Contents

The Startup Screen

The Startup screen is the beginning point for the Exploring CD. The Startup screen lets you access an introduction, a tutorial, and the information contained on the CD.

Product Preview

The Product Preview button lets you see a video that introduces you to the CD.

Tutorial

The Tutorial button lets you open the tutorial that shows you how to use this CD.

Contents

The Contents button lets you open the Contents screen of the Exploring CD.

The Contents Screen

The Contents screen lets you move around the chapters and sections in this CD.

There are several ways to display the Contents screen. If you have just started the CD and you can see the Startup screen, you can click on the Contents button to display the Contents screen. For more information, see <u>The Startup Screen</u>.

If you are at the Data screen, you can click on the Contents button on the toolbar to display the Contents screen. For more information, see <u>The Toolbar</u>.

Opening Chapter "Islands"

To select a chapter from the Contents screen, click on the island that represents the chapter you want to view. This displays a pop-up menu that lists all of the sections within the chapter. Click on the section that you want to open.

If you don't want to select anything from the pop-up menu, press the Esc key, or select the Hide Menu command to close the menu.

Opening the Tutorial and Product Preview Video

The Contents screen lets you access the tutorial, the Product Preview video, and the CD credits. To access these options, click on the background of the Contents screen. This displays a pop-up menu from which you can select the option that you want.

If you don't want to select anything from the pop-up menu, press the Esc key, or select the Hide Menu command to close the menu.

The Data Screen

When you open a section of this CD, you will see the Data screen. The Data screen displays the information associated with each page of the chapter. Most pages of the CD contain a text box and a picture; some pages contain a video.

To display the Data screen, all you have to do is open a section of the CD. For information about opening a section, see The Contents Screen.

The elements that make up the Data screen are described below.

Title Bar

The title bar, which appears across the top of the screen, displays the name of the CD. The title bar also contains a minimize button and a close button.

Toolbar

The toolbar, which appears below the title bar, contains 14 buttons. You can use these buttons to perform most CD operations. To see a button's name, move the mouse pointer over the button. For a description of the toolbar buttons, see The Toolbar.

Status Bar

The status bar is below the toolbar. The status bar displays the name of the chapter and section you are currently viewing.

When a page contains sound or video, the status bar displays a slide bar which shows how far the sound or video has progressed. You can drag the slide bar forward or back to fast forward or rewind the sound or video.

Text Box

The text box on the Data screen contains the text associated with each page. Sometimes the text box may obscure a picture. You can move, resize, minimize, or hide the text box so that you can see the picture more clearly.

To move the text box, click on the title bar, then drag and drop it where you want it.

To resize the text box, move the mouse pointer over its border until the mouse pointer becomes a double-headed arrow, then drag the border in or out to reduce or enlarge the text box.

To minimize the text box, click on the minimize button on the title bar. After you do this, the minimize button changes to the restore button so that you can restore the text box to its previous size.

To hide the text box, click on the Hide Text button on the toolbar. To re-display the text box, click on the Show Text button on the toolbar. You can also hide the text box by clicking on the close button on the title bar of the text box.

Pictures

Most pages of the CD contain pictures. If a picture is too big for the Data screen, it is compressed

and may look distorted. You can double-click on the picture to remove all other elements of the Data screen and display the picture at its correct size and resolution. To re-display the Data screen, press the Esc key, or click on the picture.

Video and Sound

Some pages of the CD contain a video or sound. For information about playing the video and sound, see <u>Playing Video and Sound</u>.

The Toolbar

The Exploring toolbar appears at the top of the Contents screen and the Data screen. Below is a brief description of each toolbar button.

Settings

The Settings button opens the Settings dialog box which lets you change some of the CD settings. For more information about the Settings dialog box, see <u>Changing Settings</u>.

Search

The Search button opens the Search dialog box which lets you search the CD for specific data. For more information about searching, see <u>The Search Feature</u>.

Hide Text

The Hide Text button lets you hide the text box on the Data screen. After you hide the text box, the button changes to become the Show Text button. To re-display the text box, click on the Show Text button.

First Page

The First Page button displays the first page of the current section.

Back One Page

The Back One Page button lets you move back one page in the current section.

Next Page

The Next Page button lets you move forward to the next page in the current section.

Last Page

The Last Page button displays the last page of the current section.

Contents

The Contents button displays the Contents screen. For more information about using the Contents screen, see <u>The Contents Screen</u>.

Print

The Print button opens the Print dialog box, which lets you print parts of the CD. For more information, see <u>Printing from this CD</u>.

Add Note

The Add Note button lets you add your own notes to pages in the CD. For more information, see Adding Notes.

Play/Pause

The Play/Pause button lets you play and pause the video or sound associated with a page. For more information, see Playing Video and Sound.

Interaction Menu

The Interaction Menu button displays a drop-down menu that lets you run slide shows, highlight text, create libraries, and turn on interactive operation mode. For more information about this menu and its commands, see Interactive Options.

Page Options Menu

The Page Options Menu button displays a drop-down menu that lets you access the CD page options. For more information about this menu and its commands, see Page options.

Help Menu

The Help Menu button displays a drop-down menu that lets you access the Help options of this CD. For more information, see Getting Help.

The Help menu also lets you access the Product Preview video, the CD credits, and the About this CD box.

Changing Settings

This CD contains a number of elements which you can customize. For example, you can change the font and color of the text that appears throughout the CD. To customize the CD elements, you use the Settings dialog box. The selections that you make in the Settings dialog box are saved when you close the program.

To open the Settings dialog box, click on the Settings button on the toolbar.

For a brief overview of using the Settings dialog box, see the QuickSteps below.

QuickSteps

To use the Settings dialog box, follow the steps below:

1) Select the options that you want.

2) Click on the OK button.

See also:

The Settings Dialog Box Details

The Settings Dialog Box Details

The options in the Settings dialog box are explained below.

Change Font

The Change Font button opens the Font dialog box which you can use to change the font, size, and style of the text in the text box on the Data screen.

Text Color

The Text Color drop-down list box lets you select a color for the text in the text box on the Data screen.

Heading Color

The Heading Color drop-down list box lets you select a color for the heading of the text box on the Data screen.

Background

The Background drop-down list box lets you choose a color for the background of the text box on the Data screen.

Popup Color

The Popup Color drop-down list box lets you select a color for the popups that appear in the text box on the Data screen.

Jump Color

The Jump Color drop-down list box lets you select a color for the jumps that appear in the text box on the Data screen.

Automatically Play Sound

The Automatically Play Sound check box lets you choose whether or not sounds play automatically. If you want sounds to play automatically when you display a page with sound, make sure this check box contains a cross. If you want sounds to play only when you click on the Play/Pause button, remove the cross from this check box by clicking on it.

Automatically Play Video

The Automatically Play Video check box lets you choose whether or not videos play automatically. If you want videos to play automatically when you display a page with a video, make sure this check box contains a cross. If you want videos to play only when you click on the Play/Pause button, remove the cross from this check box by clicking on it.

No Background Bitmap

The No Background Bitmap check box lets you choose whether or not you want the background bitmap to appear on the Data screen. If your computer is having memory problems, you can remove the background bitmap to reduce memory overheads. To do this, select this check box.

No Background Sound

The No Background Sound check box lets you choose whether or not to play sound when you display the Startup or Contents screen. To stop the sound on these screens from playing, select this check box.

OK

The OK button closes the Settings dialog box and applies the current settings.

Cancel

The Cancel button closes this dialog box without making any changes to the settings.

Help

The Help button opens the online Help related to this dialog box.

Alter File Locations

ParagraphThe Alter File Locations button provides access to advanced options which you should only ever have to change if you change the drive letter that identifies your CD-ROM drive. When you click on this button, the dialog box is extended to display the following options.

Pictures Directory

The Pictures Directory text box contains the directory path of the CD's picture files.

Sound Directory

The Sound Directory text box contains the directory path of the CD's sound files.

Video Directory

The Video Directory text box contains the directory path of the CD's video files.

The Search Feature

You can use the Search feature in the Exploring series to find specific information in the CD. You can search for words, pages, videos, user highlights, and user notes.

To open the Search dialog box, click on the Search button on the toolbar.

For a brief overview of using the Search dialog box, see the QuickSteps below.

QuickSteps

To use the Search dialog box, follow the steps below:

1) From the Search drop-down list box, select which part of the CD you want to search.

2) Click on the button that represents the item you want to search for.

3) From the results window, click on the page that you want to view.

4) Click on the Go To Selection button to display the page you chose.

See also:

The Search Dialog Box Details

The Search Dialog Box Details

The Search dialog box can be "rolled up" to its title bar. This is useful if you want to keep the dialog box open, but not displayed, while you look at information on the Data screen.

To roll up the Search dialog box, click on the roll-up button on the right-hand side of the title bar (the roll-up button has an up arrow on it). When the dialog box is rolled up, you can unroll it by clicking on the button with the down arrow on it.

The options in the Search dialog box are explained below.

Search

The Search drop-down list box lets you choose which part of the CD you want to search. You can search the entire CD, the current chapter, or the current section (when you are searching for a word, you can also choose to search only the current page).

Word

The Word button lets you search the CD for a specific word or phrase. Before you click on the Word button, choose which part of the CD you want to search by selecting an option from the Search drop-down list box.

When you click on the Word button, the Word Search dialog box appears. For more information, see <u>Searching for Words</u>.

Page

The Page button lets you see a list of pages for the whole CD, for the current chapter, or for the current section. Before you click on the Page button, choose which part of the CD you want to search by selecting an option from the Search drop-down list box.

Video

The Video button lets you search the CD for videos. Before you click on the Video button, choose which part of the CD you want to search by selecting an option from the Search drop-down list box.

User Highlight

The User Highlight buttons lets you search the CD for any highlights that you have added. Before you click on the User Highlight button, choose which part of the CD you want to search by selecting an option from the Search drop-down list box.

User Note

The User Note button lets you search the CD for any notes that you have added. Before you click on the User Note button, choose which part of the CD you want to search by selecting an option from the Search drop-down list box.

Results window

The results of your search are displayed in the results window of the Search dialog box. To go to the page that contains the word, video, highlight, or note that you want to see, double-click the page name in the results window, or select its name, then click on the Go To Selection button.

Sorted List

The Sorted List check box, when checked, displays the contents of the results window in alphabetical order. If you de-select the Sorted List check box, the contents of the results window are displayed in the order in which they appear in the CD.

Go To Selection

The Go To Selection button lets you go to the word, page, video, highlight, or note that you select in the results window.

Hide

The Hide button closes the Search dialog box.

Help

The Help button opens the online Help related to this dialog box.

Searching for Words

The Word Search dialog box appears when you click on the Word button in the Search dialog box.

For a brief overview of using the Word Search dialog box, see the QuickSteps below.

QuickSteps

To use the Word Search dialog box, follow the steps below:

1) Enter the word or phrase that you want to search for into the Text to Search For text box.

2) Choose whether you want to search the pages, the page names, or both.

3) Click on the OK button. This then closes the Word Search dialog box and returns you to the Search dialog box where you can see the results of your word search.

See also:

The Word Search Dialog Box Details

The Word Search Dialog Box Details

The options in the Word Search dialog box are explained below.

Text to Search For

You enter the word or phrase that you want to search for in the Text to Search For text box.

Search Pages

The Search Pages check box lets you search the text on every page of the CD.

Search Page Names

The Search Page Names check box lets you search the titles of every page in the CD.

OK

The OK button starts the word search.

Printing from this CD

There are many different printing options available for the Exploring Series CDs. You can specify which pages you want to print, and whether or not you want to print pictures, highlights, and notes.

To open the Print dialog box, click on the Print button on the toolbar.

For a brief overview of using the Print dialog box, see the QuickSteps below.

QuickSteps

To use the Print dialog box, follow the steps below:

1) From the Pages section, select what you want to print.

2) From the Options section, select how you want to print the pictures, and whether or not you want to include the user notes.

3) Click on the Print button.

See also:

The Print Dialog Box Details

The Print Dialog Box Details

The Print dialog box controls the printing of pages from this CD. The options in the Print dialog box are explained below.

Print Current Page

The Print Current Page radio button lets you print the current page only.

Print Entire Section

The Print Entire Section radio button lets you print all of the pages in the current section.

Print Selected Pages

The Print Selected Pages radio button lets you print a particular range of pages. After you click on this radio button, enter the range that you want to print into the From and To text boxes.

Print Book Contents

The Print Book Contents radio button lets you print a list of the chapters and sections in the CD.

Highlights

The Highlights section lets you specify how you want user highlights to appear when printed. You can print the highlights in color (if you have a color printer) or you can print them as underlined text. You can also choose not to print the user highlights. Choose an option from the drop-down list box in this section.

If you want to print only the user highlights in the current print range, select the Print Only Highlighted Text check box.

Print Only Pictures

If you do not want to print the text on each page, click on the Print Only Pictures radio button. Only one picture will appear on each printed page.

Print Pictures Large

If you want to print the pictures at the largest possible size, click on the Print Pictures Large radio button. Only one picture will appear on each printed page.

Print Pictures Small

If you want to print the pictures at a reduced size, click on the Print Pictures Small radio button. You can usually fit several pictures and their associated text on each printed page.

Do Not Include Pictures

If you don't want to print any pictures, click on the Do Not Include Pictures radio button.

Include User Notes

The Include User Notes check box lets you include any user notes on the pages that you are printing.

Select Printer Font

The Select Printer Font button lets you select the font you want your printer to use when printing from this CD.

Select Printer

The Select Printer button lets you select the printer you want to print to, and set printer options.

Print

The Print button starts the printing process.

Cancel

The Cancel button closes this dialog box without printing.

Help

The Help button opens the online Help related to this dialog box.

Adding Notes

If you are using this CD for research or educational purposes, you may want to add notes to pages. To do this, you click on the Add Note button on the toolbar.

Note Window

After you click on the Add Note button, the CD displays a yellow note window at the bottom-left corner of the Data screen. To enter your note text, just start typing (if the text doesn't appear, click in the note window, then begin typing).

Once you've added text to a note window, the note is automatically saved as you move on.

Closing Notes

You can close notes by clicking on the Hide Note button, or by clicking on the close button at the top of the note window. When you close a note, it becomes a paper-clip icon at the bottom-left of the Data screen.

Opening Notes

To open a note, click on the paper-clip icon at the bottom-left of the Data screen, or click on the Show Note button on the toolbar.

Printing Notes

For information about printing notes, see Printing from this CD.

Searching for Notes

For information about searching for notes, see The Search Feature.

Deleting Notes

To delete a note, highlight the note text, then press the Delete or the Backspace key. When you return to the page, the note will be gone.

Playing Video and Sound

When a page contains a video or sound, you can choose whether the video or sound starts playing as soon as you view that page. You make this choice in the Settings dialog box. For information about the Settings dialog box, see <u>Changing Settings</u>.

Play/Pause

The Play/Pause button on the toolbar lets you play and pause the videos or sound associated with a page. To play a video or sound, click on the Play button on the toolbar. When a video or sound is playing, the Play button becomes the Pause button so that you can pause the video or sound.

If a page does not contain a sound or a video, the Play/Pause button is unavailable.

Using the Slide Bar

When a video or sound is playing, a slide bar is added to the status bar. The slide bar reflects the progress of the video or sound. It also lets you fast forward and rewind the video or sound.

To fast forward a video or sound, drag the slide bar towards the right end of the status bar.

To rewind a video or sound, drag the slide bar towards the left end of the status bar.

Interactive Options

The Exploring Series contains a number of options that let you interact with the information presented in each CD. These options are accessed from the Interaction menu. To display the Interaction menu, click on the Interaction Menu button on the toolbar. The commands on the Interaction menu are described below.

Run as Slide Show

The Run as Slide Show command on the Interaction menu automatically turns the pages of the CD so that it runs like a slide show. For more information, see Running a Slide Show.

Highlighter Pen

The Highlighter Pen command lets you add your own highlights to the text in the CD. For detailed information about using the Highlighter Pen, see Using the Highlighter Pen.

Library

The Library command lets you create "libraries" of pages that are related in some way, but are not close together in the CD. For detailed information about creating libraries, see Creating a Library.

Interactive Operation

The Interactive Operation command lets you turn interactive operation mode on and off. For more information, see Interactive Operation Mode.

Running a Slide Show

To access the Run as Slide Show command, click on the Interaction Menu button.

The slide show will play from the current page to the end of the current section. Each page is displayed for 10 seconds, unless the page contains sound or video, in which case the page is turned when the sound or video is finished.

To cancel a slide show, press the Esc key.

Using the Highlighter Pen

The Highlighter Pen is a special feature that lets you highlight text in the CD, much as you would highlight text in a book.

You control the Highlighter Pen using the Highlighter Pen dialog box. To open this dialog box, click on the Interaction Menu button on the toolbar, then select the Highlighter Pen command.

For a brief overview of using the Hightlighter Pen dialog box, see the QuickSteps below.

QuickSteps

To use the Highlighter Pen dialog box, follow the steps below:

1) From the Select Text to Highlight list box, select the text that you want to highlight.

2) From the Highlight Color drop-down list box, select a highlighter color.

3) Click on the Highlight Text button.

4) Click on the OK button.

To remove the highlights from the current page, click on the Remove Highlights button.

See also:

The Highlighter Pen Dialog Box Details

The Highlighter Pen Dialog Box Details

The options in the Highlighter Pen dialog box are explained below.

Select Text to Highlight

The Select Text to Highlight section displays the text as it appears in the text box on the Data screen. From this section, you select the text that you want to highlight.

Highlight Color

The Highlight Color drop-down list box lets you choose the highlighter color that you want to use.

Color Description

You can use the Color Description text box to enter a definition for each highlighter color. This way, you can assign different meanings to different colors.

Preview

The Preview section of the dialog box displays the text and highlights as they will appear on the current page.

Highlight Text

The Highlight Text button applies the current highlighter color to the selected text. The Preview section displays the result.

Remove Highlights

The Remove Highlights button lets you remove all highlights from the current page.

Always Display User Highlights

When this check box has a check mark in it, the program displays all the highlights that you have added. If don't want the highlights to display, but you don't want to remove them either, deselect this check box. To redisplay the highlights, select the check box again.

OK

The OK button closes the Highlighter Pen dialog box and applies the current highlights to the CD.

Cancel

The Cancel button closes this dialog box without making any changes.

Help

The Help button opens the online Help related to this dialog box.

Creating a Library

The Exploring Series CDs let you create "libraries" of pages. Creating a library is a very flexible way of grouping together unrelated pages, or pages that interest you, and locating them again very easily.

You use the Library dialog box to create libraries. To open the Library dialog box, click on the Interaction Menu button, then select the Library command from drop-down menu.

For a brief overview of using the Library dialog box, see the QuickSteps below.

QuickSteps

To create and save a library, follow the steps below:

1) Go to the first page that you want to add to your library.

2) Open the Library dialog box.

3) Click on the Add Current Page button.

4) With the Library dialog box still open, go to the next page that you want to add.

5) Click on the Add Current Page button.

6) Repeat steps 4 and 5 until you have added all the pages you want.

7) Click on the Save button.

8) In the Save Library File dialog box, name your library and choose the drive and folder where you want to save it, then click on the OK button.

See also:

The Library Dialog Box Details

The Library Dialog Box Details

The Library dialog box can be "rolled up" to its title bar. This is useful when you want to add pages from different parts of the CD.

To roll up the Library dialog box, click on the roll-up button on the right-hand side of the title bar (the roll-up button has an up arrow on it). When the dialog box is rolled up, you can unroll it by clicking on the button with the down arrow on it.

The options in the Library dialog box are explained below.

Library List

The Library List window displays the list of pages in the current library. You can double-click on a page in this list to display it.

New

The New button clears the Library List window so you can create a new library.

Open

The Open button lets you open an existing library file.

Save

The Save button lets you save your library file to disk. You can save library files anywhere on disk.

Add Current Page

The Add Current Page button lets you add the current page to the Library List window.

Remove Selected Page

The Remove Selected Page button lets you remove the currently selected page from the Library List window.

Play Slide Show

The Play Slide Show button lets you play the pages in the Library List window as a slide show. For more information about slide shows, see Interactive Options.

Print

The Print button lets you print the pages in the Library List window. Note that the Print button only lets you print from the currently selected page onwards. If you want to print every page in the Library List window, make sure you select the first page in the list before you click on the Print button.

For more information about printing, see Printing from this CD.

Hide

The Hide button closes this dialog box.

Help

The Help button opens the online Help related to this dialog box.

Interactive Operation Mode

Interactive operation relates to those sections of the Exploring Series CDs which contain interactive steps. You can recognize interactive steps by the red "Please do this now" text at the bottom of the text box. When interactive operation mode is on, you must perform the action described in the text box to progress to the next page in the section.

Interactive operation mode is on by default, but you can turn it off so that you can click on the Next Page button to move on, rather than perform the action. To turn interactive operation mode off, click on the Interaction Menu button, then select the Interactive Operation command to remove the check mark. To turn it back on, select the command again.

Page Options

Most of the Exploring Series CDs contain close to 1,000 pages for each title, so the CD has a Page Options menu to help you move through the pages without getting lost.

To open the Page Options menu, click on the Page Options Menu button on the toolbar. The commands on the Page Options menu are described below.

Go To Page

The Go To Page command lets you go to a specific page in the CD. When you select the Go To Page command, it displays the Go To Page dialog box. For more information, see Going to a Specific Page.

Create Bookmark

The Create Bookmark command lets you mark pages that you want to be able to find easily later. The Create Bookmark command opens the Create Bookmark dialog box. For more information, see Creating Bookmarks.

Go To Bookmark

The Go To Bookmark command lets you display pages that you have marked with bookmarks. This command opens the Go To Bookmark dialog box. For more information, see Going to Bookmarks.

Page History

The Page History command opens the Page History dialog box which lets you return to pages that you have already opened in the current session. For more information, see Retracing Your Page History.

Go Back to Previous Page

The Go Back to Previous Page command lets you go back to the previous page.

Go Back to Previous Jump

The Go Back to Previous Jump command lets you go back to the previous jump. This command performs the same action as the Jump Back button, which appears on the title bar of the text box when you click on a jump.

Last 10 Pages List

At the bottom of the Page Options menu there is a list of the last ten pages you have looked at. You can re-display a page on this list by clicking on its name.

Going to a Specific Page

The Go To Page dialog box lets you select and display a specific page in the current section (to display a page in another section, you must use the Contents screen).

To open the Go To Page dialog box, click on the Page Options Menu button, then select the Go To Page command.

For a brief overview of using the Go To Page dialog box, see the QuickSteps below.

QuickSteps

To use the Go To Page dialog box, follow the steps below:

1) In the Required Page # text box, enter the number of the page you want to display.

2) Click on the Go To Selection button.

See also:

The Go To Page Dialog Box Details

The Go To Page Dialog Box Details

The options in the Go To Page dialog box are explained below.

Required Page

In the Required Page # text box, you can enter the number of the page you want to display. The page is then selected automatically in the Select a Page list box. Alternatively, you can select the page you want to display from the Select a Page list box.

Select a Page

The Select a Page list box contains the numbers and names of every page in the current section. From this list, you can select the page that you want to display. Alternatively, you can type the number of the page you want to display into the Required Page # text box.

Go To Selection

You can click on the Go To Selection button to display the page that is currently selected in the Select a Page list box. Alternatively, you can display a page by double-clicking on its name in the Select a Page list box.

Cancel

The Cancel button closes this dialog box without going to a page.

Help

The Help button opens the online Help related to this dialog box.

Retracing Your Page History

The Page History dialog box lets you display any page that you have already opened in the current session. A list of the last ten pages you have opened also appears on the Page Options menu.

To open the Page History dialog box, select the Page History command from the Page Options menu.

For a brief description of using the Page History dialog box, see the QuickSteps below.

QuickSteps

To use the Page History dialog box, follow the steps below:

1) From the Select a Page list box, click on the name of the page that you want to display.

2) Click on the Go to Selection button.

See also:

The Page History Dialog Box Details

The Page History Dialog Box Details

The options in the Page History dialog box are explained below.

Select a Page

The Select a Page list box displays the names of every page that you have opened in the current session. You can double-click on a page in this list to go directly to that page.

Go To Selection

The Go to Selection button displays the page that is currently selected in the Select a Page list box.

Cancel

The Cancel button closes this dialog box without going to a page.

Help button

The Help button opens the online Help related to this dialog box.

Creating Bookmarks

The Create Bookmark dialog box lets you mark pages that you want to return to later.

For a brief overview of using the Create Bookmark dialog box, see the QuickSteps below.

QuickSteps

To create a bookmark, follow the steps below:

1) Type a description for the bookmark into the Create Bookmark text box.

2) Click on the OK button.

See also:

The Create Bookmark Dialog Box Details

The Create Bookmark Dialog Box Details

The options in the Create Bookmark dialog box are explained below.

Create Bookmark

The Create Bookmark text box is where you type the description for your bookmark.

OK

The OK button creates the bookmark and closes the dialog box.

Cancel

The Cancel button closes this dialog box without creating a bookmark.

Help button

The Help button opens the online Help related to this dialog box.

Going to Bookmarks

The Go To Bookmark dialog box lets you select a bookmark that you have created so you can quickly move to the page identified by that bookmark.

For a brief overview of using the Go To Bookmark dialog box, see the QuickSteps below.

QuickSteps

To use the Go To Bookmark dialog box, follow the steps below:

1) From the Select Bookmark list, click on the name of the bookmark you want to go to.

2) Double-click on the bookmark's name, or click on the Go To Selection button.

See also:

The Go To Bookmark Dialog Box Details

The Go To Bookmark Dialog Box Details

The options in the Go To Bookmark dialog box are explained below.

Select Bookmark

The Select Bookmark list box contains the names of all the bookmarks you have created.

Go to Selection

The Go to Selection button goes to the currently selected bookmark.

Delete

The Delete button deletes the currently selected bookmark.

Cancel

The Cancel button closes this dialog box without going to a bookmark.

Help button

The Help button opens the online Help related to this dialog box.

Getting Help

If you need help to do something in the Exploring Series, you can consult Webster's Online Help, or you can go through the CD's tutorial.

The Tutorial

The tutorial shows you how to use the Exploring Series CDs. You access the tutorial differently depending on where you are in the CD.

To open the tutorial from the Startup screen, click on the Tutorial button.

To open the tutorial from the Contents screen, click on the background of the screen to display a pop-up menu, then select the Tutorial command. Alternatively, click on the Help Menu button, then select the Tutorial command from the drop-down menu.

To open the tutorial from the Data screen, click on the Help Menu button, then select the Tutorial command.

Webster's Online Help

Webster's Online Help provides information about using the Exploring Series CDs. You access the Help differently depending on where you are in the CD.

To open the online Help files from the Contents screen or the Data screen, click on the Help Menu button, then select the Help command.

To open the online Help files from dialog boxes, click on the Help button.

Note: Some dialog boxes, such as the Font and Print Setup dialog boxes, are controlled by Windows. These dialog boxes do not have a Help button. Instead, they have a question-mark button on the right-hand side of the title bar. Click on the question-mark button, then click on the option you want help with.

Advanced User Options

There are several startup parameters that can be used in conjunction with this product to change either its features, or the methods it uses to perform certain functions.

A command line parameter is an extra bit of information you add to the startup line of a program. To use a command line parameter, you must use the Run command (from either the Program Manager or the File Manager in Windows 3.1, or the Start menu in Windows 95) or use the Properties command from the Program Manager to permanently affix these parameters.

The available command line parameters are as follows:

/noprint
This parameter prevents any printing from taking place from within this program.

/nostart
This parameter starts the program and bypasses the Startup screen.

Adding Notes

<Adding Notes>

Changing Settings

<Changing Settings>

Creating a Library

<Creating a Library>

Creating Bookmarks

<Creating Bookmarks>

Getting Help

<Getting Help>

Going to a Specific Page

<Going to a Specific Page>

Going to Bookmarks

<Going to Bookmarks>

Interactive Operation Mode

<Interactive Operation Mode>

Interactive Options

<Interactive Options>

jump

A jump is a word that "jumps" to another part of the CD when you click on it. Jumps are usually indicated by a color and a solid underline.

jumps

A jump is a word that "jumps" to another part of the CD when you click on it. Jumps are usually indicated by a color and a solid underline.

Page options

<Page Options>

Playing Video and Sound

<Playing Video and Sound>

popups

A popup is a word that displays a popup window containing a definition of itself when you click on it. Popups are usually indicated by a color and a broken underline.

Printing from this CD

<Printing from this CD>

Retracing Your Page History

<Retracing Your Page History>

Running a Slide Show

<Running a Slide Show>

Searching for Words

<Searching for Words>

The Contents Screen

<The Contents Screen>

The Data Screen

<The Data Screen>

The Go To Page Dialog Box Details

<The Go To Page Dialog Box Details>

The Search Dialog Box—Details

<Search Details>

The Search Dialog Box—QuickSteps

<Search QuickSteps>

The Search Feature

<The Search Feature>

The Startup Screen

<The Startup Screen>

The Toolbar

<The Toolbar>

Using the Highlighter Pen

<Using the Highlighter Pen>

Using the Page History Dialog Box

<Using the Page History Dialog Box>