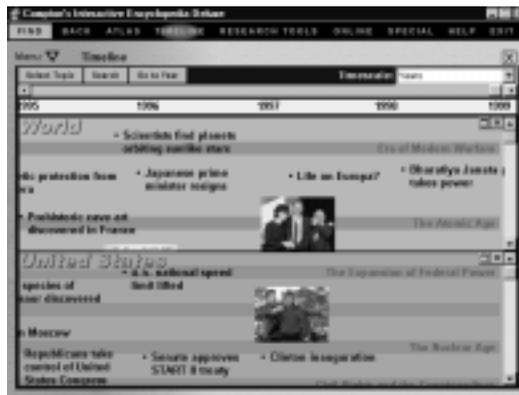
You can change what's displayed on the timeline by using the scroll bars, by choosing different topics, or by changing the timescale.

Click on the **Select Topic** button to choose U.S. History, World History, or both topics. Each topic appears in a different colour and in its own window. Use the window's vertical scroll bar to see all events in the time period. Both topics can be displayed at once. You can also view one topic at a time by clicking on the maximize button to the left of that window's close box. To view both topics again, click on the minimize button. If you are done with one of the topics, click on its close box. (When only one topic is visible, only the minimize button is available, and the window cannot be closed since one topic must always be visible.)

Click on the **Timescale** drop-down menu to display a list of possible timescales in which to view the timeline. Click on the timescale you want, such as **Years**, **Decades**, **Centuries**, **Thousands**, or **Auto.** When you choose **Auto**, the timescale automatically changes to the most appropriate scale for the current position in time, and it continues to adjust as you scroll backward and forward through time. If you choose a timescale other than **Auto**, the visible portion of the timeline may not contain any events. For example, if the current position in time is 10,000 B.C. and the current timescale is set to **Years**, no timeline elements may be visible.

SEARCH TOOLS

Click on the **Search** button when you are looking for a specific event, person, or era in history. Type a word or phrase to describe it in the text box and click on the **Search** button. The program searches the timeline for the keywords in your request and creates a list of related items. The items toward the top of the list are most likely to contain the information you want. Use the scroll bar to browse through the list, and double-click on an item to display a related article and go to the appropriate time period on the timeline.

Click on the **Go To Year** button to view a specific year on the timeline. Type a year in the text box, click on **A.D.** or **B.C.**, and then click on the **Go to Year** button.

Research Tools

The options available from the **Research Tools** button on the Control Bar give you the tools you need to process the information you have gathered from the program and use it to create reports and presentations. You can browse through a list of topics and subtopics with the **Topic Chooser**, create and organize notecards with the **Report Starter**, jump back to items of interest with the **Bookmark List**, consult the Dictionary/Thesaurus with the **Dictionary/Thesaurus**, use the program's built-in **Notebook**, open your own **Word Processor**, and create multimedia shows with text and graphics using the **Presentation Maker**.

TOPIC CHOOSER

Click on the **Research Tools** button on the Control Bar and choose **Topic Chooser** to see the contents of the encyclopedia as a set of topics and branching subtopics. Browse through the topic lists to find areas of interest. Start with a broad subject and narrow your view to a specific aspect by exploring related subtopics.

Each topic on the first list has a folder beside it, indicating that each topic has related subtopics and articles. Double-click on the folder to open the topic and see a list of subtopics and articles. Subtopics are indicated by folders, which can also be opened to show more subtopics or articles. Article titles are marked with article icons. To open an article, double-click on it.

☞ When a subtopic contains only a list of articles, there are no further subtopics in that subject area.

REPORT STARTER
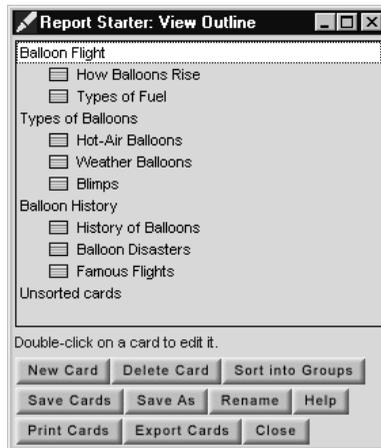
Click on the **Research Tools** button on the Control Bar and choose **Report Starter** to launch the Report Starter program for organizing your notes on notecards, creating a bibliography of your sources, and producing a report outline. Since this separate program remains open on your desktop like any other application, you can easily copy and paste information from other programs and refer to your notecards as you write the report in your favourite word processor. Text you type on notecards can be printed and exported to other applications to make report writing easy. Use Report Starter as you would use index cards to record notes and sources and to organize topics into a report outline.

After launching the Report Starter program, click on **Start Set of Notecards** to create notecards for a new report, **Open Set of Notecards** to continue working on notecards for a saved report, or **Get Research Tips** to learn how to choose a topic, plan your research, find and evaluate information, take and organize notes, cite sources, and write rough and final drafts of your report. When you start a new report, you are asked to type in a title for your report and click on **OK**.

Creating Notecards

Notecards contain information you want to use in your report. They can contain text you type yourself or text you copy and paste. Each card should contain information on one topic from one source and be named by its topic.

When you start a new report or open a saved one, the View Outline Viewer appears. This viewer lists your notecards by name and displays your sorted notecards in a report outline. To create a new notecard to add to the list, click on **New Card**. Name the card and click on **OK** to save it. Then provide bibliographical data for your notecard information in the two dialogue boxes that appear.

Report Starter - Bibliography Source

Select the type of source:

Compton's Interactive Encyclopedia
Print Encyclopedia
Book or Pamphlet
Newspaper or Magazine
Journal
Web Site, FTP Site, or Online Service
TV or Radio Program
Film, Videotape, or Videodisc
CD-ROM or Diskette
Personal Interview
Other Source

Next >   Cancel

Report Starter - Bibliography Source

Source type: Compton's Interactive Encyclopedia
Fill in source information in the spaces below

First author (last name first):
Second author (last name first):
Third author (last name first):
Article title:
Encyclopedia title: Compton's Interactive Encyclopedia
Edition: 1995
Source type: CD-ROM
City: Cambridge, MA
Publisher: The Learning Company
Year: 1995

< Back   Finish   Cancel

In the first Bibliography Source dialogue box, identify the type of source for the information you will add to the notecard. In the second dialogue box, type in the source data for the notecard information.

☞ The information requested in the second Bibliography Source dialogue box varies according to the type of source you identified. For example, if your source is a newspaper article, you are asked to type in the name of the author, the title, the newspaper, the date, and the page. If your source is a personal interview, you are asked to type in the name of the person interviewed, his or her title, and the date of the interview.
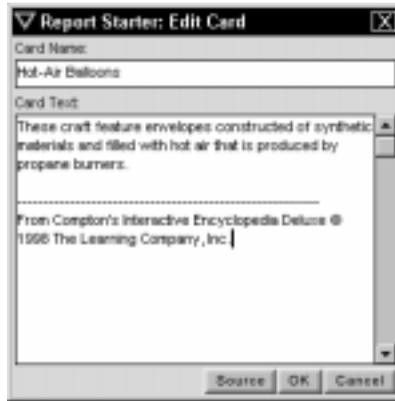
Notecards are created in the Edit Card viewer by typing text or pasting text quoted from the encyclopedia, Web sites, or other sources. When you paste text copied from the encyclopedia, a reference automatically appears below the text, indicating the source of the information. Use the options in the encyclopedia's viewer menus for copying and pasting text. When you're finished, click on **OK** to see your notecard listed in the View Outline Viewer. From there, you can double-click on a card to edit it.

Sorting Notecards
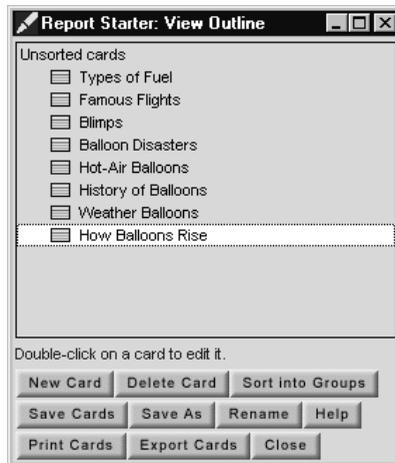
Once you've created notecards for a number of different topics, you will want to organize them into groups to keep related topics together. Sorting your notecards in this way helps you organize your information into an outline for your report. Click on **Sort into Groups** in the View Outline Viewer to organize your cards.

Use the Sort into Groups Viewer to organize your notecards under subject headings. Drag a notecard to one of the groups on the right, and then name the group in the dialogue box that appears. For example, if your report is about birds, you may want to sort your notecards in groups for songbirds, birds of prey, and flightless birds.

Click on a group and use the **Move Group Up** and **Move Group Down** buttons to arrange the groups in the order you want to present them in the report. Use **Delete Group** to delete a group's name and return its cards to the unsorted list on the left. To rename a group, sort the cards within a group, or remove a card from a group, double-click on the group name in the list.
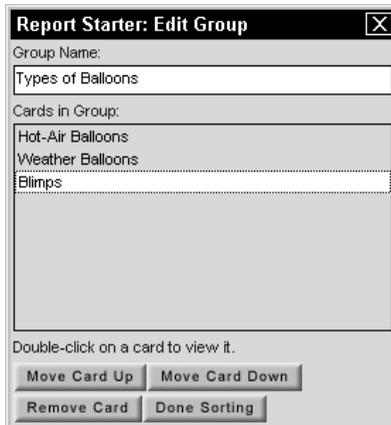
In the Edit Group Viewer, you can edit the name of the group in the text box. Click on a card and use the **Move Card Up** and **Move Card Down** buttons to put the cards in the order you want. Click on **Remove Card** to remove the card from that group and return it to the unsorted list. Click on **Done Sorting** to return to the Sort into Groups Viewer, then again click on **Done Sorting** to return to the View Outline Viewer. The viewer now displays an organized topic outline for your report.

Printing and Exporting Notecards

When you click on **Print** or **Export** from the View Outline Viewer, the outline of topics, notecard text, and bibliographic information are printed or exported, respectively, to a file for use with another program. Exported files are Rich Text Format files with the *.rtf* extension, which can be read by most word processors and other applications.

BOOKMARK LIST

Click on the **Research Tools** button on the Control Bar and choose **Bookmark List** to see a list of the bookmarks you've created. (Bookmarks can be created to mark an article, a Dictionary/Thesaurus entry, a Timeline item, a picture, a movie, a sound, a table, an Atlas map, an update, or a Web link. For information on creating bookmarks, see the *Article Viewer, Picture Viewer, Movie Viewer,* and *Text Viewer* sections in the *Viewers* chapter.) To return to a bookmarked item, double-click on it in the bookmark list. From the viewer menu, you can save the current bookmark list, start a new list, or open an existing list. To delete a bookmark, click on it and choose **Remove Item from List** from the viewer menu, or press **Delete**. To change a bookmark title, first click on it in the list. Then click on its name in the text box, type the new name in the text box, and press **Enter**.

DICTIONARY/THESAURUS
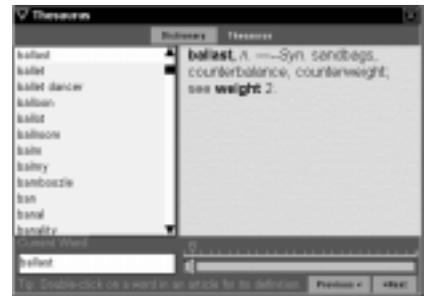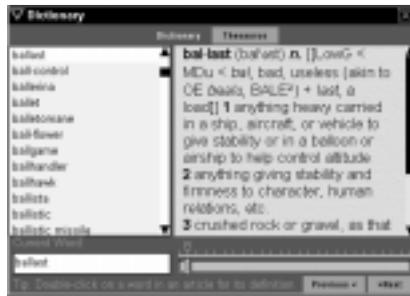
Click on the **Research Tools** button on the Control Bar and choose **Dictionary/Thesaurus** to look up words using *Webster's New World Dictionary, Third College Edition*, and the *New Revised Edition of Webster's New World Thesaurus.* You can also double-click on a word in an article or a caption to access these features. Use the buttons at the top of the viewer to switch between the Dictionary and Thesaurus.

When you open the Dictionary/Thesaurus by clicking on the **Research Tools** button on the Control Bar, type a word in the viewer's text box and press **Enter** to see the word's definition. When you open the Dictionary/Thesaurus by double-clicking on a word in text, the word appears in the viewer's text box and its definition is displayed. To see a Thesaurus entry, click on the **Thesaurus** button at the top of the viewer.

The viewer features a scrolling list of words and an alphabetical Position Bar with a selector. Drag the selector to move quickly to another letter section in the Dictionary or Thesaurus.

To move among the entries in the Dictionary or Thesaurus, click on **Previous** to display the previous entry, and click on **Next** to display the next entry.

NOTEBOOK

Notebook - Untitled

```
hot-air balloons
helium balloons
blimps
dirigibles
zepplins
```
CAPS | NUM | OVR

New
Open...
Save
Save As

Find...
Replace...
Next

Fonts...

Print
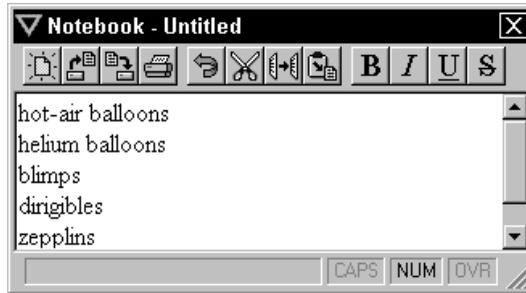
Click on the **Research Tools** button on the Control Bar and choose **Notebook** to open the program's built-in journal. The Notebook enables you to copy and paste text or record brief notes while you use the encyclopedia. Use the toolbar buttons or viewer menu options to format text and save your Notebook files.

New
Choose **New** to start a new Notebook file.

Open
Choose **Open** to open an existing Notebook file.

Save
Choose **Save** to save the current Notebook file in rich text format, which can be opened by most word processors.

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

Find
Choose **Find** to search for one or more words in the Notebook file.

Replace
Choose **Replace** to find and replace one or more words in the Notebook file.

Next

Choose **Next** to find the next instance of the selected word in the Notebook file.

Fonts

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

Print

Choose **Print** to print the current Notebook file.

Undo

Choose **Undo** to undo the last change you made in the Notebook file.

Cut

Choose **Cut** to remove selected text from the Notebook file.

Copy

Choose **Copy** to copy text you've selected in the Notebook file.

Paste

Choose **Paste** to insert copied text into the Notebook file.

Bold

Choose **Bold** to change the selected text to bold type. If the selected text is already bold, this option returns the text to normal.

Italic

Choose **Italic** to italicize the selected text. If the selected text is already italicized, this option returns the text to normal.

Underline

Choose **Underline** to underline the selected text. If the selected text is already underlined, this option removes the underlining.

Strikeout

Choose **Strikeout** to insert a strikeout line through the selected text. If the selected text already has a strikeout line through it, this option removes the line.

WORD PROCESSOR

Click on the **Research Tools** button on the Control Bar and choose **Word Processor** to open a word processor file, where you can paste text and pictures and type in your own thoughts and notes as you use the encyclopedia. By default this launches the provided/ bundled word processor called WordPad.

To choose a different application, click on the **Help** button on the encyclopedia Control Bar, choose **Preferences**, and change the **Text** setting.

PRESENTATION MAKER

Presentation Maker allows you to create multimedia shows and presentations by combining and arranging information you find in *Compton's Encyclopedia™ 2000* —articles, tables, pictures, Atlas maps, Timeline items, movies (including animations and slide shows), sounds, and star maps. You can also create title screens and other screens of text, which you can decorate with borders and coloured backgrounds. For a finishing touch, you can even record your voice to narrate the show.

To access Presentation Maker, click on the **Research Tools** button on the Control Bar and choose **Presentation Maker**.

Creating a show is easy. Gather or create the components of your show and place them into a script. Your show can contain any combination of these four kinds of elements:

- Items from the encyclopedia, such as articles, tables, pictures, maps, movies, and sounds. You can "collect" items from the encyclopedia by creating bookmarks, or you can select them directly from the Presentation Maker screen.

- Title screens, which are screens of text that you create.

- Extra sounds, which you can record or add from other sources.

- Extra pictures, such as art you've created in a paint program, photos you've scanned, or pictures you've gathered from other sources.

☞ For an overview of Presentation Maker, see the on-disc tutorial and preview some of the sample shows included with the program. Choose **Tutorial** or **Sample Shows** from the Show Script Viewer menu.

The Show Script Viewer
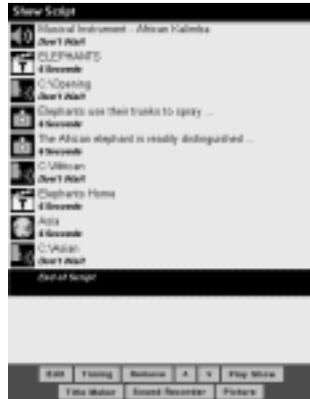
The Show Script Viewer is a list of the items in your presentation, in the order that they will appear. You determine how long each item in the show remains on the screen. You can also determine whether the whole show plays automatically, or whether your audience manually controls when to go to the next screen. You'll probably change your mind a few times as you create a show, and you can add, move, or remove items from your script at any point in the process.

To start a new script, choose **Start New Script** from the Presentation Maker menu. New items are added above the highlight in the Show Script Viewer list. If you want to place a new item between two items that are already in the script, make sure the second item is highlighted. Then follow the instructions later in this chapter for adding items.

To remove an item from the script, highlight the item in the Show Script Viewer list, and then click on the **Remove** button. To change the order of items, highlight an item in the Show Script Viewer list, and then click on the up and down arrow buttons below the Show Script Viewer list.

The Building Blocks Viewer and the Preview Viewer

You can use any encyclopedia items, such as articles, tables, pictures, Atlas maps, Timeline items, movies, sounds, updates, star maps, and other Planetarium screens in your show. There are two ways to collect encyclopedia contents for your presentation.

You can access the encyclopedia contents from within Presentation Maker by clicking on the **Select Media** button in the Building Blocks Viewer. Click on the type of media you want to see listed in that viewer. Then double-click on an item in the list to display it in the Preview Viewer. To add an item to your script, highlight it and click on the **Add to Script** button.

You can also access the encyclopedia contents by using your bookmark list. As you research a topic in the encyclopedia, create a bookmark for each text article, picture, map, movie, sound, and other media item you want to include in your script. Then access your bookmark list in Presentation Maker by clicking on the **Select Media** button in the Building Blocks Viewer and choosing the bookmark list you want to use. The bookmarks in that list appear in the Building Blocks Viewer. Double-click on an item in the list to display it in the Preview Viewer. To add an item to your script, highlight it and click on the **Add to Script** button. Using bookmarks in the encyclopedia is a quick, efficient way to gather materials for your presentation.

☞ Click the right mouse button on an item listed in the Building Blocks Viewer for quick access to the **Preview** and **Add to Script** options.

TitleMaker

A title screen is a page of text that you create. It can be the name of your presentation, important facts, or any other text that you want to display during your show.

To create a new title screen, click on the **TitleMaker** button at the bottom of the Show Script Viewer. Type the text of the screen into the text box.

You can enhance the appearance of the title screen using the following options in the TitleMaker window. The Preview box reflects your choices and shows how the text will look.

Set Fonts—Choose a font, style, and size for your text, and then click on **OK**.

Text Alignment—You can align text both horizontally and vertically on the screen. Click on **Left**, **Centre**, or **Right** to align text horizontally; click on **Top**, **Centre**, or **Bottom** to align text vertically.

Border—Use the drop-down Border Styles menu to see a list of border styles. Click on one of the borders to choose it.

Colours—Choose a colour for the background, border, or text by clicking on the appropriate option and then clicking on a colour from the colour palette. Be sure to select contrasting colours for text and background so your audience can read your titles.

Click on **OK** when you are satisfied with the appearance of your title screen. It appears in the Show Script Viewer list as the next item.

A title screen can be changed at any time. Select the title screen in the Show Script Viewer list and click on the **Edit** button.

Sounds and Narration

In addition to sounds and music from the encyclopedia, your presentation can include sounds (any file in *.wav* format) from other sources and recordings you create. To add sounds from the encyclopedia to your script, follow the instructions for using the Building Blocks Viewer described earlier in this chapter.

You can play encyclopedia sounds and your own recordings over any items in your script that do not already contain sound—for example, pictures, tables, and title screens. No sound or narration can be added to movies, slide shows, or animation sequences.

To play your sound while displaying a picture or title screen, see the instructions under *Timing*.

To create your own recordings in Presentation Maker, you'll need a microphone connected to the sound card in your computer. The mixer software that controls the sound levels will also have to be adjusted correctly for recording.

Recording and Saving Your Own Sounds and Narration

Click on the **Sound Recorder** button in the Show Script Viewer to make your own recording.

When the sound recorder appears, click on the **Record** button and start recording. When you finish recording, click on the **Stop** button. If your recording equipment is working properly, you should see a red "sound wave" move as you speak into the microphone.

To hear what you have recorded, click on **Play**. If you are not satisfied with your recording, click on **Record** and record another "take." Remember to click on **Stop** when you finish recording.

When you are satisfied with your recording, click on the **Save As** button and give your narration a title, and then click on **OK.** Click on **OK** to return to the Presentation Maker script. Your new sound appears in the Show Script Viewer list.

Your narration appears in the script with the name you typed when you saved the file. To change the name in the script, highlight the narration and click the right mouse button. Choose **Name** from the pop-up menu, type a new name, and click on **OK.** The new name appears in the Show Script Viewer list. Changing the name in the script does not change the file name on your system.

To change a narration file in your Show Script Viewer list, highlight the file and click on the **Edit** button. Click on the **Record** button to record over the previous recording.

Adding Sounds from Other Sources
If you have sounds or recordings on your hard drive or a floppy disk and you want to add them to your show, click on the **Sound Recorder** button. To access sound files, click on the **Browse** button in the Sound Recorder window and select the drive and directory where your files are stored. (You'll recognize sound files by their *.wav* extension.) Select the file that you want to add and click on **OK.** You can preview the sound in the Sound Recorder window by clicking on **Play**. Click on **OK** to add the sound to your script.

Removing a Recorded Sound from the Script
Click on the name of the sound you want to remove from the Show Script Viewer list, and then click on **Remove**. The sound will be removed from your script but not from your hard drive. For directions on removing sounds from your hard drive, see *Deleting Show Scripts and Custom Sounds* later in this chapter.

Pictures from Other Sources

In your Presentation Maker show, you can add pictures from sources other than the encyclopedia, such as pictures you scanned or artwork you created in a paint or draw program. You can add any file in *.jpg* or *.bmp* format.

Adding a Picture

Click on the **Picture** button in the Show Script Viewer. Choose the directory where your graphic file is stored, and click on the file name to preview it. Click on **OK** to add it to your Show Script Viewer list. Use the right mouse button to give the picture a name.

Timing

Click on the **Timing** button to specify how long each item in your presentation will appear on the screen. If you do not specify a time after adding an item to the script, the program automatically keeps the item on the screen for six seconds, except for sounds, which are set at *Don't Wait* (see below). Choose a playing time from the following choices:

Seconds—Type the number of seconds you want the item to stay on screen.

Wait—Click on this option to give viewers as much time as they want to look at each item.

If, for example, you've included an encyclopedia article in your show, you'll want to give the viewer as much time as necessary to finish reading. The viewer must click the mouse button to go to the next item.

Don't Wait—Click on this option to display the next item immediately. This is necessary if, for example, you want music to play at the same time a title or picture is on the screen.

Wait for Sound to Finish—Click on this option to keep a picture or title on the screen until the preceding sound finishes.

Timing Examples

Let's say you want some piano music to begin and continue playing while a picture of a flower is being displayed. You would configure the playing time like this:

Musical Instrument:	Piano	*Don't Wait*
Picture:	Rose	*Wait for Sound to Finish*

In another instance, let's say you want narration over a large coloured photo. It may take longer for your system to find the picture than to find your narration. Consequently, the narration may begin before the picture appears on screen. With the following time configuration, the picture is displayed and then the narration begins. The picture must be placed in the script again under the narration so it remains on the screen until the narration finishes.

Picture:	*1 Second*
Narration:	*Don't Wait*
Picture:	*Wait for Sound to Finish*

Saving Your Script

To save your script, choose **Save Current Script** from the Presentation Maker menu. If this is the first time you are saving your script, type a name in the dialogue box, and then click on **OK.**

Remember to save your script often! To make sure your file is being saved to the correct hard drive, select the drive in the Save dialogue box.

Viewing a Show

Previewing a Show in Progress
You can preview the show you are creating at any time. If you want to see the show from the beginning, select the first item in your Show Script Viewer list. Then click on the **Play Show** button.

If you want to preview only part of the show (from the middle, for example), select the item in the Show Script list where you want the preview to begin, and then click on the **Play Show** button.

Click on the **Close** button to return to the Presentation Maker screen.

Viewing Existing Shows
Choose **Open Saved Script** from the Presentation Maker menu to see a list of presentations you have saved. Click on the name of the show you want to view, and then click on **OK.** The script of the show you chose appears in the Show Script Viewer.

Select the first item in your Show Script Viewer list and click on the **Play Show** button in the Show Script Viewer to see the show.

Viewing Sample Shows
Presentation Maker comes with sample shows to give you some ideas for creating shows of your own. Click on the **Sample Shows** button at the bottom of the Presentation Maker screen to see these shows. Choose the name of the show you would like to see, and then click on **OK.** The script appears in the Show Script Viewer. Click on the **Play Show** button to see the sample show.

☞ You can make changes to a sample show, such as adding or rearranging items, and then save your new version on your hard drive or a floppy disk.

Playing Sample Shows on Slower Computers
Sample shows are optimised for different computers. If you're using a slower computer, choose shows with an asterisk (*) next to the name. Shows without asterisks are optimised to play on faster computers.

If you play a show that is not optimised for your computer, you may find that the pictures and sound are not synchronized, or the presentation may play too quickly or too slowly.

Your computer's performance can be affected by many factors, such as the amount of memory (RAM) available, the number of fonts loaded, the number of applications open, or the speed of the different hardware components of your system. Consult the documentation that came with your computer system to learn how to optimise your system.

Copying Shows to a Floppy Disk

Presentation Maker shows can be copied to a floppy disk so that you can move them to another computer. Consult your Windows documentation for details on how to copy files.

Deleting Show Scripts and Custom Sounds

If you want to delete shows, you must delete the files from the directory in which you saved them. Find and delete files with the *.shw* extension.

If you want to delete sounds that you recorded within Presentation Maker, delete files with the *.wav* extension.

Consult your Windows documentation for specific instructions on deleting files.

Tips for Creating Shows

The way your computer system's components are set up to work together (its configuration) can greatly affect the speed at which Presentation Maker shows play. Everyone's system configuration is a little different, so as you create a show, experiment with different combinations of items and playing times in your script list. Try to find the best arrangement for your own computer system—some combinations of sounds and pictures will work while others won't.

Creating Shows on Slower Computers

With slower computer systems, Presentation Maker shows need to be created a little differently. Slower computers can't process data as rapidly as faster systems, which usually means that pictures take longer to load and display on the screen. Synchronizing sounds and pictures to play at the same time might also be difficult.

With slower computers, you may also find that if you display a series of pictures at the same time as you play music or a narration, the sound may not play smoothly. Here are some ways to avoid this problem:

- If you are using sounds from the encyclopedia or sounds you have recorded yourself, display only one picture for each sound. Don't display many pictures while playing a sound, or the sound will stop and start as each picture changes. It's always best to set the playing time for the picture in the script list at "1 second," and then add the sound, giving it a "Don't Wait" playing time. Now add the same picture again, giving it a "Wait for Sound to Finish" playing time. Your sound and picture should now play more smoothly.

- If you want music to play at the same time a series of pictures is displayed, choose a MIDI file instead of a recorded sound. MIDI files, which are much smaller than recorded sound files, won't cause the sound to stutter.

## Presentation Maker Shortcuts

The Presentation Maker offers two sets of shortcuts to help you create shows more efficiently.

- In the Building Blocks Viewer, move the mouse to an item and click the right mouse button. A pop-up menu appears, offering shortcuts to previewing and adding the item to the script.

- In the Show Script Viewer, click the right mouse button. A pop-up menu appears, offering shortcuts to previewing, editing, changing the timing, renaming, moving up, moving down, and deleting the selected item. Click on an option to select it.

Online

The options available from the **Online** button on the Control Bar give you access to Internet resources. Offline, you can browse a list of Web site descriptions and then link to a site by clicking on its title **Using the Web Link Directory**. You can connect to the Internet and download updates to the encyclopedia with the **Monthly Updater**, try out more than 20 online interactivities at the Exploratorium Web site, ask the Compton's reference team research questions with **Ask the Librarian**™ (Deluxe version only), view a list of relevant local resources with **Find Neighbourhood Resources**™, check out a library of hundreds of newspapers and magazines with the **Electric Library**™ and visit our Web site for information on our other exciting products (**Visit Us Online**).
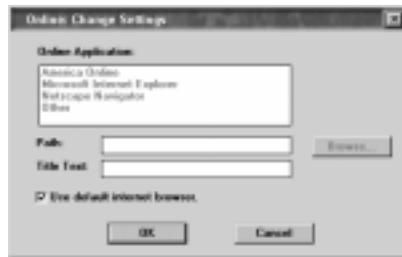
When you first choose an Online option, you will be asked to identify your online access provider. Choose the one you want to use from the list displayed. If you click on **Other,** you can identify another application by using the **Browse** button to find it, and/or by using the Path and Title textboxes to identify it. Or you can use the default Internet browser identified in the user's setup in Windows 95. Click on **OK** to go online.

MONTHLY UPDATER

Click on the **Online** button on the Control Bar and choose **Monthly Updater** to download updates to the contents of the encyclopedia, including new articles, pictures, and other information. Click on the updaters shown in gold that you wish to download and click on **Get Monthly Updates.** Once the updaters are downloaded, they are automatically merged with the encyclopedia database. To view any of the new items, double-click on their names in the list box on the Monthly Updater screen. You can also click on the **Updates** information type in the Find Viewer, **Updates** in the drop-down menu in Related Items, or the **Updates** icon in articles, on the Timeline, and elsewhere in the encyclopedia.
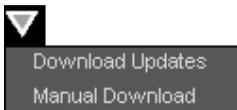
If you have trouble downloading updates, you may need to download them manually. Select **Manual Download** from the Monthly Updater menu and follow the on screen directions.

EXPLORATORIUM

Click on the **Online** button on the Control Bar and choose
Exploratorium to try your hand at more than 20 intriguing science
interactivities on the Exploratorium Web site. The Compton's
Exploratorium screen shows samples of some of the activities. Do
the optical illusions trick you? Can you tell which embryo is
human? Click on the **Go to Interactivities** button to visit the famous
hands-on science museum yourself. You will need your own
Internet service provider and Internet browser to use this feature.

WEB LINK DIRECTORY

Click on the **Online** button on the Control Bar and choose **Web Link Directory** to review brief descriptions of Web sites before going online. When you open the directory, a Web Link Directory Search Viewer appears. You can move or close the viewer. To reopen it, select **Search** from the viewer menu. For more information on search options, refer to the *Word Search* section in the *Find* chapter.

In addition to searching for a topic, you can click on the topic categories. Web sites are grouped thematically. Click on a broad category that interests you, and then continue choosing more specific topics. When you click on a topic with a Web link icon, a pop-up viewer displays a listing of one or more related Web sites that includes a title, an Internet address, a target age group, and a description. Use the listings to look up information on the Internet, and then click on the Web site title to go to that Web site.

You can view descriptions of Web sites by clicking on the **Web Links** information type in the Find Viewer, **Web Links** in the drop-down menu in Related Items, or the **Web Links** icon in articles, on the Timeline, and elsewhere in the encyclopedia.

ASK THE LIBRARIAN *(DELUXE VERSION ONLY)*
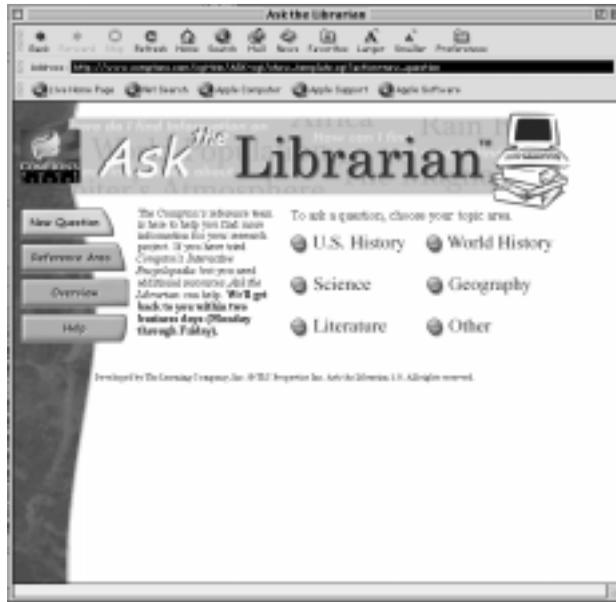
Click on the **Online** button on the Control Bar and choose **Ask the Librarian** to go online, send research questions to the Compton's reference team, and receive help with your research. Click on **OK** on the warning screen to go online. Submit your question using the form provided, and within two business days you should receive a personalized email response from the Compton's reference team. The response will contain a list of specific resources that can help you in researching your topic.

NEIGHBOURHOOD RESOURCES
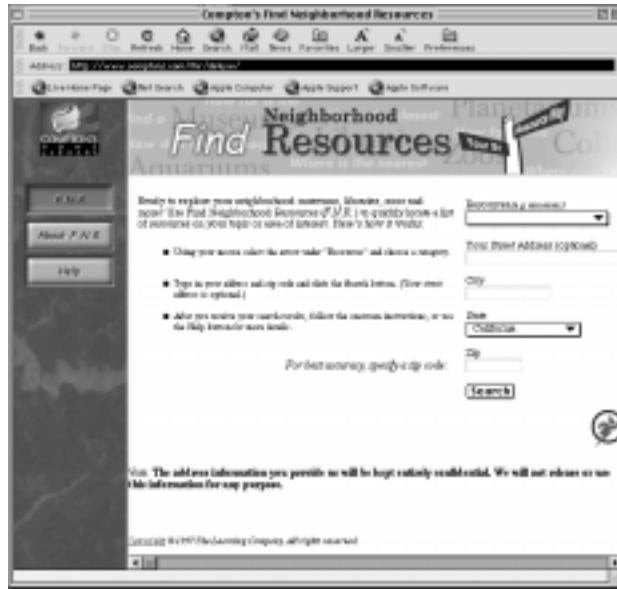
Click on the **Online** button on the Control Bar and choose **Neighbourhood Resources** to go online and quickly find information resources in your own neighbourhood or any town you want. Resources include museums, libraries, art galleries, civic organizations, zoos, and much more.

Click on **OK** on the warning screen to go online. Choose a resource from the drop-down menu, such as Aquariums. Then type the name of your city or town and state in the text boxes, or just type in your ZIP code. If you like, you can type in your street address as well. Click on the **Search** button to get a list of local resources. If you typed in your street address, you have the option of getting a map and door-to-door directions to each place on the list.

ELECTRIC LIBRARY
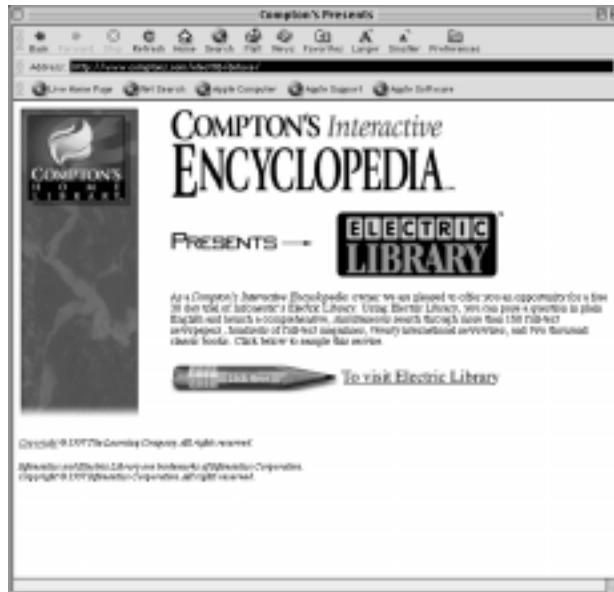
Click on the **Online** button on the Control Bar and choose **Electric Library** to go online and gain access to hundreds of newspapers, periodicals, books, and newswires, as well as thousands of photos. Click on **OK** on the warning screen to go online. Then click on the pencil at the bottom of the screen to visit the Electric Library. Type a question or keyword(s) in the text box and click on the **Go!** button to get a list of references related to that topic. To access the references, you are asked to sign up for a free 30-day period, valid through December 2000. If you take advantage of the free trial, you will automatically be billed at a monthly rate after 30 days unless you cancel your subscription. For more information on using the Electric Library, use the vertical table of contents or the horizontal tool bar.

VISIT US ONLINE

Click on the **Online** button on the Control Bar and choose **Visit Us Online** to go online and visit our Web site. There you'll find information on our other exciting products. Click on OK on the warning screen to go online.

Special

The options available from the **Special** button on the Control Bar give you access to special program features. You can dive into the past hundred years with **20th-Century Review**, take a 360-degree tour of a famous place with the **IPIX Virtual Tours**, explore multimedia collages and timelines with **Multimedia Explorations** or visit a **Planetarium**. You can also read an article and see pictures about historic **Recent Events**, learn about notable birthdays or events that occurred on a specific date in history with **On This Date**, and research answers to fascinating questions using **Exploring Questions**. You can even take a picture tour related to a topic or browse through all the pictures in the encyclopedia with **Picture Tours**.

20TH-CENTURY REVIEW *(DELUXE VERSION ONLY)*

Click on the **Special** button on the Control Bar and choose **20th-Century Review** to delve into the past hundred years in World Politics and Arts and Sciences. Notice the date tabs at the top and bottom of the 20th-Century Review screen.

World Politics

The tabs on the top lead to five maps reflecting events, trends, and conflicts in World Politics. The icon key on the left side of each map explains the meaning of the icons. Roll your cursor over an icon to see a text description of the item. Click to discover more information about that item. Large icons lead to videos and articles about major wars and special maps of regional border changes. Resize a border map if necessary by clicking and dragging the edge of the border map viewer.

Arts and Science

The tabs on the bottom of the 20th-Century Review screen lead to five photo montages of important people, movements, and events in the Arts and Science. Roll your cursor over any image to see a text description of the item. Click to discover more information about any specific item.

IPIX VIRTUAL TOURS *(DELUXE VERSION ONLY)*

Click on the **Special** button on the Control Bar and choose **IPIX Virtual Tours** to take a virtual journey to fascinating sites around the globe. The IPIX Virtual Tour images provide a 360-degree view of each site.

Choose any globe from the IPIX Virtual Tours main screen, and a list of Virtual Tours from that part of the world will appear. Click on any title to launch the Virtual Tour. The image will be moving. Click anywhere on the image to take control of the navigation yourself. The motion will stop. Click anywhere with the pointing hand cursor to move in that direction. You can even look overhead.

To zoom in, move your mouse pointer to the centre of the image. Hold your mouse button down when the cursor changes to a zoom-in plus sign. To zoom out, move your mouse pointer a bit below the centre, until the cursor changes to the zoom-out minus sign. Hold your mouse button down to zoom out. IPIX Virtual Tour images can also be resized by dragging on the image border.

Explore the image with your cursor. When the cursor changes to a notepad, a text caption will pop up to explain a particular feature in the image.

To bookmark an image, reset the viewpoint to the original location, change the navigation speed, learn more about IPIX Virtual Tour images, or explore related articles, click on the down arrow button in the upper left hand corner of the IPIX Virtual Tour image.

MULTIMEDIA EXPLORATIONS
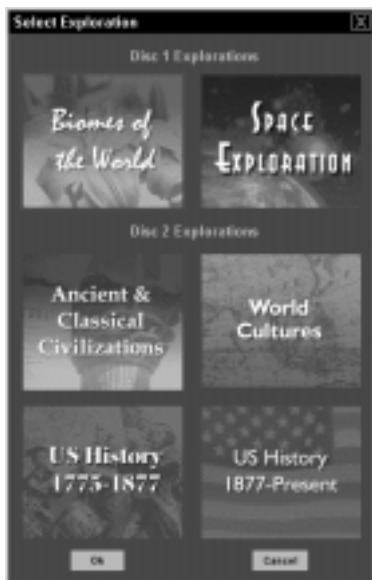
Click on the **Special** button on the Control Bar and choose **Multimedia Explorations** to explore exciting multimedia collages and timelines. Three explorations are available in the standard version of *Compton's Encyclopedia™ 2000*; six are available in the Deluxe version.

When the screen for selecting a multimedia exploration appears, choose one by double-clicking on it, or click once to highlight it and then click on **OK.** When the exploration appears, move your cursor over a graphic to see more information about that subject. Click on a graphic that highlights with a box around it to link to available media items. Media items include pictures, maps, articles, movies, and sounds. Click on the **Menu** button to choose another exploration, or click on the **Close** button to go back to the main screen.

☞ To learn more about a subject depicted in a pop-up viewer, click on a related article listed in the viewer's menu. The main screen appears with the article displayed. More related items are listed in Related Items.

Biomes of the World

Explore environments from the harsh desert landscapes of Asia and North Africa to the teeming forests of the temperate zones. See zebras on the East African savannas, elk and wolves in the boreal forest, and parrots and anteaters in tropical rainforests. Journey to the bottom of the oceans and marvel at the bizarre and beautiful life there. The diversity of the world's flora and fauna is fascinating.

Space Exploration

Race to space with the Soviets and the Americans from the first orbiting satellite to space stations and the space shuttle program. The pioneers of the last frontier include many firsts—the first person in space, the first in orbit, the first to walk in space, and others. You'll see Neil Armstrong's first step on the moon, hear Mission Control, board a space station, and view a fabulous photograph of Mars. What a blast!

Ancient & Classical Civilizations

Go back in time and relive the ancient world of the Chinese dynasties, Greek and Roman empires, and other civilizations. Admire the skill of the Egyptian pyramid builders, the masterful mosaics of the Byzantine Empire, the bold sculpture of the Aztecs, the elaborate temples of the ancient Japanese, and the advanced civilization of India's Golden Age. Each civilization left a mark that survives to this day.

World Cultures *(Deluxe version only)*

Journey through five continents and meet the people who live there through their art, music, and dance. Listen to the exciting rhythms of African drums, sway to the exotic movements of Asian dances that enact lyric poems or epic dramas, and admire the artistry of Latin American designs and the masterpieces of European painters. Learn about the world's people through this rich cultural experience.

U.S. History 1775–1877 *(Deluxe version only)*

Travel back in time to the Revolutionary War, the Oregon Trail, the California Gold Rush, and the building of the transcontinental railroad. Discover what caused the Trail of Tears, the Mexican War, and other terrible conflict. From the American Revolution to the aftermath of the Civil War, it's a dramatic journey.

U.S. History 1877–Present *(Deluxe version only)*

Discover the events that shaped American life both 100 years ago and in the last decade. Learn why U.S. Marines hoisted the American flag on Cuban soil. Hear President Franklin Roosevelt say, "Yesterday, December 7, 1941, a date which will live in infamy." See how the Cold War began, and when Americans began their love affair with automobiles, household appliances, and television. It's all here, and more.

PLANETARIUM
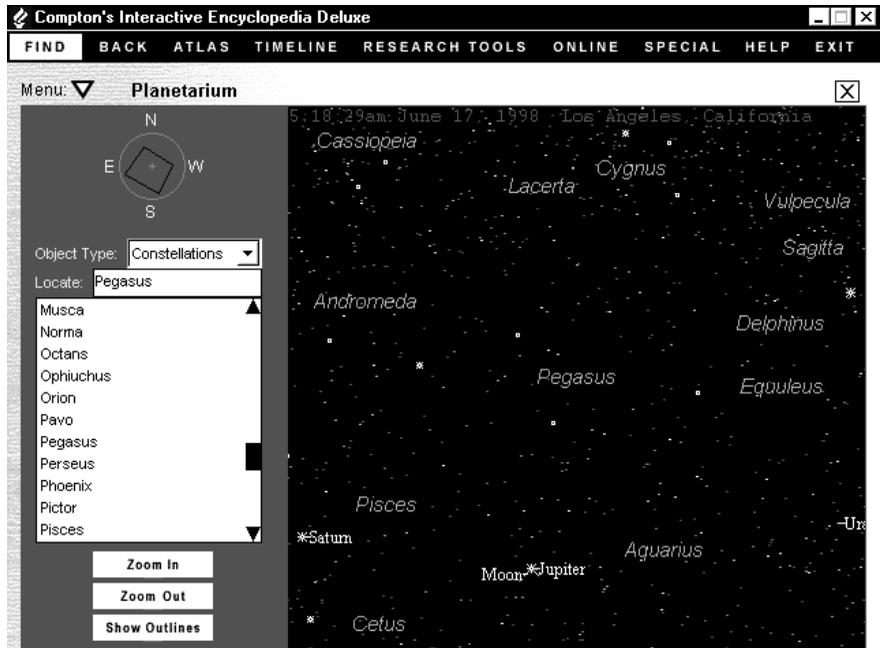
Click on the **Special** button on the Control Bar and choose **Planetarium** to see an unobstructed view of the night sky in your area or any area in the world, and identify constellations, planets, stars, star clusters, nebulae, galaxies, and comets. You can also view the movement of astronomical objects across the night sky for any time interval you set.

When you first choose **Planetarium,** you are asked to type in the name of your city so that the program can display the night sky in your area. If the name you typed does not appear highlighted in the list box, type in the name of the nearest large city or pick a city from the list. Click on the city in the list to see its time zone and latitude and longitude coordinates. Then click on **OK.** Later, if you want to see the night sky from another location, such as a city in another hemisphere, choose **Set Location** from the viewer menu.

The Planetarium shows the night sky in your area at the current time (if you are using the program at night) or at dusk (if you are using the program during daylight hours). The date and time appear at the top of the map. To change the date and time, choose **Set Time** from the viewer menu. You can type any date and time you want and modify the time zone in this dialogue box. To reset the clock to the current time, click on the **Now** button.

To locate an object on the map, use the drop-down menu in the Planetarium Viewer and choose the kind of object you want to find—constellation, planet, star, Messier object (star cluster, nebula, or galaxy), or comet. Then type the object's name in the text box to scroll through the list of place names, or use the scroll bar to browse through the names. Double-click on a name in the list to centre and display that object on the map. Or choose **Locate** from the viewer menu, where the sun and moon are also listed, to display an object on the map.

To learn more about a constellation, click on any constellation name to view an article about it in the encyclopedia. To learn more about other objects on the map, click on the object or its label. A dialogue box appears with information about that object; for planets and some other objects, you can connect to a related article in the encyclopedia.

Display Options

To see the map in greater detail, click on the **Zoom In** button or choose **Zoom In** from the viewer menu. Click on the **Zoom Out** button or choose **Zoom Out** from the viewer menu for a broader look at the map. You can also click and drag the pointer on the map to enclose an area inside an outline rectangle, and then release the mouse button to centre and zoom in on the area you selected. The compass-like direction window shows the portion of the night sky currently displayed. Click on this control to change the part of the sky being viewed.

To display or remove objects on the map, choose **Display** from the viewer menu. You can choose any combination of display options from this menu. When you choose **Constellations**, you can choose to show **Labels,** the names of the constellations; **Outlines,** the stars connected by green lines to show their outlines (**Show Outlines** button); or **Boundaries,** the area the constellation includes, shown by red lines.

You can also choose to show the names of stars, planets, comets, and Messier objects; ascension and declination lines, which define the position of an object in the sky, with or without a grid; and objects below the horizon. Displaying objects below the horizon allows you to see objects that the Planetarium ordinarily hides from view because they are below your horizon. This allows you to see those stars that have just set or that are just about to rise, as well as those items in space that are never visible from your location. For a full-screen view of the map, choose **Object Locator Controls** to hide the controls on the left side of the screen. Choose the option again to redisplay the controls.

☞ *Right ascension lines,* like lines of longitude on the globe, describe the angular distance (in hours) of an object east and west of its position at the time of the vernal (spring) equinox. *Declination lines,* like lines of latitude on the globe, describe the angular distance (in degrees) of an object north and south of the celestial equator. Objects north of the equator have positive numbers (up to 90º); objects south of the equator have negative numbers (down to -90º).

Time Lapse

You can see the movement of celestial objects across the night sky by taking "snapshots" of the sky at different intervals of time. These snapshots, or "stills," are then presented in steps, one after the other, as in a slide show.

First choose **Set Up Time Lapse** from the viewer menu to indicate how often you want the snapshots taken. You can take a snapshot every year, month, day, hour, minute, or second, or at any time interval you want. You can also determine how long you want each new still displayed. For example, to see an almost continual movement of objects in real time, type "1" in the Second text box and "0" in the other text boxes in the Time Step group, and "1" in the Seconds Per Step text box. To see how the night sky will look at the same time of day each month, type "1" in the Month text box in the Time Step group. Then choose **Start Time Lapse** to see the movement of objects. The date and time at the top of the map change for each snapshot displayed. Click on the **Stop Animating** button to stop the display of snapshots.

RECENT EVENTS
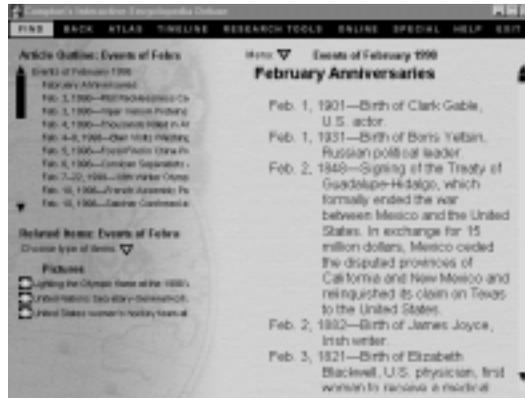
Click on the **Special** button on the Control Bar and choose **Recent Events** to see highlights of historic events that have taken place within the last two years. Choose the year you want from the submenu. Then, in the Article Viewer, click on a month to link to a list of events that occurred in that month. A list of anniversaries for all years tops the list, followed by highlights of that month's events for the chosen year. A list of related articles, pictures, movies, and other media items appear in Related Items.

ON THIS DATE
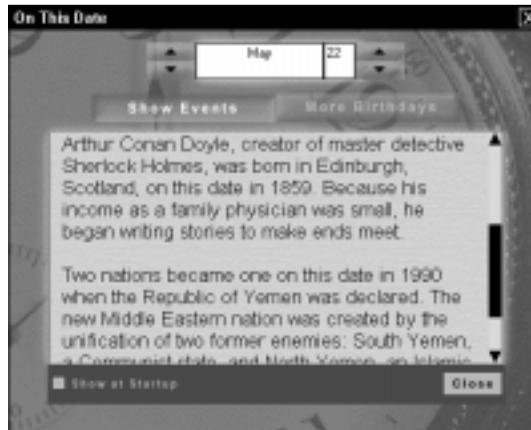
Click on the **Special** button on the Control Bar and choose **On This Date** to learn about notable birthdays or events that occurred on a specific date in history. Use the up and down arrows beside the date to change the month and the day, or click the cursor in the date box and type in any date you choose.

Click on the **Show Events** button to see important events that happened on the displayed date. Click on the **More Birthdays** button to see a list of famous people born on that date.

To see On This Date each time you start the program, click on **Show at Start-up**.

EXPLORING QUESTIONS
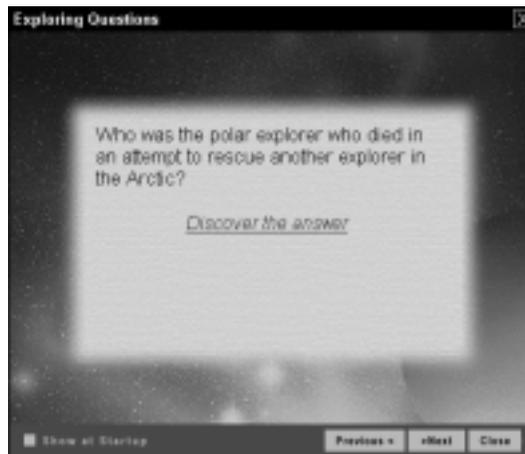
Click on the **Special** button on the Control Bar and choose **Exploring Questions** to see fascinating questions, which are answered in encyclopedia articles. Click on **Next** to see another question. Click on **Previous** to see the preceding question.

To find the answer to a question, click on **Discover the Answer**. The article that contains the answer is displayed in the Article Viewer. To see Exploring Questions each time you start the program, click on **Show at Start-up**.

PICTURE TOURS

Click on the **Special** button on the Control Bar and choose **Picture Tours** to browse through all of the pictures in the encyclopedia or pictures related to a specific category, such as Animals, Communication, or Planet Earth. The pictures advance automatically. Use the control buttons in the viewer to control the presentation.

To change the category of pictures displayed, choose **Select Tour** from the viewer menu, and then click on another category.

Help
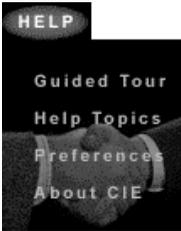
The options available from the **Help** button on the Control Bar provide information on running the program. You can view a **Guided Tour** of the program, access **Help Topics**, and set program **Preferences**. You can also see a list of people who created the encyclopedia, the encyclopedia's copyright and trademark information, and its version number and system requirements by choosing **About CIE**.

GUIDED TOUR
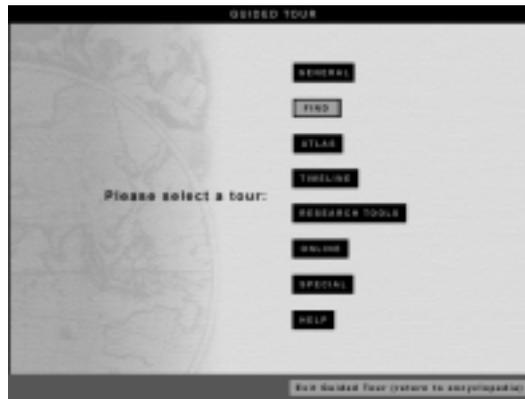
Click on the **Help** button on the Control Bar and choose **Guided Tour** to see a list of tours describing the main features of *Compton's Encyclopedia™ 2000* . Select a tour from the list to watch and hear a description of program features. Click on **Return to selection screen** to exit the tour and return to the tour selection screen. Click on **Exit Guided Tour** or press **Esc** to exit the tour and return to the encyclopedia.

Each time you start the encyclopedia, you are asked if you want to see the Guided Tour unless you deselect **Show at Start-up** in the dialogue box.

HELP TOPICS
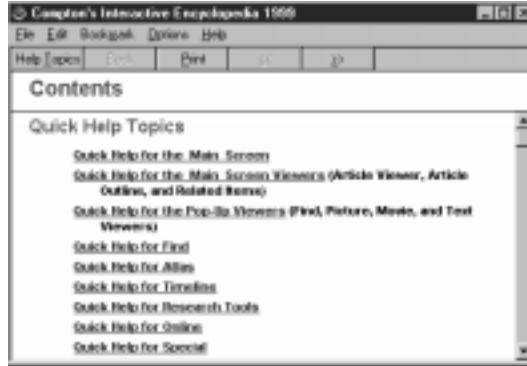
Click on the **Help** button on the Control Bar and choose **Help Topics** anytime you want quick, simple instructions on how to use the program features. See your Windows documentation for details on the Windows help feature.

PREFERENCES
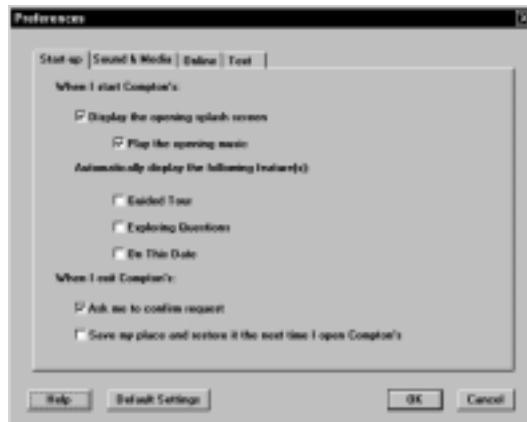
Click on the **Help** button on the Control Bar and choose **Preferences** to change the program settings that affect start-up, sound and media, your online connection, and text on the screen. Click on one of the tabs near the top of the Preferences window to display the kind of settings you want to change. Click on options to select and deselect them. Click on the **Default Settings** button to reset the options to their default settings.

The Start-up options let you set the program to skip the opening screen and music while the program is loading, start the Guided Tour or display Exploring Questions or On This Date during start-up, and confirm your request and save your place when you exit the program.

The Sound & Media options let you control the sound effects when you click on a button. You can also set your MIDI device driver and specify a time delay between pictures during the Picture Tours.

The Online options let you change your Internet browser application and remove the **Online** button from the Control Bar.

The Text options let you change the default word processor that opens when you choose **Word Processor** from the **Research Tools** button menu on the Control Bar. They also let you change the relative size of text in the viewers, and show or hide "rollover tips"—the text that appears when you move your cursor over buttons and options on the screen.

ABOUT CIE

Click on the **Help** button on the Control Bar and choose **About CIE** to learn about the people who created *Compton's Encyclopedia*™ *2000* and provided its content and software tools. Copyright and trademark information also appears here. To see the program's version number and a list of the program's system requirements compared with your own system, insert Disc 1 and hold down the **Ctrl** key when you choose **About CIE** from the **Help** button menu.
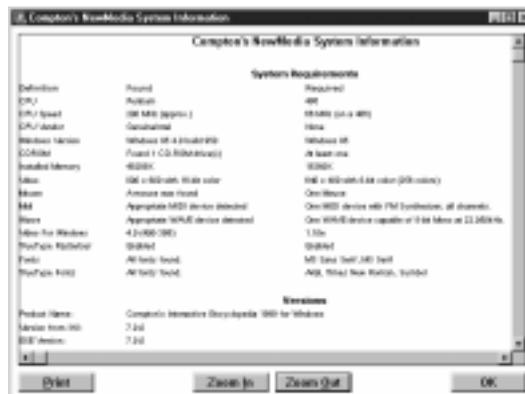
Customer Service

We are proud of the special relationship we have with many satisfied children, parents, and teachers who use our software. If you have a problem, a question, or a suggestion, please contact us. We are here to assist you with any issues regarding this product. The Learning Company Technical Support Centre can be reached via email, post, fax, or phone.

When contacting technical support, please provide as much information as you can about your computer system and the problem you are experiencing. Include your phone number so we can reach you if we need more information.

Should you experience any technical problems with this software, such as it failing to operate, please contact our Technical Services Department:

Address: Technical Services,
                The Learning Company (UK) Ltd,
                PO Box 121, Crawley RH11 9YP, England.

Telephone: From inside the UK: 0870 741 6821
                From outside the UK: +44 (0) 870 741 6821

Fax: From inside the UK: 0870 741 6822
                From outside the UK: +44 (0) 870 741 6822

E-Mail: Uktechsupport@learningco.com

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