Quick Tour: Introduction

The 1998 Canadian & World Encyclopedia

◀ ▶ **Click the right arrow to go to the next topic.**

No other electronic reference work offers BOTH a rich source of information on the world AS WELL AS the most comprehensive resource ever created on Canada. The renowned Columbia Encyclopedia (complete edition) provides authoritative entries on world history, geography, social science, literature, etc. The Canadian Encyclopedia covers every conceivable Canadian topic, written for and by Canadians. This is not a reference work prepared in the United States and adapted for sale in the Canadian market. When you look for the entry on Painting or Newspapers or Constitution or Sport, the entire focus is on Canada, not just a few sentences.

In addition to two complete encyclopedias, The 1998 Canadian & World Encyclopedia also includes the complete Gage Canadian Dictionary, a full French-English and English-French dictionary and a Thesaurus.

A Great Co-operative Venture

The Canadian Encyclopedia is in the best sense a work in progress as literally thousands of Canadians have contributed their ideas, suggestions and corrections to this national treasure.

§ over 3500 contributors from all parts of Canada

§ 400 consultants providing the highest level of scholarship

§ 17 years of research and editing

§ constant feedback from users all over Canada

A Multimedia Portrait of Canada

The 1998 Canadian & World Encyclopedia contains the broadest and most beautiful visual portrait of Canada ever assembled, with thousands of photographs celebrating the Canadian landscape, Canadian art, history, animal and plant diversity and the many faces of Canadian society and biography. Sensational video clips relive great moments in Canadian sport, politics, music and history. Hear Canadian writers such as Alice Munro and Al Purdy read their works in selected sound clips. Hear dozens of famous Canadian musicians, such as Glenn Gould and Ben Heppner performing.

Getting Help with the Program

This Quick Tour is intended to introduce you to the program. The Contents List (available through the Content Tab) shows how most of the main topics are organized. Use the Index to find help on specific topics. Also, visit The Canadian Encyclopedia web site at http:www.tceplus.com for more information.

Quick Tour: What is New for 1998?

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

▶ *New interface*
In response to numerous requests the encyclopedia interface is now "scalable"; that is, you can adjust the size of the encyclopedia window to suit your screen size and resolution. (See Scaling the Product Window for more information.) Various functions are now conveniently organized on toolbars.

▶ *Life & Times of the Prime Ministers Disk*
A brilliant multimedia treatment of the lives and times of Canada's prime ministers. (See Prime Ministers Disk in this Help program.)

▶ *New Integrated Search*
Just click the Contents Button to see a complete list of all the content on the disk. The traditional Boolean and Subject searches are still available as well as SmartSearch. (See Quick Tour: Searching.)

▶ *Integrated Links between Articles and the Internet*
Links from articles connect you directly through your Browser to the Internet. The links are updated monthly from The Canadian Encyclopedia web site and the links are integrated seamlessly with your program. (See Quick Tour: Internet Links.)

▶ *Updates*
Some 300 new articles and thousands of updated articles, including results from the 1996 Canadian census.

▶ *New Multimedia*
New video and pictures and one hour of new sounds.

▶ *Expanded Timeline*
The Timeline now includes over 4600 entries and two new categories: 100 Great Events in Canadian History and Birthdays of the Famous. (See Quick Tour: Timeline.)

▶ *Expanded Quiz with Categories*
200 new questions categorized so that you can test your knowledge of specific subjects such as Arts or History. (See Quick Tour: Quiz.)

Quick Tour: How the Disk is Organized

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

▶ *Modes*

The disk is organized in 5 modes: Encyclopedia, Dictionary, Media, Timeline and Quiz. Modes are arranged according to the various content of the disk.

▶ *Functions*

Functions allow users to manipulate or use the content on the disk. Most of the functions of the encyclopedia are found on the Toolbar or on menus.

▶ *Filters*

The filters are the keys to restricting or expanding contents lists. The Source Filters determine what content sources are viewed. The Media Filters control the lists of various types of media.

▶ *Display Areas*

The disk screens are generally organized with the Contents List of the left, which varies according to the function or mode. For example in the Dictionary Mode the list contains headwords, spelling alternatives or verb tenses. In Timeline Mode, it contains a list of events. In Encyclopedia Mode it contains a list of titles, according to the filters used.

The right side of the screen generally contains the text of an encyclopedia article or a dictionary entry.

Quick Tour: Finding the Information that You Need

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

Every printed reference work contains so much more information than anyone can find. The electronic The 1998 Canadian & World Encyclopedia provides unprecedented power to help you find the information in ways that suit you.

Most exciting of the search tools in The 1998 Canadian & World Encyclopedia Is SmartSearch, which allows you to pose questions in common language. SmartSearch then ranks the answers in order and provides you with a preview of your key terms. Finding information has never been easier. How else could you search millions of words and tens of thousands of articles in a flash?

Contents

The Contents Button quickly produces a complete list of all the items on the disk, including the titles of articles in *The Canadian Encyclopedia* and the *Columbia Encyclopedia*, of *Maclean's* articles, of entries in the *Gage Canadian Dictionary* and the French-English dictionary, of all the media and of the Timeline events. Use the Contents Button to see lists of titles of all the items on the disk.

When the Contents Button is clicked, the Contents List shows the complete content of the disk. Use the Source Filters and the Media Filters to expand or limit the list.

To move through the Contents List
1   Type a term in the Contents dialogue box
2   As you type, the list moves automatically down the list

Related Topic: QuickSearch.

Quick Tour: Source Filters

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

Expanding or Limiting the Contents List

Use the source filters to expand or restrict the Contents List. When you click the Contents Button, the entire contents of the disk are displayed in the list. Use the filters to display some or all of the contents.

☝ Click on the graphic above to identify the filters.

Click a filter to view the items from that source. For example, click on the Canadian Encyclopedia Filter to view the list of entries from *The Canadian Encyclopedia*. The state of the source filter turns to **on** as in the following illustration.

Viewing Content Items from More Than One Source

To view the items from more than one source, click the filters for those sources. In the following example, the filters for *The Canadian Encyclopedia*, the Internet Links and the Timeline are on, displaying only the items from those three sources.

Note: Because of contractual arrangements, you cannot view the titles from the *Columbia Encyclopedia* alone.

Quick Tour: Media Filters

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

Expanding or Limiting the Types of Media

Use the media filters to expand or restrict the Contents List. When you click the Contents Button, the entire contents of the disk are displayed in the list. Use the media filters to display some or all of the media on the disk.

▶ Click on the graphic above to identify the media filters.

Click a filter to view the items from that media. For example, click on the Video Media Filter to view the list of all the videos and animations on the disk. The state of the media filter turns to **on**.

To view the items of more than one type of media, click the filters for those media. In the following example, the filters for video, maps and sounds are on, displaying only those media in the Contents List.

Note: The Media Filters control both the list of media items AND a list of encyclopedia entries that contain media. To view only the list of media, click the Media Source Filter.

Combining Filters

To see, for example, all the pictures in Timeline, click the Timeline Source Filter and the Picture Filter.

Quick Tour: Searching

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

There are 3 ways to search the entire contents of the disk:

1 **SmartSearch**. Use SmartSearch to perform general searches in which the program evaluates your search terms to find the best match for your query.

» *See Quick Tour: SmartSearch*

2 **Boolean Search**. Use Boolean Search to perform word or phrase searches or to use the traditional Boolean operators: AND, OR, NOT and NEAR.

▶ *See Quick Tour: Boolean Search*

3 **Subject Search**. Use Subject Search to find articles related to one another by subject, e.g., Birds

▶ *See Quick Tour: Subject Search*

Quick Tour: SmartSearch

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

Use SmartSearch to perform general searches in which the program evaluates your search terms to find the best match for your query

> **To activate SmartSearch**

▶
Click the SmartSearch Button

▶
Enter your query as a string of words or as a question in everyday language.

▶
To refine your search, open the Tuner by clicking the Tuner Button and use the sliders to give greater or lesser importance to individual terms. (The tuner will include words related to the terms you have entered.)

▶
Click here for help with the SmartSearch Screen and with the SmartSearch Window.

Note: In SmartSearch the results list is presented in the order in which the articles most closely matching your query appear at the top of the list. In Boolean searches, the results appear in alphabetical order.

Note: When you view an article from your results list, the section of the article containing the first match to your term or terms is displayed highlighted in the text. Click on the pointer in the scroll bar to go to the *next*

⧖

or *previous*

⧖

match

▶ ***Click here for the SmartSearch Tutorial.***

Quick Tour: Boolean Search

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

Use Boolean Search to perform word or phrase searches or to use the traditional Boolean operators: AND, OR, NOT and NEAR.

To activate Boolean Search

▶

Click the Boolean Search Button in the upper left of the Encyclopedia window.

▶

Enter your search term

▶

Enter additional terms, clicking a Boolean operator for each one

       AND to find only those articles containing all your search terms

       OR to find those articles with any one, or combinations of your terms

       NOT to find any articles that exclude one or more terms

       NEAR to find only those articles in which your terms appear close to one another

Use Advanced to enter your own Boolean operators. (The operators must be in capital letters.)

▶

Click here for help with the Boolean Search Screen or the Boolean Advanced Screen.

Note: When you view an article from your results list, the section of the article containing the first match to your term or terms is displayed highlighted in the text. Click on the pointer in the scroll bar to go to the *next*

▶

       or *previous*

▶

       match

Quick Tour: Subject Search

▶
The 1998 Canadian & World Encyclopedia

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

Use the Subject Index to find articles in the encyclopedias that are related to one another under common subject headings. (Many of the main subject headings lead to as many as 6 levels. See Subject Tree.)

To Find a Subject Heading

1   In Encyclopedia Mode, click the Subject Button on the Toolbar.

2   Choose whether you wish to Browse the subject tree or to Search the subject list by clicking the appropriate button.

Browse subjects

to Browse the list

search subjects

to Search the list

Note: You can display the articles in the same subject category as the current article by choosing Subject Links from the Related Menu.

Quick Tour: Finding Multimedia

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

The easiest way to find multimedia is to

1 Double-click a multimedia title in the Contents List or on the Media Subject Browser list to activate the picture viewer

OR

2 Double click a thumbnail of a picture in the article text.

▶

To return to the Encyclopedia Screen, click the Encyclopedia Tab.

▶

To go to an associated article, click Go to Article on the Multimedia Menu.

▶

To print, click the Print Button on the Toolbar.

▶

To display a caption, click the Caption Button on the Toolbar.

▶

To view the next or previous multimedia item in the list, click the Next Button or Rewind Button on the Toolbar.

Activating Hotspots

▶

To find hotspots on maps or pictures, move the mouse over the screen. When the cursor changes to a hand ▶ and the picture displays in reverse colours, click to view the hotspot.

Note: You must have 256-colour video drivers installed on your system for the optimum resolution of the illustrations.

Quick Tour: Using the Dictionary

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

The Dictionaries allow you to find definitions in English or French by entering your own terms or by simply double-clicking on any word in the text of the encyclopedia articles.

To find a definition in the Dictionary

▶
Enter Dictionary Mode by clicking the Dictionary Tab.

▶
Click on the Dictionary Button on the Toolbar.

▶
Choose Dictionary for English only.

▶
Enter your term in the definition box.

▶
Click the Definition Button.

▶
To search for all dictionary entries that contain your term, click the SmartSearch or Boolean Search Button.

To find a translation in the Dictionary

▶
Enter Dictionary Mode by clicking the Dictionary Tab.

▶
Click on the Dictionary Button on the Toolbar.

▶
Choose French-English or English-French.

▶
Enter your term in the translation box.

▶
Click the Translation Button.

▶
To search for all dictionary entries that contain your term, click the Boolean or SmartSearch Button.

To look up a word directly from the text of the encyclopedias

▶
Double click the word with the mouse.

To look up a word in the Thesaurus

▶
Enter Dictionary Mode by clicking the Dictionary Tab.

▶
Click the Thesaurus Button on the Toolbar.

▶
Enter your term in the search box.

▶
Click the Synonym Button. A list of synonyms appears.

To look up a word in both the Dictionary and Thesaurus

▶
Click the Split Button on the Toolbar in Dictionary Mode.

Click here to get detailed help on the Dictionary Screen.

Quick Tour: Using the Timeline

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

The Timeline includes over 4600 events in Canadian and world history, organized by Categories and Periods. The reader can search the events by date, find a list of Canadian firsts and view the *Maclean's* year in review entries.

How to Open the Timeline
▶

To open the Timeline, click the Timeline Tab in the Encyclopedia, Dictionary, Media or Quiz modes or choose Timeline from the Navigation Menu.

Categories
▶

Select Categories by clicking on the Category Button and then choosing a category from the Categories graphic. For example find a list of events describing Acts and Treaties by clicking on the Acts and Treaties box.

Periods
▶

Select Periods by clicking on the Periods Button and then choosing a period from the Periods graphic. For example find a list of events describing Early New France by clicking on the Early New France section of the Period graphic.

Note: Pointing the mouse to the right of the Category or Period graphics automatically moves the graphic without the scroll bar.

Other Functions
▶

Click the Search by Date Button to search for events that happened on a certain day.
▶

Click the Year in Review Button to view the *Maclean's* entries by month.
▶

Click the On this Day Button to find events that happened on a certain day.
▶

Click the Canadian Firsts Button to find descriptions of Canadian firsts.

▶

 Click here for help on the Timeline Screen.
▶

 Click here for more detailed help on the Timeline.

Quick Tour: Answering the Quiz

▶
The 1998 Canadian & World Encyclopedia
Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

▶
Launch the encyclopedia quiz by clicking the Quiz Tab on the Encyclopedia, Dictionary, Media or Timeline Screen or by choosing Quiz from the Navigation Menu.

▶
Click here to view the Quiz Screen.

Answering a Question

▶
Answer a question by choosing the appropriate letter button associated with the question. If the answer is correct, a piece of the puzzle appears to the right, your score is registered on the scoreboard and a new question automatically appears. Click the New Question Button to display another question.

Getting a Clue

▶
If you do not know the answer or want to find out more about the subject of the question, click the Clue Button to go to the relevant encyclopedia article.

Answering the Quiz in French or English

▶
Choose the language in which you want to answer the Quiz from the Question Menu.

Choosing a Quiz Category

▶
Choose the Category or Categories of questions from the Categories Menu. Choose All to answer questions from all categories.

Solving the Puzzle

When you have completed the quiz, you can try to solve the puzzle by moving the pieces with the mouse. The puzzle is similar to the small games with push tablets familiar to children. Click the Puzzle Hint Button to move one piece or the Solve Button to solve the entire puzzle. The Jumble Button rescrambles the puzzle.

Quick Tour: Using and Updating Internet Links

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

Internet links connect you to information on the World Wide Web. Each link is tied to one or more articles in The Canadian Encyclopedia.

To Find an Internet Link While Viewing an Article

▶

 While displaying an encyclopedia article, choose Internet Links from the Related Menu. If the article contains links, they are listed as in the following example in the entry called Montreal Expos:

To Find a List of All the Internet Links

1 Click the Contents Button.
2 Click the Internet Link Source Filter.

To Follow an Internet Link

1 Choose the Internet Link using one of the two methods above.
2 Click the Connect Button.

To Update Your Internet Links

The World Wide Web changes daily, so many of the links provided on this disk may be inactive or may have changed address. The 1998 Canadian & World Encyclopedia provides an easy way to update your links every month.

1 From the File Menu, choose Get Internet Updates
2 If your Internet connection is currently open, the process will begin immediately. If you are not currently connected to your provider, the updater will automatically connect you and then begin the process.

The new Internet Links and the Internet Updates are seamlessly integrated into your 1998 Canadian and World Encyclopedia.

Note: You *must* be connected to the internet to use this feature!

Quick Tour: Downloading Internet Updates

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

A reference work is often out-of-date as soon as it is published. If you are connected to the Internet you can now update your encyclopedia monthly. Every month, The 1998 Canadian & World Encyclopedia provides its users with new articles from recent issues of Maclean's magazine.

To Update Your Internet Links

1   From the File Menu, choose Get Internet Updates
2   If your Internet connection is currently open, the process will begin immediately. If you are not currently connected to your provider, the updater will automatically connect you and then begin the process.

The Internet Updates are seamlessly integrated into your 1998 Canadian and World Encyclopedia. They will appear on your Contents List and you can search them with SmartSearch and Boolean Search.

Note: You *must* be connected to the internet to use this feature!

Quick Tour: Using Bookmarks

▶

The 1998 Canadian & World Encyclopedia

Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

Use Bookmarks to keep track of lists of items for future reference. The 1998 Canadian & World Encyclopedia allows you to create numerous Bookmark Lists, to add or delete items and to preview and print your lists.

To Create a Bookmark List

1   Click on the Bookmark Button on the Toolbar.
2   In the Bookmark Window, click on the New Folder Button.
3   In the Create New Folder dialog box, type the name of the folder and click OK.

To Add an Item to a Bookmark List

1   From the File Menu, choose Get Internet Updates
2   Display the encyclopedia article, dictionary entry, internet link or multimedia item and select "Add" from the Bookmark Menu.
3   Select the folder in which you wish to store the item and click OK.

To Print a Bookmark List

1   Click the Bookmark Button to open the Bookmark Window.
2   Click the Print Button. (You can preview the printed list by clicking the Print Preview Button.

▶ *Click here to view the Bookmark Window.*

Quick Tour: Printing, Saving, Copying

▶
The 1998 Canadian & World Encyclopedia
Tour Guide

◀ ▶ **Click the right arrow to go to the next topic and the left arrow to go back.**

To Print an Article or Dictionary Entry

▶
Display the encyclopedia article or dictionary entry that you want to print. Choose Print Article from the File Menu in Encyclopedia Mode or Print Entry from the File Menu in Dictionary Mode.

To Save an Article or Dictionary Entry

▶
Choose Save Article from the File Menu in Encyclopedia Mode or Save Entry from the File Menu in Dictionary Mode. If you have selected text, Save will offer the option of saving the whole article (or definition) or of saving the selected text.

▶
To print a picture

▶
Click the Print Button on the Toolbar in Media Mode. To print a frame from a video clip, pause the video with the Pause Button and click the Print Button. Printing pictures can be slow!

To copy text

▶
Select the text with the mouse pointer held down
▶
Choose Copy from the Edit Menu, or
▶
Use the Windows or Macintosh keyboard commands

Quick Tour: Guide

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Encyclopedia Mode: Definition

Encyclopedia Mode provides all the functions related to the finding and display of encyclopedia articles. Navigate to the Encyclopedia Mode by clicking the Encyclopedia Tab or by choosing Encyclopedia from the Navigation Menu.

▶ Click here for more detailed information on the Encyclopedia Screen.

Dictionary Mode: Definition

Dictionary Mode provides all the functions related to the finding and display of dictionary entries. Navigate to the Dictionary Mode by clicking the Dictionary Tab or by choosing Dictionary from the Navigation Menu.

▶ Click here for more detailed information on the Dictionary Screen.

Media Mode: Definition

Media Mode provides all the functions related to the finding and display of multimedia items. Navigate to the Media Mode by clicking the Media Tab or by choosing Media from the Navigation Menu.

▶ Click here for more detailed information on the Media Screen.

Timeline Mode: Definition

Timeline Mode provides all the functions related to the finding and display of Timeline Events. Navigate to the Timeline Mode by clicking the Timeline Tab or by choosing Timeline from the Navigation Menu.

▶ Click here for more detailed information on the Timeline Screen.

Quiz Mode: Definition

Quiz Mode provides all the functions related to the answering of the Canadiana Quiz. Navigate to the Quiz Mode by clicking the Quiz Tab or by choosing Quiz from the Navigation Menu.

▶ Click here for more detailed information on the Quiz Screen.

Searching the Encyclopedia Texts

The 1998 Canadian & World Encyclopedia provides the user with several powerful tools for searching the text of the encyclopedias.

The text search procedures are activated by two buttons on the Toolbar.

1   Boolean Search

Use Boolean search to perform simple word searches or traditional <u>Boolean</u> searches. Boolean Search also provides more advanced features and spell checking.

▶ Click here for more detailed instructions on **Boolean Search**.

2   SmartSearch

Use SmartSearch to perform more general searches. While Boolean Search is appropriate for specific searches related to known names and terms, SmartSearch is designed to search for concepts, ideas and the relationships between words.

▶ Click here for more detailed instructions on **SmartSearch**.

SmartSearch

Use SmartSearch for broader, more suggestive searches of the entire text of the disk, beyond simple requests for a term, name or place.

What do you want to do?

▶ Use SmartSearch to Find Single Words.
▶ Use SmartSearch to Find Phrases.
▶ Learn more about SmartSearch Results.

▶ **Click here for the SmartSearch Tutorial.**

Using SmartSearch to Find Single Words

1   Click the SmartSearch Button on the Toolbar

2   Type your word in the entry box and click the Begin Search button or Press Enter.

▶ Click here for help with the SmartSearch Window.

Note: Searching for a single word in SmartSearch gives you a results list that differs from such a search in Boolean Search. The results are not listed in alphabetical order but in the order that reflects the frequency or weight of your term.

Using SmartSearch to Find Phrases

1   Type a phrase referring to differing aspects of your query.

      The phrase may be in the form of a question, such as "Why do leaves turn colour in autumn?" or "Who invented the G suit?" The latter turns up the inventor Wilbur Franks first in the list and a picture of Franks and his suit.

▶ Click here for help with the SmartSearch Window.

SmartSearch Results

1   SmartSearch provides a results list in which terms of a phrase or group of words have been weighted according to various criteria, such as frequency, proximity and related terms.

2   The titles in the Results list are ranked in an order reflecting the likelihood that the articles answer the query.

Thus if you type the query "Who was Yonge Street named for?" the entry Toronto appears near the top of the list.

3   When you preview the articles in the SmartSearch results list (by double clicking the article title in the Results List), the viewer takes you automatically to the part of the article that is most likely to satisfy your query.

4   SmartSearch results lists include relevant multimedia items, as the example below includes a photographs of a raven as well as encyclopedia and dictionary items.

▶ Click here for help with the SmartSearch Results Window.

Note: Because few questions have simple or obvious answers, beyond simple questions of fact, the list will not always be ordered in a predictable manner. The purpose of SmartSearch is to find and suggest relationships that may not have occurred to the user as well as the kind of specific results provided by Boolean Search.

Tuner

The Tuner adds additional power and flexibility to searches of the encyclopedia text. In SmartSearch, click the Tuner Button to open the Tuner.
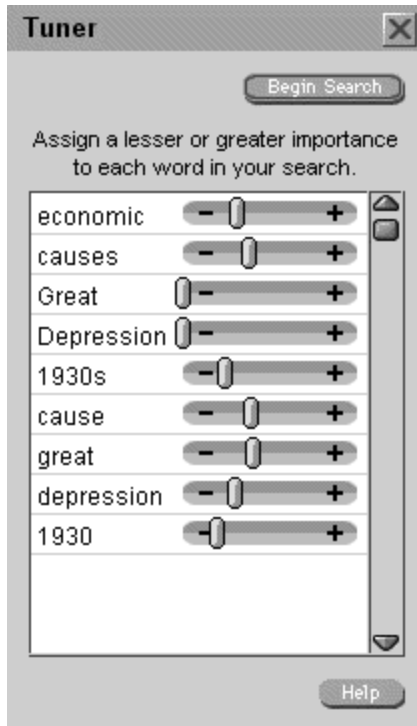
1 For each word in your search, use the mouse to move the slider to the right (+ to assign greater importance) or the left (- less importance).

2 Click the Begin Search Button to proceed.

Spelling Check

Spell check is available in Boolean Search and in SmartSearch.

▶

To check the spelling of your search terms in the Search Window:

1   In the Boolean Search or SmartSearch window, toggle the Spelling Button to read "Spelling On."   (Toggle to "Spelling Off" to turn off this feature.)

2   If one of the terms that you have entered in the search box is not found, Boolean Search or SmartSearch offer a list of alternative spellings.

> For example, you may be looking for the article on the governor of New France and type Vaudriel. Boolean Search or SmartSearch suggests Vaudreuil.

3   Choose Change in order to change the search term to the term selected in the list box.

Choose Ignore to proceed with the search without changing the spelling of the current term, Ignore All to proceed without changing the spelling of any of the search terms, and choose Cancel to stop the search altogether.

Not

Use the "NOT" operator (!) to restrict your search of multiple terms by excluding certain items.

> For example, you may want to find all the references to *sport* (437 results in The 1998 Canadian & World Encyclopedia), but not *hockey* or *baseball* (391 results). To perform this search, type *sports* in the first text box, click the *NOT* button after the term, type the word *hockey*, and then repeat the process for *baseball*. Your search would look like the following in the advanced window:

> *sports* NOT *hockey* NOT *baseball*

▶
Proceed with the search to see all the records which contain the word *sports* but do not contain the words *hockey* or *baseball*.

Or

Use the "OR" operator (|)to find articles that contain any one or any combination of your terms; hence the search *fish* OR *birds* OR *mammals* turns up 2741 results in The Canadian Encyclopedia, when such a search using AND gives only 51 results.

▶

 Click the Or button after each of your terms or type the word OR (in capital letters) after each term in the advanced window.

Use OR to search for variations of spelling or for plurals of the same word; for example, *Parliament* OR *parliaments* OR *Parliamentary*, or for words and their abbreviations. For example, you might look for *Ontario* (2512 results) OR *Ont* OR *Ont.* (3656 results).

And

Use the AND operator (&) to find only those articles that contain every word in your search.

For example, if you enter the words *fish* AND *birds* AND *mammals*, you will turn up every article that contains all these words together in the same article. An article with just the word "fish" would not satisfy this search. (You can use the ampersand symbol & in place of the word AND in the advanced window.)

Boolean

A Boolean Search is a complex search using operators such as "AND" (&), "OR" (|), "NOT" (!) and "NEAR" (~). It is named for the algebraic system developed by the English mathematician George Boole.

Boolean operators allow you to define relationships between the terms in your search.

Near

Use the NEAR operator (~) to find only those articles in which your search terms appear within a few words of one another.

For example, if you search for the words *Canada* AND *council*, you will turn up 932 results when searching The Canadian Encyclopedia. If you search for *Canada* NEAR *council* the results are narrowed to 333, increasing the likelihood that you are finding the organization Canada Council.

Accents

When searching for terms with accented characters, such as Montréal, you must enter the accented character using the ASCII codes, or Select the term (see Selecting Text) in an article and click the Related Button.

The following are some common characters in Windows:

à = Alt + 0224	î = Alt + 0238
â = Alt + 0206	Ï = Alt + 0206
è = Alt + 138	ô = Alt + 0244
é = Alt + 130	ç = Alt + 135
ê = Alt + 136	ë = Alt + 137

NOTE: When typing the number you must use the Number Pad.

Combined Searches Using Boolean Operators

You can perform complex searches which combine the AND, OR and NOT operators, for example the following:

   bank or *club* not *Canada*

The results will include every article that contains either the word *bank* or the word *club* but not the word *Canada*.

Note: If you use multiple search operators, they are processed in order of precedence and then from first to last. AND and NOT have equal precedence over OR.

Boolean Search

Activate Boolean Search by clicking the Boolean Search Button on the Toolbar. Boolean Searches utilize Boolean operators (AND, OR, NOT, NEAR) to define the relationships between your search terms.

What do you want to do?

▶ Use Boolean Search for Simple Word Searches
▶ Use Boolean Search for More Complex Searches
▶ Use Advanced Boolean Search

Boolean Simple Word Searches

To search for all entries in the encyclopedias that contain a single word:

1   Enter the word you are looking for in the Search entry box.

2   Click the Begin Search Button on the top right of the search window or press Enter. If no articles satisfy the search, you are informed that there are no matching articles. If several articles satisfy your search, they will be listed in alphabetical order.

Note: Click the Canadian Encyclopedia Source Filter in the results list to display results only from The Canadian Encyclopedia. Choose the Canadian & Columbia Filter to search the Columbia Encyclopedia as well.

Boolean Complex Searches

Search allows you to expand your search of the encyclopedia text by defining a relationship between multiple terms (so-called <u>Boolean</u> searches).

▶

Use Boolean operators (AND, OR, NOT and NEAR) to produce results that include all the keywords in your topic or to a selective group of keywords.

And

1 Use the <u>AND</u> operator to find only those encyclopedia entries that contain all your terms.

Type the first term, choose AND from the Boolean Drop Down List and then enter your next term in the second search box. You can enter up to 5 terms.

2 Click the Begin Search Button. The results will be listed in alphabetical order.
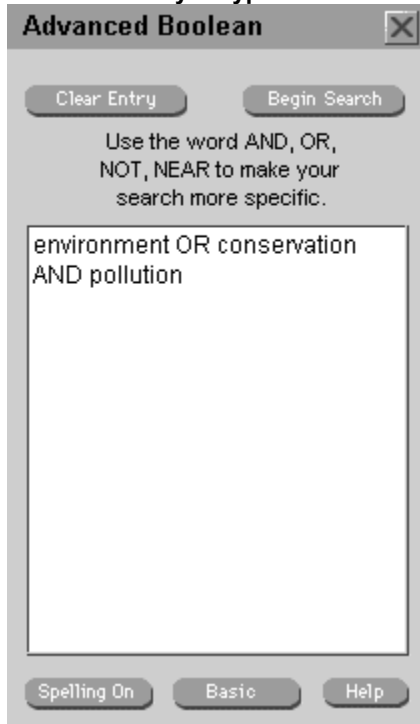
▶ Click here for an illustration of AND

Or

1 Use <u>OR</u> operator to find all the articles that include any one or more of your terms.

Type the first term, choose OR from the Boolean Drop Down List and then enter your next term in the second search box. You can enter up to 5 terms.

3 Click the Begin Search Button. The results will be listed in alphabetical order.

▶ Click here for an illustration of OR

Not

1 Use the <u>NOT</u> operator to narrow your search by excluding terms.

Type the first term, choose NOT from the Boolean Drop Down List and then enter your next term in the second search box. You can enter up to 5 terms.

2 Click the Begin Search Button. The results will be listed in alphabetical order.

Near

1 Use the <u>NEAR</u> operator to narrow your search to only those articles in which your terms appear close (i.e. 8 words or less) to one another. This search is useful for finding personal names.

Type the first term, choose NEAR from the Boolean Drop Down List and then enter your next term in the second search box. You can enter up to 5 terms.

2 Click the Begin Search Button. The results will be listed in alphabetical order.

Note: In Advanced search you can use the following symbols for Boolean operators

AND	&
OR	|
NOT	!
NEAR	~

Boolean Advanced Searches

Use the Advanced Boolean Search Window to enter your own search string.

▶ **Be sure that you type the Boolean operators in capital letters!**

```
┌─────────────────────────────────────┐
│ Advanced Boolean              [ X ]  │
│                                      │
│  ( Clear Entry )      ( Begin Search)│
│       Use the word AND, OR,          │
│      NOT, NEAR to make your          │
│        search more specific.         │
│  ┌───────────────────────────────┐   │
│  │ environment OR conservation    │   │
│  │ AND pollution                  │   │
│  │                                │   │
│  │                                │   │
│  │                                │   │
│  │                                │   │
│  │                                │   │
│  │                                │   │
│  │                                │   │
│  └───────────────────────────────┘   │
│  (Spelling On)  ( Basic )  ( Help )   │
└─────────────────────────────────────┘
```

▶ Click on the above graphic for descriptions of items on the Boolean Advanced Screen.

Note: In Advanced search and in dictionary searches you can use the following symbols for Boolean operators

AND	&
OR	|
NOT	!
NEAR	~

And Illustration

In this example the results list will include only those articles that contain ALL the terms.

Or Illustration

In this illustration, the search results will include articles that include any one of the terms in search.

Boolean Search ☒

Clear Entry   Begin Search

| Quebec |
| OR ▼ |
| Québec |
| OR ▼ |
| Que |
| OR ▼ |
| Qué |

Spelling Off   Advanced   Help

Subject Index

Use the Subject Index to find articles in the encyclopedias that are related to one another under common subject headings.

Many of the main subject headings lead to as many as 5 or 6 levels. Example

To Find a Subject Heading
1   Click the Subject Button on the Toolbar in Encyclopedia Mode (the only mode in which the encyclopedia subject tree is available).

2   Choose whether you wish to Browse the subject tree or to Search the subject list by clicking the appropriate button.

▶

to Browse the list

▶

to Search the list

▶
Click here for step by step instructions on How to Browse the Subject List

▶
Click here for step by step instructions on How to Search the Subject List

▶
Click here to see the Search Subjects Screen.

Note: You can display the articles in the same subject category as the current article by choosing Subject Links from the Related Menu.

How to Browse the Subject List

Description: Browse Subjects moves through the structured subject tree

1   Click the Subject Button in Encyclopedia Mode

2   Click the Browse Subjects Button
▶

3   Scroll down to a subject of interest, e.g., Architecture
4   Click the right-pointing arrow ▷ to display the next level
5   Continue clicking until you reach a subject that interests you
6   Click the down-pointing arrow ▽ to collapse a list
  6   Choose an article from the Titles list

▶ Click here to see the Browse Subject Screen.

How to Search the Subject List

Description: Search Subjects searches all subject headings, regardless of their place in the subject tree.

1   Click the Subjects Button

▶

2   Click the Search Subjects Button

▶

3   Begin to type the subject name into the dialog box
4   As the list moves through the alphabet, choose a subject
5   Choose an article from the Titles list

▶ Click here to see the Search Subjects Screen.

Example Subject Tree

```
Branches                                            ▲
▶ Canada
▶ Europe                                            ▢
▽ Geography
      Canadian Boundaries & Geographical N
      Canadian Geographers
   ▽ Geographical Sites
      Buildings
   ▽ Historic Sites
         Canadian Historic Sites
      Military Sites
   ▽ Parks
   ▽    Canadian Parks
            City Parks
            National Parks
            Provincial Parks
         National Monuments
         National Parks
         National Sites
      Places                                        ▽
```
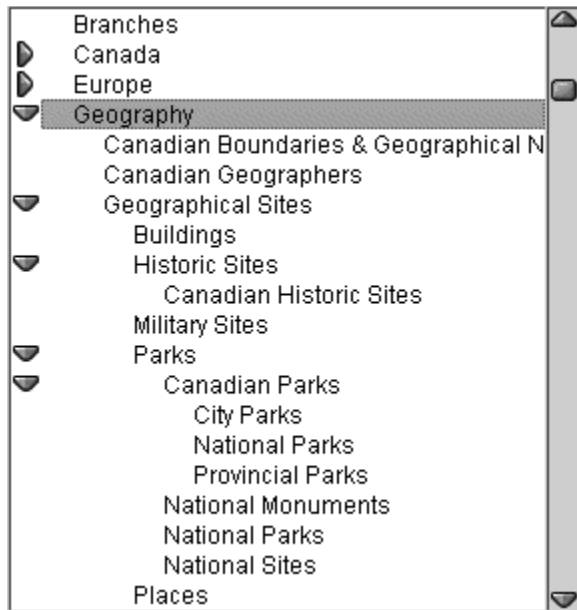
Browse Subject Screen

Titles By Subject   31 items [X]   **Browse Subjects**

Act of Union

Subject Tree: [search subjects]

QuickSearch ⌄   Close «‹

▽ All
- ▷ Africa
- ▷ Asia
- ▷ Australasia
- Awards
- Branches
- ▷ Canada
- ▷ Europe
- ▷ Geography
- ▽ History
  - ▷ Ancient History
  - ▷ Biographies
  - ▽ Canadian History
    - Atlantic Canada
    - Canadian Military & Political Figures
    - ▽ Constitution
      - **Acts & Statutes**
    - Economic History
    - Explorations
    - ▽ Historical Figures

- ✿ Act of Union
- ✿ Balfour Report, 1926: Docum
- ✿ Bank of Canada Act
- ✿ British North America Act
- ✿ British North America Act, 186
- ✿ Canada Corn Act
- ✿ Charlottetown Accord: Docum
- ✿ Constitution Act, 1867
- ✿ Constitution Act, 1982: Docur
- ✿ Constitutional Act, 1791
- ✿ Constitutional Act, 1791: Doc
- ✿ Coombs, Ernest Arthur

source of contents

media filters

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Search Subject Screen

Titles By Subject 496 items ☒	Search Subjects

Titles By Subject   496 items ☒

Search Subjects   **Browse subjects**

Enter the subject:

aardvark

mammal

QuickSearch ⌄   Close ‹‹‹

Mammals

- ⬤ aardvark
- ⬤ aardwolf
- ⬤ addax
- ⬤ affenpinscher
- ⬤ Afghan hound
- ⬤ agouti
- ⬤ airedale terrier
- ⬤ Akita, dog
- ⬤ Alaskan malamute
- ⬤ alpaca
- ⬤ American foxhound
- ⬤ American Landrace swine

source of contents

🍁 🌐 **M** 🪨 📙 💿 🔍

media filters

🗂 💿 📖 🏢 🗂 🔊 👆

All
  Science
    Life Sciences
      Biology
        Zoology
          Animals
            Chordates
              Vertebrates
                Mammals

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Dictionary

The 1998 Canadian & World Encyclopedia contains two complete dictionaries, the English only Gage Canadian Dictionary and a full-featured bilingual dictionary which translates from French to English and English to French as well as conjugates French verbs. A thesaurus provides English synonyms.

▶ Click Here to view the Dictionary Screen

There are several ways to open the dictionaries

▶
  Click the Dictionary Tab to navigate to Dictionary Mode.

  Dictionary

▶
Choose Dictionary from the Navigation Menu.

▶
  Double click on a word in the text of any encyclopedia, timeline or dictionary entry. A search for your word is begun automatically.

Note: The auto-search function of the dictionary defaults to the last dictionary used in the current session; i.e., if you last used the French-English dictionary and double click a word in the encyclopedia, the word will be looked up in the French-English dictionary.

Key Related Topics

▶ Finding a Definition in the Dictionary
▶ Searching for Terms in the Dictionary
▶ Boolean Searches in the Dictionary
▶ Anagrams
▶ Using Wildcards in the Dictionary
▶ Thesaurus
▶ French-English Dictionary

Finding a Definition in the Dictionary

To find a definition in the Dictionary

1   Open the Dictionary by clicking the <u>Dictionary Tab</u> on the lower left of any screen.

2   Using the buttons on the upper left,

▶
  Click the <u>Gage Button</u> to look up a word in English

▶
  Click the <u>French-English Button</u> to find an English translation of a French word

▶
  Click the <u>English-French Button</u> to find a French translation of an English word

▶
  Click Thesaurus to find synonyms for an English word

Note: To activate the English dictionary and the Thesaurus at the same time, click the Split Button.

Enter the term in the Search Word or Expression entry box of the Dictionary Window (or double click a word in the text of an article).

```
palindrome                Definition
Search   Anagram   Wildcard
```

3   Press Enter or click the <u>Definition Button</u> (or <u>Translation Button</u> if you are using the bilingual dictionary) to find the definition.

4   If no word is found, a window prompts you to choose an alternative spelling (if one is available) from the Spelling Alternatives List.

5   Choose one of the alternative spellings and click the Definition (or Translation) button.

▶ Click here for help with entering accents in your search.
▶ Click here for pop-up help with the dictionary screen.

Searching for Terms in the Dictionary

While the Definition Button looks for a separate definition for your term, Boolean or SmartSearch find that term no matter where it appears in the dictionary.

To search for a term in the entire dictionary

1   Type a term, for example *rodent*, into the Boolean Search box or the SmartSearch box. Click the Begin Search Button.

2   Click the Gage Dictionary Source Filter to display dictionary entries only.

3   The Search Results screen lists the entry *Rodent* along with all other entries that include the word *rodent*.

4   Move to another definition by double clicking a word in the Results list, for example, *muskrat*.

Boolean Searches in the Dictionary

Use <u>Boolean</u> operators to broaden or to narrow your searches of The Gage Canadian Dictionary or the bilingual dictionary. Click the <u>Boolean Search Button</u> on the Toolbar to activate Boolean Search.

The And Operator

Use the <u>AND</u> operator to find only those dictionary entries that contain all your terms.

1. Type the first term, then choose AND from the dropdown list of Boolean operators (it *must* be in capital letters if you are using Advanced Search) and then add your next term; for example, *woodsman* AND *fur*.
2. Click the <u>Begin Search Button</u> to generate a list.
3. Click the Gage Dictionary Filter to display only entries from the dictionary, choose a word from the Results list and double click.
4.

Note: Use the AND search to find words where you know that a term exists and know other words that describe it. In the above example, the word coureur de bois was found.

The OR Operator

Look for entries containing any of your terms using the <u>OR</u> operator; for example type *fish* OR *fowl*. Click the Search button. (Generating a list including *bluefish* and *chicken*.)

Note: Use the OR search to find words and variations of words. For example, rodent OR rodents

The NOT Operator

Narrow your search using the <u>NOT</u> operator, for example, type *forage* NOT *hay*. Click the Search Button. (Achieving a list including *barley* and *soybean*.)

Anagrams

Anagrams are words formed by reordering the letters of another word. A single word or phrase may yield many anagrams or none. To find anagrams

1   Open the Dictionary by clicking the Dictionary Tab in any screen.

2   Click the Gage Dictionary Button and enter a word or phrase into the search box.

3   Set the Options for the minimum number of letters required for an anagram in the Options Menu.

4   (For example, enter a length of 8 for the word *broadcasting* and get over 20 anagrams. Set it to 9 and get only 9 anagrams.)

5   Click the Anagram Button.

Anagram

Using Wildcards in the Dictionary

Wildcard characters can be used in dictionary searches to represent unknown letters or sequences of letters. There are two wildcard characters: ? and *.

1   Use a question mark (?) to stand for a single unknown character. For example, typing *f?rmer* gives the results farmer, firmer and former.

2   Use an asterisk (*) to stand for an indefinite number of characters. For example, type *hon*r* to find all words beginning with "hon" and ending in "r," such as honeymooner and honour, or *voyag*r* to find the word voyageur.

3   Enter your word or phrase, including wildcards, in the Search box and then click the Wildcard Button. (The button lights up only when you enter a wildcard.)

4   Choose a word from the Wildcard list by double clicking the word or by highlighting the word and pressing Enter.

Thesaurus

The Thesaurus is located in the dictionary window and is activated in the same manner as the Dictionary, by double clicking a word in the text of an article or by clicking the Thesaurus Button, entering a word or phrase in the Search entry box and clicking the Synonym Button.

Synonym

Definitions appear in the pane to the right, synonyms in the lower Synonym pane. Double click a word in the synonym list to get a definition of that word and a new list of synonyms.

Note: To activate BOTH the Thesaurus and the English dictionary, choose the Split Button.

The French-English Dictionary

Use the bilingual dictionary to translate words to and from English and French

1   Translation from English to French

▶

To translate a word from English to French, click the English-French Button

English
French

▶

Type in your term and Click the Translation Button. To find all the places the word appears in French entries in the dictionary, click the Search Button.

2   Translation from French to English

▶

To translate a word from French to English, click the French-English Button

French
English

▶

Type in your term and Click the Translation Button. To find all the places the word appears in English entries in the dictionary, click the Search Button.

Note: You can enter French accents into the dictionary search box by using the Character Map (in Accessories in Windows), or by using the codes outlined the Accents Table.

3   Conjugation of French Verbs

▶

To conjugate a French verb, enter the verb into the search box and click the Conjugate Button. Choose the verb tense from the Tenses list.

Saving and Copying Definitions

Saving Definitions

▶
To save a definition from the dictionary, choose Save Entry (Ctl + S) from the Edit menu in the Dictionary Window. Name the entry and click OK.

Copying Definitions

▶
To copy a definition from the dictionary, choose Copy Entry (Ctl + C) from the Edit menu in the Dictionary Window. To insert the definition into a note or document in another program, press SHIFT+INSERT (Windows) or Command+V (Macintosh).

Spelling Alternatives List

onomatapoeia | Definition

Search | Anagram | Wildcard

Headwords   1 item(s)

palindrome

Spelling Alternatives   2 item(s)

onomatopoeia
onomatopoeias

Optimizing Multimedia Performance

In order to get the best performance of the multimedia elements of the encyclopedia, you should ensure that your hardware and software have been set up properly.

Audio

The audio selections work best with a 16-bit sound card. Not all of the sounds will play on an 8-bit sound card. If you have a sound card installed but still cannot hear the sounds, check to make sure that the proper drivers are installed. Consult your Windows or Macintosh manual for instructions on installing drivers.

Video and Animation

Videos and animations will work smoothly only if QuickTime has been correctly installed during installation. The speed and smoothness of the video depend on the speed of your processor, the quality of your video card and the amount of RAM available.

Note: The 1998 Canadian & World Encyclopedia utilizes QuickTime 2.1.2. If these files are overwritten by an earlier version of QuickTime, the videos and QuickTime VRs in this program may not play.

Pictures

You must run your computer with at least 256 colours for the proper display of the pictures. Make sure that the latest video software drivers are installed on your computer. Most manufacturers provide updated drivers for their video cards. The pictures will show on a 16-colour display but will be of poor quality.

Viewing and Navigating the Multimedia

Where multimedia items in The 1998 Canadian & World Encyclopedia appear

1   As titles in the search results from SmartSearch, Boolean Search or from searches in the Multimedia Browser (see Searching the Multimedia).

2   As titles in the Contents List.

3   As Thumbnails in the text of articles.

4   As Thumbnails in Timeline Events.

How multimedia items are viewed

1   By double clicking on a thumbnail.

2   By double clicking on a multimedia title in the Contents List or on the Multimedia Subject Browser or in a search list.

Pictures

To view a picture, double click on its title in a results list or double click a thumbnail displayed in the text.

Sounds

To play a sound, double click on its title in a results list or double click a thumbnail displayed in the text. Then click the Sound Button to listen to the sound.

Videos or Animations

To play a video or animation, double click the title with the mouse and then click the Play Button on the Video Player.

QuickTime VR

QuickTime VR are special pictures that enable a viewer to move through a panorama and to zoom in or zoom out of a scene.

Hypergraphics

Hypergraphics allow the user to click on a "hot" spot on a picture and zoom to a related subject or to a detail of the current subject.

▶   Click here for more information on the Media Subject Browser.
▶   Click here for more information on the Video Player.
▶   Click here for more information on the main Media Screen.

Going to an Article from Multimedia

Choose Go To Article from the Multimedia Menu in [Media Mode](). If more than one article is associated with a multimedia item, a dialog box offers a list from which to choose.

Slide Show

Starting the Slide Show

Click the Slideshow Button in Media Mode to run a slide show of pictures from the encyclopedia.

Note: Set the delay between pictures in Preferences

Stopping the Slide Show

1   Click the Stop Slide Show Button to quit the slide show and return to the Browser.

2   To go to the article associated with a picture, choose Go to Article from the Multimedia Menu.

Note: The pictures in the slide show display in the order that they appear in the media index. The filters and subject categories still work in slide show. For example, if you choose the media subject Arts/Painting, the slide show will only include items in the painting category. If you choose the subject All and the filter Graphs, slide show will show only graphs and no other media.

Viewing Multimedia from the Encyclopedia Window

All multimedia elements appear in the text of articles as thumbnails (if this option has been chosen in Preferences). When you pass the mouse pointer over the thumbnails, the pointer changes to indicate the type of media. In the example below, the pointer indicates that the item is a photograph.

When viewing an article with multimedia, double click the thumbnail to expand the picture or to launch the video player.

Note: In the text of articles, sounds do not appear as separate multimedia items as they do on the Contents List or Multimedia Subject Browser. In articles, all sounds are associated with pictures. Bring up the picture and click the sound button.

Sound

All sounds in The 1998 Canadian & World Encyclopedia are associated with pictures. When a sound is associated with a particular picture, the Sound Button on the Media Toolbar lights up.

Note: The audio selections work best with a 16-bit sound card. If you have a sound card installed but still cannot hear the sounds, check to make sure that the proper drivers are installed. Consult your Windows or Macintosh manual for instructions on installing drivers.

What do you want to do?

▶ Find Sounds in the Contents List
▶ Find Sounds in Articles
▶ Play a Sound

Finding Sounds in the Contents List

To find a sound on the Contents List, click the Contents Button to display a list of all the items in the encyclopedia.

1   If you are looking for a specific sound, such as Badger, type badger in the contents list and if your topic appears on the list, double click on the title (e.g., Badger).

2   If you are looking for a complete list of all sounds and all articles with sounds on the disk, click the Sound Media Filter while all the Source Filters are active.

3   If you are looking for a list of just the sounds themselves, first click the Media Source Filter and then click the Sound Media Filter.

4   To find sounds in a particular subject area, choose the subject from the subject list in the Media Subject Browser (eg., Birds) and select the Sound Media Filter.

Finding Sounds in the Articles

In the text of articles, sounds do not appear as separate multimedia items as they do on the Contents List or on the Media Subject Browser. In articles, all sounds are associated with pictures. When you pass the mouse over a thumbnail that is associated with a sound, the pointer changes to a picture *and* sound icon.

▶

Bring up the picture and click the Sound Button on the Media Toolbar.

Playing Sounds

To play a sound, double click on its title in the Title list or on a picture thumbnail in an article (all sounds are associated with pictures). Click the Play Sound Button.

Note: The audio selections work best with a 16-bit sound card. If you have a sound card installed but still cannot hear the sounds, check to make sure that the proper drivers are installed. Consult your Windows or Macintosh manual for instructions on installing drivers.

Searching the Multimedia

The 1998 Canadian & World Encyclopedia contains over 4300 multimedia items distributed in over 7000 locations. These items are categorized by type (video, sound, photo etc) and by subject (birds, trees, paintings, etc).

▶ Click here to see how to find multimedia using the Contents List.
▶ Click here to see how to find multimedia using the Media Subject Browser

Note: You can also search for multimedia titles using regular Boolean Search and SmartSearch procedures. The multimedia that satisfies the search will appear in the results list, marked by a multimedia icon.

Key Related Topics
▶ **Optimizing Multimedia Performance**
▶ **Viewing and Navigating Multimedia**
▶ **Slideshow**
▶ **Video**
▶ **Sound**

Finding Multimedia Using the Contents List

1   Click the Contents Button to display a list of all items on the disk.

2   If you know the title of the media item you are looking for, type it into the title area of the Contents dialog box and the list will move alphabetically to the item.

3   To find media associated with different sources, choose the appropriate Source Filters.

4   To look at titles of media items only (not including article titles), choose the Media Source Filter.

5   To display titles of particular types of media (e.g., pictures, videos), click the appropriate Media Filters.

Finding Multimedia Using the Media Subject Browser

1   Click the Media Tab to enter Media Mode.
2   Click the Media Subject Button
3   Open the Media Subject Tree by clicking the Open Subjects Button.
4   Choose the appropriate subject and view the list.
5   To restrict the list to particular types of media (e.g., graphs, sounds) use the appropriate Media Filters.

Hot Spots

▶

Hot spots, or hypergraphics, allow the user to click on a "hot" spot on a picture and zoom to a related subject or to a detail of the current subject, much as Cross References allow the linking of articles.

1. How To:

How to Use Hot Spots

▶
    Find a Hypergraphic (a map or picture containing hot spots) by using the Hot Spot Filter on the Contents List.
▶

▶
 Move the cursor over the graphic until the colour reverses and the cursor turns to a pointing hand, as in the example below:

▶
 Click on the hot spot to display the new picture.

Legends
1   Click the Legend Button to display a list of all hot spots on the graphic. NB: In Windows 95 and 3.1 only, click the hypergraphic with the right mouse button to bring up the list of hot spots.
2   As you move your cursor over the legend, the colour reverses on the graphic to show the location of the hot spot.
3   Click a legend item to display the hot spot picture.

▶ Click here to view an example of a Legend.

How to Use QuickTime VR

QuickTime VR are panoramas composed of a number of images, each one shown from a different angle. Moving around in this panorama is like moving around in the scene itself. In The 1998 Canadian & World Encyclopedia Quicktime VRs are marked with the following icon:

ᵛᴿ Halifax Panorama, VR

▶
Double click on the title as you would a video or picture.

▶
Move around using the following controls.

How To	Windows	Macintosh
Look around	Click and drag the mouse	Click and drag the mouse
Zoom in	Press Shift	Press Option
Zoom out	Press Control	Press Control
Jump to another location	Move the pointer to a jump spot 🔲 and click	Move the pointer to a jump spot 🔲 and click

Timeline Introduction

To enter the Timeline, click the Timeline Tab   or choose Timeline from the Navigation Menu.

The events in Timeline are arranged in several different subjects. Click on the appropriate subject for a description of each:

▶
Categories

▶
Canadian Firsts

▶
On This Day

▶
Periods

▶
Search by Date

▶
Year in Review

▶
Click here for a description of the Timeline Screen.

Timeline Categories

Use categories in the Timeline to view Canadian events grouped under categories, such as Education or Science.

To view events by categories

1   Click the Category Button on the Toolbar in Timeline Mode.
2   Choose a category by moving the cursor over the main Category Screen or by choosing a category from the Category drop-down menu.
3   Click on a category to display a list of events.
4   Scroll through the events using the scroll bar.
5   View events in the Event Screen.

Note: Scroll the main Category Screen by pointing the cursor off the right edge of the screen to move right or off the right edge of the screen to move right.

To return to the main Category Screen

▶
 Click Select a Category and pick All from the drop-down list or click the Show All Button.

Related

▶
Canadian Firsts

▶
On This Day

▶
Periods

▶
Search by Date

▶
Year in Review

▶
 Click here for a description of the Timeline Screen.

Timeline Periods

To view events by periods

1   Click the Period Button on the Toolbar in Timeline Mode.
2   Choose a period by moving the cursor over the main Category Screen.
3   Click on a period to display a list of events.
4   Scroll through the events using the scroll bar.
5   View events in the Event Screen.

Note: Scroll the main Period Screen by pointing the cursor off the right edge of the screen to move right
or off the right edge of the screen to move right.

To return to the main Period Screen

▶
Click Choose a Period and pick All from the drop-down list.

Related
▶
Categories
▶
Canadian Firsts
▶
On This Day
▶
Search by Date
▶
Year in Review

▶
Click here for a description of the Timeline Screen.

Timeline Search by Date

To search for events by date

1   Click on the Search by Date Button on the Toolbar in Timeline Mode.

2   Choose the time frame by entering the year and month for both the beginning and end.

3   Type in the years and choose the months from the Search Drop-down Menu.

4   Click the Begin Search Button.

5   View events in the Event Screen.

Related

▶
Categories

▶
Canadian Firsts

▶
On This Day

▶
Periods

▶
Year in Review

▶
Click here for a description of the Timeline Screen.

Timeline Year in Review

To search the Maclean's Year in Review articles

1   Click on the Year in Review Button on the Toolbar in Timeline Mode.

2   Choose the time frame by choosing a year and month from the main Year in Review screen, OR

3   Choose year and month from the drop-down menu.

4   View events in the Event Screen.

Related

▶
Categories

▶
Canadian Firsts

▶
On This Day

▶
Periods

▶
Search by Date

▶
Click here for a description of the Timeline Screen.

Timeline Canadian Firsts

To search the list of Canadian Firsts

1   Click on the Canadian Firsts Button on the Toolbar in Timeline Mode.

2   Double click on an event.

3   Scroll down the list using the scroll bar.

4   View events in the Event Screen.

Related

▶
Categories

▶
On This Day

▶
Periods

▶
Search by Date

▶
Year in Review

▶
Click here for a description of the Timeline Screen.

Timeline On This Day

To find events that happened on a specific day in history

1   Click on the On This Day Button on the Toolbar in Timeline Mode.

2   Choose the year and month from the Month and Day Drop-down Menus.

3   Click the Begin Search Button.

4   View events in the Event Screen.

Related

▶
Categories

▶
Canadian Firsts

▶
Periods

▶
Search by Date

▶
Year in Review

▶
Click here for a description of the Timeline Screen.

Choose a Category

- ✓ All
  - Acts and Treaties
  - Arts and Literature
  - Birthdays of Canadians Past and Present
  - Colonization and Immigration
  - Communication and Transportation
  - Demography
  - Disasters
  - Economy and Labour
  - Education
  - Elections and Prime Ministers
  - Environment
  - Exploration
  - First Nations
  - Law
  - Maclean's Year(s) in Review
  - Politics and Government
  - Religion
  - Science
  - Social Policy and Health
  - Sports
  - War and Defence
  - Women's Rights
  - World Events
  - 100 Great Events in Canadian History

Choose a Period

- ✓ All
-   Pre-Human
-   First Nations
-   Exploration
-   Upper Canada
-   Lower Canada
-   New France, Last Days
-   Acadia
-   United Canadas
-   Atlantic Colonies
-   World War I
-   Old Province of Quebec
-   Early New France
-   Confederation
-   Expansion _Growth
-   Northwest
-   Northwest Coast
-   1920s
-   1930s
-   World War II
-   Peace and Prosperity
-   1960s
-   1970s
-   1980s
-   1990s

Event Screen

The event screen in Timeline displays an event according to the period, category or dates chosen. Click the thumbnail to display the graphic at full size.

Clovis and Folsom Cultures
Date: 10000 BC
Period: First Nations
Category: First Nations
Event: Clovis and Folsom cultures migrated from the US into areas of Canada. There is evidence of occupation of the Fraser Valley, southern Manitoba and southern Ontario at about this time.

Main Period Screen

The Main Period Screen shows the periods of Canadian history. Click on a period to display the events of that era.

Note: Scroll the main Screen by pointing the cursor off the right edge of the screen to move right or off the left edge of the screen to move left.

Quiz

The Canadiana Quiz will test your knowledge of Canada. It contains questions in both English and French, and can be taken randomly or sequentially or by category.

Starting the Quiz

▶ Launch the encyclopedia quiz by clicking the Quiz Tab or by choosing Quiz from the Navigation Menu.

Note: The Quiz is available in both English and French. Choose French or English on the Question Menu in the Quiz Screen. The questions are identical.

What do you want to do?

▶ Answer Questions in the Quiz
▶ Get a clue or find information related to the current question
▶ Choose a category of questions
▶ Switch languages in the Quiz
▶ Solve the puzzle
▶ View the Quiz Screen

How to Answer a Question in the Quiz

1   Answer a question by choosing the appropriate letter button below the question or next to an illustration.
2   If the answer is correct, it is registered on the scoreboard, a piece of the puzzle appears and a new question appears automatically.
3   Click the New Question Button to display another question without answering the current one.

▶ Click here to view the Quiz Screen.

Getting a Clue in the Quiz

1   If you do not know the answer or want to find out more about the subject of the question, click the Clue Button on the Toolbar to go to a relevant encyclopedia article.
2   Click the Quiz Tab to return to the question.

▶ Click here to view the Quiz Screen.

Choosing a Category in the Quiz

1   To choose a category in the Quiz, click the Categories Menu in Quiz Mode.
2   Click the category.
3   Click another category, up to as many as you wish to include.
4   Click All to include all categories.

✔ All

Place-names

Geography

History

Science and Technology

Heraldry

Politics

Society

Transportation

Communications

Arts

Environment

Literature

Science

Sports

Philosophy

▶ Click here to view the Quiz Screen.

Switching Languages in the Quiz

1   To change languages in the Quiz, Click the Question Menu in Quiz Mode.
2   Select the language, French or English.
3   The same question is displayed as you switch languages and the score is kept.

▶ Click here to view the Quiz Screen.

Solving the Puzzle in the Quiz

1   When you have completed enough of the quiz to have all the pieces of the puzzle appear, you can try to solve the puzzle by moving the pieces with the mouse. The puzzle is similar to the small games with push tablets familiar to most children.

2   Click the Hint Button to move one piece or the Solve Button to solve the entire puzzle.

3   The Jumble Button rescrambles the puzzle.

Puzzle Options

The Puzzle menu allows you to turn the sound on or off, remove the numbers from the puzzle pieces or to insert a new picture as the puzzle.

▶ Click here to view the Quiz Screen.

Buttons, Tabs and Filters

Ignore All Button
Ignore Button
Internet Source Filter
Jumble Button
Legend Button

Maclean's Source Filter
Map Media Filter
Media Tab
Multimedia Source Filter

New Folder Button
New Question Button
Next Button

OK Button
On This Day Button
Open Button
Outline Button

Period Button
Picture Media Filter
Print Button

QuickSearch   Button
Quiz Tab

Random Button
Related Button
Rename Folder Button
Review Button
Rewind Button

Save Button
Search Button
Search by Date Button

Search Subject Button
Show All Button
Slideshow button
SmartSearch Button
Sound Media Filter
Solve Button
Sound Button
Spelling On Button
Stop Button
Stop Sound Button
Subject Button
Subject Tree Close Button
Subject Tree Open Button

[Synonym Button](#)

[Table Media Filter](#)
[Thesaurus Button](#)
[Timeline Source Filter](#)
[Timeline Tab](#)
[Translation Button](#)
[Tuner Button](#)

[Video/Animation Media Filter](#)
[VR Button](#)
[Wildcard Button](#)
[Zoom In Button](#)
[Zoom Out Button](#)

▶ See Also [Button States](#)

SmartSearch Illustration

Ranked Results   50 items ☒

what is a raven?

- 🍁 Jasper National Park
- ⊙ birdsong
- ◉ Elijah or Elias
- 🍁 Raven Symbolism
- ◈ raven2
- 🗚 Raven Distribution
- 🖹 Big Raven
- 🖹 Raven, Common
- ◈ raven1
- ◈ corbie
- 🍁 Reid, William Ronald
- 🍁 Native Art
- 🍁 Hunt, Tony

source filters

🍁 ◉ M ◈ ▱ ⬮ ☌

media filters

🖹 🐚 🌀 🏭 📦 🔊 ✋

Button States

The buttons on The 1998 Canadian & World Encyclopedia appear in different states according to the status of the function that they represent. There are four main states:

Disabled

A button is disabled (grayed out) when its function is not available, as in the example below, which appears when an encyclopedia article does not have an outline:

Enabled

A button is enabled (coloured) when its function is available, as in the example below, which appears when an encyclopedia article has an outline:

Roll Over

A button changes colour when it is enabled and the mouse pointer rolls over it, as in the example below, which appears when the mouse rolls over an enabled Outline Button:

Selected

A button changes to include a   fine black line to show that its function is selected, as in the example below, which shows that the outline feature has been chosen:

Toolbar

A Toolbar is a series of buttons that appears across the top of the screen in The 1998 Canadian & World Encyclopedia. These buttons vary according to the mode (i.e., there are different buttons in Timeline Mode than appear in Encyclopedia Mode). In addition, the buttons within a mode change according to the features available to the object that you are viewing.

▶ *Example1: Toolbar in Encyclopedia Mode*
▶ *Example 2: Toolbar in Media Mode*
▶ *Example 3: Media Toolbar with Hotspot Feature*
▶ *Example 4: Media Toolbar with VR*

Media Filters

Use the media filters to expand or restrict the Contents List. When you click the Contents Button, the entire contents of the disk are displayed in the list. Use the media filters to display some or all of the media on the disk.

▶
▶ Click on the graphic above to identify the media filters.

Click a filter to view the items from that media. For example, click on the Video Filter to view the list of all the videos and animations on the disk. The state of the media filter turns to **on**.

▶
To view the items of more than one type of media, click the filters for those media. In the following example, the filters for video, maps and sounds are on, displaying only those media in the Contents List.

▶

Note: The Media Filters control both the list of media items AND a list of encyclopedia entries that contain media. To view only the list of media, click the Media Source Filter.

Combining Filters

To see, for example, all the pictures in Timeline, click the Timeline Source Filter and the Picture Filter as in the example below.

▶

▶ See Also Source Filters

Source Filters

Use the source filters to expand or restrict the Contents List. When you click the Contents Button, the entire contents of the disk are displayed in the list. Use the filters to display some or all of the contents.

▶

▶ Click on the graphic above to identify the filters.

Click a filter to view the items from that source. For example, click on the Canadian Encyclopedia Filter to view the list of entries from The Canadian Encyclopedia. The state of the source filter turns to **on**.

▶

To view the items from more than one source, click the filters for those sources. In the following example, the filters for The Canadian Encyclopedia, the Internet Links and the Timeline are on, displaying only the items from those three sources.

▶

  Note: Because of contractual arrangements, you cannot view the titles from the Columbia Encyclopedia alone.

▶ See Also Media Filters

Encyclopedia Screen

The Canadian & World Encyclopedia

File Edit Navigation Search Bookmark Related Article Help

Contents Subject Smart Boolean Back Outline Related Random Zoom Bookmark Print Save Help

Contents   124569 items X

a mari us

QuickSearch ⌄

- A Mari usque ad Mare
- amaryllis
- amaryllis
- Amasa
- Amasai
- Amashai
- Amasiah
- Amasis I
- Amasis II
- amass
- Amaterasu
- amateur

source of contents

media filters

Title: A Mari usque ad Mare
Subject: Heraldry

A Mari usque ad Mare

A Mari usque ad Mare ("From Sea to Sea"), Canada's motto, was derived from Psalm 72:8, which reads in Latin "Et dominabitur a mari usque ad mare, et a flumine usque ad terminos terrae," and in the King James version, "He shall have dominion also from sea to sea, and from the river unto the ends of the earth. "Attention was first directed to the verse when, apparently at the suggestion of Samuel Leonard TILLEY, the term "dominion" was chosen to represent Canada as a whole when the British North America Act was drafted.

"From sea to sea" could not apply to Canada until 1871, when BC joined Confederation and the Dominion extended from Atlantic to Pacific. In 1872 Rev George Monro GRANT crossed

| Encyclopedia | Dictionary | Media | Timeline | Quiz |

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Key Related Topics

▶ **Contents**
▶ **Subjects**
▶ **SmartSearch**
▶ **Boolean Search**
▶ **Source Filters**

Dictionary Screen

The Canadian & World Encyclopedia

File　Edit　Navigation　Search　Bookmark　Related　Options　Help

Contents　Smart　Boolean　Gage　Thesaurus　Split　French English　English French　Bookmark　Print　Save　Help

abominable　　Definition

Search　Anagram　Wildcard

Headwords

abominable
abominable snowman

Synonyms

shocking
revolting
frightful
sickening
nauseating
unspeakable

Gage Canadian Dictionary/Thesaurus

Definition

a·bom·i·na·ble
[ə'bɒmənəbəl] adj.
1 disgusting, revolting, or detestable: *abominable treatment of prisoners.*
2 *Informal.* very unpleasant, distasteful, or inferior: *abominable roads, abominable taste.*
(« F « L *abōminābilis* « *abōminā ri.* See ABOMINATE.)
-a'**bom·i·na·ble·ness**, n. -a'**bom·i·na·bly,** adv.

Synonym

1 *adj.* Too awful to be described
2 *adj.* Eliciting or deserving hate

Encyclopedia　**Dictionary**　Media　Timeline　Quiz

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Key Related Topics
▶ **Dictionary**
▶ **Contents**
▶ **French English Dictionary**
▶ **Thesaurus**

Media Screen

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Key Related Topics
▶ **Media Filters**
▶ **Media Subject Browser**
▶ **Video Player**
▶ **Slideshow**

Timeline Screen

The Canadian & World Encyclopedia

File   Edit   Navigation   Search   Bookmark   Related   Help

Contents Smart Boolean Category Period Review Firsts This Day Date Related Show All Bookmark Print Help

Events   853 item(s)   **Categories**

Select a category:

Birthdays of the Famous

Birth of Antoine Plamondon
Birth of John Langton
Birth of Lemuel Wilmot
Birth of François-Xavier Garneau
Birth of Alexander Murray
Birth of Paul Kane
Birth of Donald McKay
Birth of Samuel Keefer
Birth of Mother Marie-Rose
Birth of Jean-Charles Chapais
Birth of Lord Elgin
Birth of Sir Casimir Gzowski
Birth of Wagner
Birth of Philippe de Gaspé
Birth of John A. Macdonald
Birth of Samuel Zimmerman
Birth of George Kingston
Birth of John Palliser
Birth of William Jack

Birthdays of the Famous

Birth of John A. Macdonald

Birth of John A. Macdonald
Date: January 11, 1815
Period: Upper Canada
Category: Birthdays of the Famous
Event: John A. Macdonald was born in Glasgow, Scotland. His family moved to Kingston, Upper Canada, when he was 5.

Encyclopedia   Dictionary   Media   Timeline   Quiz

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Key Related Topics
▶ **Timeline**
▶ **Timeline Categories**
▶ **Timeline Periods**
▶ **Timeline On This Day**
▶ **Timeline Firsts**
▶ **Timeline Year in Review**

Quiz Screen

The Canadian & World Encyclopedia

File   Navigation   Question   Categories   Puzzle   Help

Clue   New   Hint   Jumble   Solve   Help

Categories: Environment

Grey Owl was

a a Cree leader during the Northwest Rebellion

b an Inuit sculptor

c an Englishman posing as a native conservationist

Puzzle

Score — 10 correct responses
out of 38 questions

Encyclopedia   Dictionary   Media   Timeline   Quiz

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Key Related Topic

▶ **Quiz**

Contents Title Box

The title box displays the current article title. Type the title of the item that you want to find. The list will move automatically through the alphabet.

Contents Title List

This is the area in which titles of the contents list are displayed. Icons to the left of the title denote the source or media type of the item.

Cross Reference

Cross References are pointers to other articles in the encyclopedia which contain information related to the current article. They are directly linked to the articles of the same name.

▶ Click here for more information on Cross References.

Cross References

Cross references appear underlined, in capital letters and by default are coloured dark green. (You can change the colour on the Preference dialog box.)

To activate a Cross Reference

1   Place the mouse pointer over the cross reference. The pointer turns to a large vertical arrow.
2   Click the reference once with the mouse.
3   You are transferred directly to the new article.
4   To return to the original article, click the Back Button.

Thumbnail

A thumbnail is a small graphical representation of a multimedia item located in the text of the encyclopedia. Double click on the thumbnail to display the picture at its full size or to launch the video player.

Article Display Area

The text of an encyclopedia or Maclean's article is displayed in this area. Click the Zoom Button to enlarge the area. Use Preferences to change the size and style of the display font.

Number of Items

This area of the screen shows the number of items in the Contents List according to the Source and Media Filters selected.

Article Title Display

This area shows the full title of the current entry. The source is denoted by the accompanying icon.

Article Subject Display

The subject to which the current article belongs is shown in this area.

Article Scroll Bar

Use the scroll bar to move up or down the current article.

▶ Click here for more information on how to use the Scroll Bar.

Scroll Bar

To move through the text using the scroll bar:

▶
Click on the solid scroll arrows 🔽 to move up or down one line at a time

▶
Click on the open scroll arrows 🔽 to move up or down to the next match in your search terms

▶
Drag the scroll *box* 🔲 up and down to a new position in the text

System Menu

The System menu is located in the extreme upper left of all the main screens. To drop the menu click the Maple Leaf logo.

The options presented on the menu are to Restore, Move, Size, or Minimize the Encyclopedia Window or to Close the program.

Contents

Contents provides a means for the user to have access to all the great resources of The 1998 Canadian & World Encyclopedia with the click of a single button. Clicking the Contents Button on the Toolbar displays a Contents List, with the titles of all the encyclopedia articles, Maclean's articles, dictionary entries, internet links, updates, timeline events and multimedia objects on the disk.

▶ Click here for a description of the Contents List window.
▶ Click here for help on how to use the Source Filters on the Contents List.
▶ Click here for help on how to use the Media Filters on the Contents List.
▶ Click here for help on how to use QuickSearch on the Contents List.

Contents List

Contents 124569 items ✕

Alberta

QuickSearch ≫

- ❀ Alberta
- ● Alberta
- ◈ Alberta
- 🕘 Alberta and Saskatchewan Jo
- 🗂 Alberta Ballet
- ❀ Alberta Ballet Company
- ● Albert Achilles
- 📦 Alberta Climate Information
- 🗒 Alberta Coat of Arms
- ❀ Alberta Energy Company Ltd
- 📦 Alberta Fact Sheet
- 🗒 Alberta Flag

source of contents

❀ ● M ◈ ◈ ◉ 🔍

media filters

🗒 💿 📂 🏢 🗄 🔊 👆

▶ Roll the mouse over the graphic and click for descriptions.

The Contents List contains a list of items according to the Source Filters and Media Filters currently selected. By default, all items on the disk are shown. Use the filters to narrow the list to show, for example, only dictionary entries.

QuickSearch

Use QuickSearch to search all the words in all the titles of the Contents List.

To Use Quicksearch

1   Enter the term that you wish to find in the search box. (If you click Quicksearch when a title is showing, the results will only show titles with the same words. If no title matches, no list will appear.) You can search for more than one word in the Windows version only.

2   Click the Quicksearch Button

3   Choose the item that you wish to view from the drop-down results list

▶ Click here to see a QuickSearch Example.

QuickSearch Example

If you type the word "information" into the Contents Title Box, you are taken automatically to the first item that begins with that word, the dictionary entry Information. If you click QuickSearch, you are presented with a list of all the articles containing your search term. Click on one of these titles to display the article.

> This procedure is very helpful in finding people with complex names or titles; for example, if you type the name *Beaverbrook* and then click QuickSearch, the Results screen shows the article *Aitken, William Maxwell, 1st Baron Beaverbrook*, among others. If you know a first name, for example *Margaret*, click QuickSearch will display a list of all the titles containing Margaret.

The following picture shows the results of a QuickSearch on the word "Alberta."

Source Filters: Dictionary

In this case, only the Dictionary Filter is selected, showing only the dictionary entries in the Contents List.

Media Filters: Dictionary

In this case, none of the filters are selected since there are no media items associated with dictionary entries.

Puzzle

As you provide correct answers to quiz questions, a new piece of the puzzle appears. See [Quiz](#) for more information.

Quiz Categories Drop Down Menu

Click the menu to drop down a list of available categories. Choose All, one or a combination of categories.

Quiz Illustration

Illustrations sometimes form part of the questions or sometimes are just supplementary.

Quiz Answer Buttons

Click these buttons to choose your answer.

Quiz Scoreboard

The scoreboard keeps score for the current session.

Source Filters: Timeline

Click the Timeline Source Filter to display only Timeline events.

▶ See Source Filters for more information.

Media Filters: Timeline

Media filters operate in Timeline.

▶ Click here for more information on Media Filters.

Timeline Mode Display

This area displays the graphic appropriate to the selected mode (e.g., Category, Period).

Timeline Event Title

Displays the title of the selected event.

Timeline Event

Displays the text of the selected event.

Timeline Illustration

Thumbnails accompanying the selected event. Double click to display the illustration in Media Mode.

Media Display Area

The chosen media (picture, video, graph, etc.) is displayed in this area.

Media Source Filters

Click on the Media Source Filter to display a list of the multimedia items only.

SmartSearch Question

Type your question in this area. Try to make the question as complete as possible.

SmartSearch Window
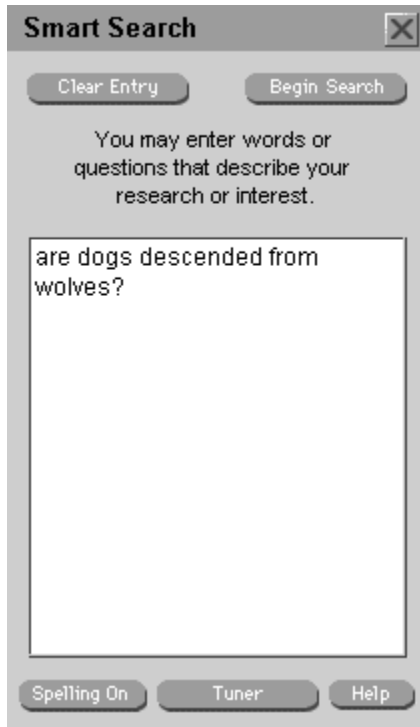
Smart Search ☒

(Clear Entry)   (Begin Search)

You may enter words or
questions that describe your
research or interest.

are dogs descended from
wolves?

(Spelling On)   (Tuner)   (Help)

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Key Related Topics
▶ **SmartSearch**
▶ **SmartSearch Tutorial**

SmartSearch Results Window

Ranked Results   10 items   ☒

are dogs descended from wolves?

- ◉ dog
- ❀ Dog
- ❀ Wolf
- ● Belgian sheepdog
- ❀ Coyote
- ◆ wolf dog
- ● wolf
- ● Pomeranian
- ◆ Irish wolfhound
- **M** Wolf Relocation Controversy

source filters

🍁 ● **M** ◆ 📕 💿 🔍

media filters

📄 💿 📁 🏬 🗂 🔊 ☝

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Boolean Dialog Box

Type the word you want to search for here.

Boolean Drop Down Menu

Click the menu to drop down the list of Boolean operators.

```
✓ AND
  OR
  NOT
  NEAR
```

Subject Tree

Click a right-pointing arrow ▶ to open branches of the list and a down-pointing arrow ▶ to close the branches.

Search Subject Dialog Box

Type the subject area that you want to find in this area. If a corresponding subject exists, the tree will open in the box below automatically; e.g., typing ''Hung'' takes you directly to Hungary.

Search Subject Tree

This area opens automatically as you type your subject into the dialog box above.

Search Subject Found

This is the area in which the subject heading appears automatically if a subject corresponds to the search term you have entered into the dialog box above. Double click the heading to display the articles belonging to that subject in the title list on the left.

Video Player

The Video Player is activated when you double click on a video or animation title or thumbnail. The video will begin to play automatically. Click on the video controls on the screen below for further explanation.

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Video Player Title

This area displays the title of the current video or animation.

Video Play Area

The video displays in this area when the play button is clicked. When the video is paused, a single frame is displayed.

Video Play Button

Click this button to play the video or animation. When the video is playing this button changes to a pause button.

Video Scroll Button

Use the Video Scroll button to move the video or animation to a specific place. Click the Scroll button with the mouse and drag to the spot you want to see.

Video Player Close Button
Use this button to close the Video Player.

Video Player Pause Button

Use this button to pause the current video. Click play to resume.

Video Step Buttons

Use these buttons to step through the video frame by frame, forward with the right-pointing button and reverse with the left-pointing button.

Video Sound Button

Use this button to adjust the sound on a video. Click the button and choose a level from the sliding bar.

Show Background

To identify a background graphic, choose Show Background from the File Menu. The corresponding picture will be opened in Media Mode. Click the Caption Button to find the source of the picture.

Bookmarks

Use Bookmarks to keep track of lists of items for future reference. The 1998 Canadian & World Encyclopedia allows you to create numerous Bookmark Lists, to add or delete items and to preview and print your lists.

Bookmarks consist of folders (lists) and marked items. A folder can be opened and named in the Bookmark List window. Marked items can include encyclopedia titles, dictionary entries, multimedia and timeline events.

What do you want to do?

▶ Create Bookmark List
▶ Add an Item to the Bookmark List
▶ Print a Bookmark List

▶ Click here to view the Bookmark List Window.

Creating a Bookmark List

1   Click on the Bookmark Button on the Toolbar.

2   In the Bookmark Window, click on the New Folder Button.

3   In the Create New Folder dialog box, type the name of the folder and click OK.

▶ Click here to view the Bookmark List Window.

Adding an Item to a Bookmark List

1   Choose and display the article, entry or multimedia item that you want to mark.

2   From the Bookmark Menu choose "Add".

3   Select the folder in which you wish to store the item and click OK.

▶ Click here to view the Bookmark List Window.

Printing a Bookmark List

1   Click the Bookmark Button to open the Bookmark Window.

2   Click the Print Button. (You can preview the printed list by clicking the Print Preview Button.

▶ Click here to view the Bookmark List Window.

Bookmark List Window
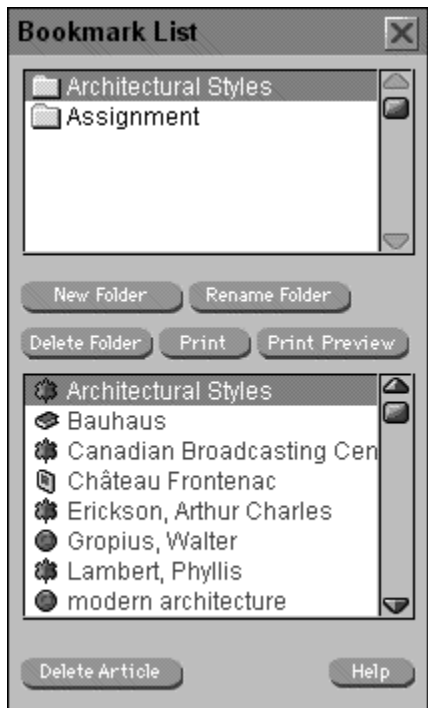
Bookmark List ✕

- 📁 Architectural Styles
- 📁 Assignment

(New Folder) (Rename Folder)
(Delete Folder) (Print) (Print Preview)

- ✿ Architectural Styles
- ◈ Bauhaus
- ✿ Canadian Broadcasting Cen
- 📄 Château Frontenac
- ✿ Erickson, Arthur Charles
- ⬤ Gropius, Walter
- ✿ Lambert, Phyllis
- ⬤ modern architecture

(Delete Article) (Help)

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Key Related Topic
▶ **Bookmarks**

Copying

You can copy text from The 1998 Canadian & World Encyclopedia to the clipboard in ASCII format. From the clipboard the copied text can be copied to any word processor.

To Copy Selected Text to the Clipboard
1   Select text by dragging the mouse button (see Selecting Text)
2   Choose the "Copy Selected Text" option from the Edit Menu in the Encyclopedia Window.

Or use the keyboard command Ctrl+C (Windows) or Command+C (Macintosh).

To Paste Selected Text into your Word Processor
1   Copy the text to the clipboard as described above.
2   Open your word processor document and click the paste button or use the command SHIFT+INSERT (Command+V on a Macintosh).

Note: You cannot copy multimedia items owing to copyright restrictions.

Saving

Save an article in the following manner:

To Save an Article

1   Choose "Save Article..." from the File Menu to display the file save dialog box or click the <u>Save Button</u> on the Toolbar. By default, the program saves to the Canadian Encyclopedia directory that was created when you installed the program.

2   In the dialog box, type the name of the file you wish to save in the File box.

Printing

To Print an Article

The printing option is available on the File Menu or via the Print Button on the Toolbar.

Print activates the printing function of your operating system. Printing graphics can be very slow!

Selecting Text

Select text by clicking and dragging with the mouse button pressed. (Use the left mouse button in Windows). Make multiple selections by holding down the Crtl key (Windows) or Command key (Macintosh) while dragging the mouse over a new location.

Using Selected Text for Related Search

Run a SmartSearch on selected text by selecting the words, clicking the Related Button and choosing Related to Selected Text from the menu. The search for related articles based on your selected text proceeds automatically.

Related

Click the <u>Related Button</u> or select the Related Menu to gain access to the various related functions of The 1998 Canadian & World Encyclopedia.

To Find Items Related to the Current Article or Entry
1   Click the Related Button on the Toolbar or select the Related Menu in Encyclopedia or Dictionary Mode.
2   Choose Related to Article (encyclopedia mode) or Related to Entry (dictionary mode) from the drop down menu.
3   Select related items from the Contents List.

To Find Items Related to Selected Text
1   Select the text for which you wish to find related items.
2   Click the Related Button on the Toolbar or select the Related Menu in Encyclopedia or Dictionary Mode.
3   Choose Related to Selected Text from the drop down menu.

To Find Subject Links for the Current Article
1   Click the Related Button on the Toolbar or select the Related Menu in Encyclopedia Mode.
2   Choose Subject Links (encyclopedia mode only) from the drop down menu.
3   Select related items from the Contents List.

To Find Internet Links Related to the Current Article
1   Click the Related Button on the Toolbar or select the Related Menu in Encyclopedia Mode.
2   Choose Internet Links (encyclopedia mode only) from the drop down menu.
3   Select related items from the Contents List.

Internet Links

Internet links connect you to information on the World Wide Web. Each link is tied to one or more articles in The Canadian Encyclopedia.

What do you want to do?

▶ Find Internet Links
▶ Follow an Internet Link
▶ Update Internet Links

Note: You *must* be connected to the internet to use this feature!

Finding Internet Links

▶

  While displaying an encyclopedia article, choose Internet Links from the Related Menu or click the Related Button on the Toolbar and choose Internet Links from the drop-down menu. If the article contains links, they are listed as in the following example in the entry called Montreal Expos:

▶

To Find a List of All the Internet Links
1   Click the Contents Button.
2   Click the Internet Link Source Filter.

Note: You *must* be connected to the internet to use this feature!

Following an Internet Link

To follow and Internet Link

1   Choose an Internet Link by using the <u>Related</u> feature or by using the <u>Internet Source Filter</u> on the Contents List.

2   Click the <u>Connect Button</u> on the Toolbar to launch your Internet browser automatically, OR

3   Click the <u>Copy URL Button</u> on the Toolbar to copy the URL into your Browser.

Note: You *must* be connected to the internet to use this feature!

Updating Internet Links

The World Wide Web changes daily, so many of the links provided on this disk may be inactive or may have changed address. The 1998 Canadian & World Encyclopedia provides an easy way to update your links every month.

1   From the File Menu, choose Get Internet Updates
2   If your Internet connection is currently open, the process will begin immediately. If you are not currently connected to your provider, the updater will automatically connect you and then begin the process.

The new Internet Links and the Internet Updates are seamlessly integrated into your 1998 Canadian and World Encyclopedia.

Note: You *must* be connected to the internet to use this feature!

Internet Updates

A reference work is often out-of-date as soon as it is published. If you are connected to the Internet you can now update your encyclopedia monthly. Every month, The 1998 Canadian & World Encyclopedia provides its users with new articles from recent issues of Maclean's magazine.

To Update Your Internet Links

1   From the File Menu, choose Get Internet Updates
2   If your Internet connection is currently open, the process will begin immediately. If you are not currently connected to your provider, the updater will automatically connect you and then begin the process.

The Internet Updates are seamlessly integrated into your 1998 Canadian and World Encyclopedia. They will appear on your Contents List and you can search them with SmartSearch and Boolean Search.

Note: You *must* be connected to the internet to use this feature!

Preferences

Use Preferences to modify settings that control screen appearances and other features. Open the Preferences window by choosing "Preferences..." from the File Menu.

▶ Click here to view the Preferences Window.

Show Opening Animation
Change this option if you do not want to play the opening animation when the program begins.

Show Thumbnails in Articles
Select Show Pictures when Displaying Articles to display thumbnails (small representations of multimedia items) in the text. Screen redraws will be faster with this preference turned off.

Save Current Article on Exit
Choose this option to display the last article viewed in the current session as the first article viewed in the next session. If this option is not selected, the program opens with the first article in the encyclopedia.

Delay for Slide Show
Set the number of seconds delay before the next picture appears in the slide show.

Article Font
Changes the style of the text font.

Article Font Size
Changes the size of the text font

Highlighter Colour
Sets the colour of the highlighted text.

Article Find Colour
Sets the colour of search terms found in articles.

Cross References Colour
Sets the colour of the cross references as displayed in the text.

Show Opening Animation

Remove the check from this option if you do not want to play the opening animation when the program begins.

Show Thumbnails in Articles

Select this option to display or not display thumbnails in the text of encyclopedia articles. Screen redraws will be faster with this preference turned off.

Save Current Article on Exit

Choose this option to display the last article viewed in the current session as the first article viewed in the next session.

Delay for Slide Show

Set the number of seconds delay before the next picture appears in the slide show.

Article Font

Changes the style of the text font.

Article Font Size

Changes the size of the text font

Highlighter Colour

Sets the colour of the highlighted text.

Article Find Colour

Sets the colour of search terms found in articles.

Cross References Colour

Sets the colour of the cross references as displayed in the text.

Preferences Window
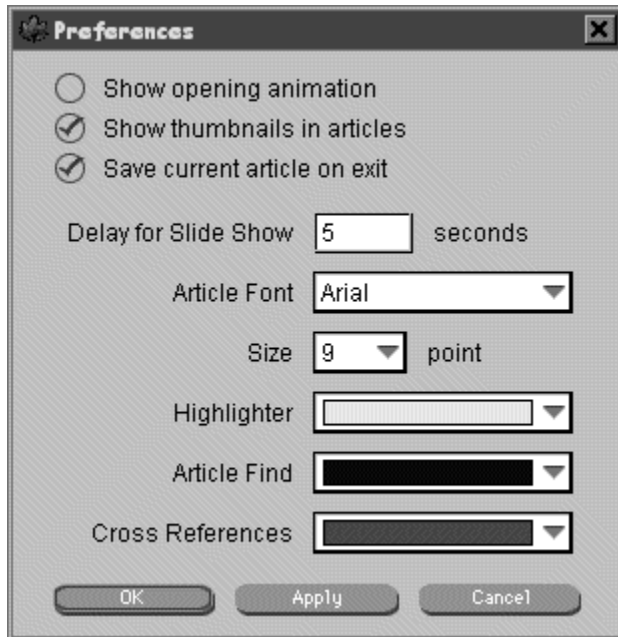
▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Highlighting Text

Highlighting is the equivalent of marking printed text with a yellow highlighter. (You can change the colour of the highlighter in <u>Preferences</u>.)

To highlight text,

1   Mark the article so that it will be included in a Bookmark List. (See <u>Adding an Item to a Bookmark List</u>.)
2   Choose Highlight from the Bookmark Menu
3   Drag the Highlighting Tool (holding the mouse button down) over the text you wish to highlight.

To clear highlighted text

Clear Selected text from an article by choosing "Clear Highlights..." from the Bookmarks Menu or by using the same mouse action that was used to highlight the text.

Annotation

Use Annotation to add notes to entries.

To Add an Annotation

1   Mark the article so that it will be included in a Bookmark List. (See Adding an Item to a Bookmark List.)
2   Choose Annotation from the Bookmark Menu.
3   Drag the cursor, which now resembles a post-it note, to the part of the article where you want the note to appear.
4   Click the mouse to drop the note.
5   Double click the Post-it icon to bring up the Article Note window
6   Type your note and click the OK Button.
7   The Post-it icon changes to show that a note has been added.

To Read an Annotation

Double click the Post-it icon to bring up the Article Note Window.

Find Word

To Search for any term or terms in the text of the Current Article.

1   Choose Find Word from the Article Menu in Encyclopedia Mode to open the Word Find window.
2   Enter your term or terms in the Locate entry box.
3   Click the Begin Search Button at the bottom of the window.
4   Click the Box Icon on the scroll bar to go to the next match for the term.

Match Case

Select "Match Case" to find terms that match the case of your search item; for example, to find Floral and ignore floral, type the expression Floral and choose Match Case.

Match Whole Word

Select "Match Whole Word Only" to match all the letters of your search term; for example, with this option selected the search item visitor would not find the word visitors. With this option not selected, the search expression visit would locate the words visit, visitor, visitation, etc.

Zoom In/Zoom Out

Use the zoom feature to increase or decrease the area taken up by the article text in Encyclopedia Mode. To Zoom In (make the text area larger) click the Zoom Button on the Toolbar. To Zoom Out, click the Zoom Out Button.

Note: This function is not the same as Scaling the Product Window.

Scaling the Product Window

The 1998 Canadian & World Encyclopedia allows you to change the size of the encyclopedia window to suit your desktop.

To maximize the size of the encyclopedia window,
▶ click the Maximize Button on the upper right-hand side of the window.

To minimize the size of the encyclopedia window,
▶ click the Minimize Button on the upper right-hand side of the window.

To change the dimensions of the window,
▶ move the mouse cursor to the edge of the window and drag it to the desired location.

History List

The History List keeps track automatically of the list of articles viewed previously in the current session.

To Access the History List

▶ Open the Article Menu in Encyclopedia Mode and choose History:

History	25 item(s) ✕

List of previously viewed articles.

- ◉ Wales, University of
- ◉ Dundonald, Thomas Cochran
- ◉ Adalia, in the Bible
- ◉ larch
- ◉ Pasolini, Pier Paolo
- ◉ Government of Alberta
- ◉ Messene
- ◉ Aix-en-Provence
- ◉ Peoria
- ❀ Folklore
- ◉ moss, plant
- ◉ Rorty, Richard
- ◉ diffusion
- ❀ LaFontaine, Sir Louis-Hippol
- ◉ Laurel and Hardy
- ◉ livery companies
- ❀ Rush
- ◉ Ellsworth, Henry Leavitt
- ◉ Mohammed
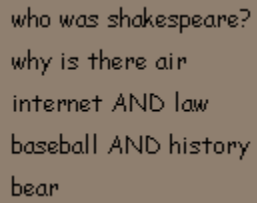
Search History

Search History keeps track automatically of the Boolean and SmartSearches performed in the current session.

To Access the Search History

▶ Open the Search Menu in Encyclopedia Mode and choose Search History:

who was shakespeare?

why is there air

internet AND law

baseball AND history

bear

Random Display of Articles

Use Random display of articles to browse through the articles of the encyclopedias randomly.

To Browse Randomly

▶ Click the Random Button on the Toolbar in Encyclopedia Mode.

Prime Ministers Disk

This new CDROM on The Lives & Times of the Prime Ministers, produced by EXCITE with support from Rogers Communications and the Canadian Broadcasting Corporation, invites students and all Canadians to explore the lives and times of the twenty people who have served in Canada's highest office.

To run the PM disk you must exit The 1998 Canadian & World Encyclopedia and insert the PM disk.

Media Subject Browser

Use the Media Subject Browser to search the multimedia on The 1998 Canadian & World Encyclopedia by subject.

How to Use the Subject Media Browser

1   Go to Media Mode by clicking the Media Tab .
2   Click the Subject Button on the Toolbar in Media Mode
3   If the Subject Tree is not open, click the Open Subject Tree Button.
4   Open or close parts of the subject tree using the down-pointing or right-pointing arrows.
5   Adjust the Media Source Filters to show all or some of the types of media in your list.

▶ Click here to view the Media By Subject Screen.

Media By Subject Screen

Media By Subject 142 item(s) ✕

Alice's Second Rose

QuickSearch ⌄   Close <<<

◻ Alice's Second Rose
▨ Anglican Church at Magneaw
▨ Assomption, L'
▨ Autumn Forest I
▨ Autumn on the Yamaska Rive
▨ Autumn, Mount Orford
▨ Beaver Totem
▨ Big A
▨ Big Raven
▨ Billboard
▨ Black Star
▨ Boat Encampment, Painting
▨ Boat Encampment, Sketch
▨ Book of the Pious
▨ Boy With a Piece of Bread

media filters

▽ All
▷ Animals
▽ Arts
        Architecture
        Crafts
        Film and Broadcasting
        Graphic
        Painting
        Performing
        Photography
        Sculpture
    Coins, Stamps, Emblems
▽ Geography
        Climate
        Landscape
        Map
        Satellite Images
        Sky
        Urban
        Water
    History

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Media Subject Dialog Box

Enter the name of the multimedia item that you are searching for in this area.

SmartSearch Results Source Filters
Select these filters to restrict the results list to the chosen sources.
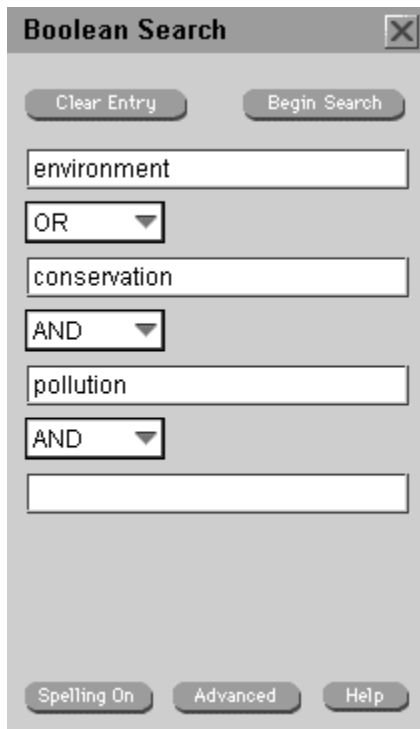
SmartSearch Results Media Filters

Select these filters to restrict the results list to the chosen sources.

SmartSearch Results List

A SmartSearch Results lists the items in order of their possible relevance to the query that you have entered.

Boolean Search Screen

Boolean Search   ☒

┌───┐
│   ⬭ Clear Entry   ⬭ Begin Search   │
│   │
│   ┌─────────────────────────────────┐   │
│   │ environment   │   │
│   └─────────────────────────────────┘   │
│   ┌──────────────┐   │
│   │ OR   ▼ │   │
│   └──────────────┘   │
│   ┌─────────────────────────────────┐   │
│   │ conservation   │   │
│   └─────────────────────────────────┘   │
│   ┌──────────────┐   │
│   │ AND   ▼ │   │
│   └──────────────┘   │
│   ┌─────────────────────────────────┐   │
│   │ pollution   │   │
│   └─────────────────────────────────┘   │
│   ┌──────────────┐   │
│   │ AND   ▼ │   │
│   └──────────────┘   │
│   ┌─────────────────────────────────┐   │
│   │   │   │
│   └─────────────────────────────────┘   │
│   │
│   │
│ ⬭ Spelling On   ⬭ Advanced   ⬭ Help   │
└───┘

▶ Click on the graphic above for descriptions of the various functions and features of the screen.

Key Related Topic

▶ **Boolean Search**

Bookmark Folders

Create Bookmark Folders to organize your Bookmark lists.

Media Selected Subject

Select the subject by clicking on it in the subject tree. A list of items belonging to that subject appears in the Contents List.

Legend

Legends list the available hot links to a clickable map or photograph.
Display the Legend by clicking the Legend Button or (Windows only) by clicking the right mouse button.
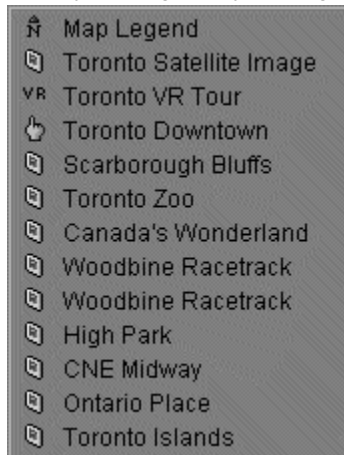
Bookmark Item List

This area displays the items in the current Bookmark Folder.

Media Subject Tree

Click the right-pointing arrows to open the branches of the tree and the down-pointing arrows to close them. Select a subject by double clicking.

Media Source Filter On

Select this source filter to show media titles only in the contents list.

SmartSearch Results Query Area

Shows the current query entered in the SmartSearch window.

Subject Browser Chosen Subject

Shows the subject chosen from the subject tree. Double click to display the article titles in that subject.

Subject Browser Subject Titles

Shows the titles of the chosen subject (in this case Acts and Statutes).

Month and Day Drop-down Menus

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Editor in Chief

Trish Lyon
Electronic Publishing Co-ordinator

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T. Virginia Gillese,
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Susan J. Hutton,
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Special Project: Birthdays of the Famous in the Timeline

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Kathryn Chase Merrett,
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Robert Wiznura,
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Peter Wons,
Internet Links

Carol Woo
Multimedia Researcher and Permissions Editor

Vivian Zenari
Sciences

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How Do I?

Finding things:

▶ How do I Find all the articles in The Canadian Encyclopedia?
▶ How do I Find a list of Maclean's articles?
▶ How do I Find a specific Timeline event, such as Sir John A. Macdonald's birthday?
▶ How do I Find multimedia for a certain subject area, such as birds?
▶ How do I Find out when to use SmartSearch and when to use Boolean Search?
▶ How do I use the filters to narrow the contents list?
▶ How do I Find articles in a certain Subject?
▶ How do I Find a Definition in the dictionary?
▶ How do I use Accents in my Boolean searches and SmartSearches?
▶ How do I Find the Pronunciation Guide for the Dictionary?

Getting things to Work

▶ How do I use QuickTime VR?
▶ How do I follow hotspots on a map?
▶ How do I change the font style and size of the text?
▶ How do I stop the opening animation from playing every time I start the program?
▶ How do I get my Internet updates each month?
▶ How do I update my Internet links?
▶ How do I get in touch with the publisher or the editor or technical support?
▶ How do I get a movie or animation to run smoother?

Using the Program

▶ How do I start a Bookmark List?
▶ How do I add an item to a Bookmark List?
▶ How do I copy an Article or Definition to my word processor?
▶ Why can't I copy a Photograph?
▶ How do I Print an Article or Definition?

Finding All the Articles in The Canadian Encyclopedia

To find all the articles from The Canadian Encyclopedia

1 Click the Contents Button

2 Click The Canadian Encyclopedia Source Filter

Finding Maclean's Articles

To find all the articles from Maclean's Magazine

1   Click the Contents Button

2   Click the Maclean's Source Filter

Finding a Timeline Event

To find a specific event, for example, the birthday of John A. Macdonald, in the Timeline

1   Click the SmartSearch Button

2   Type your query "when was John A. Macdonald's birthday?" in the search window

3   Click Begin Search

4   In the results screen, click the Timeline Source Filter

Finding Multimedia on a Specific Subject

To find a list of multimedia on a specific subject, e.g., Birds

1 Click the Media Tab to enter Media Mode
2 Click the Subject Button on the Toolbar
3 Click the down-pointing arrow next to the subject Animals
4 Choose the topic Birds by double clicking
5 View the list of media in the list window on the left.

When to Use SmartSearch or Boolean Search

When is it appropriate to use SmartSearch or Boolean Search

1. Use Boolean Search when you are searching for single words or when you know the specific relationship between more than one term, e.g., Windsor AND Ontario.
2. Use SmartSearch for more general queries when you are digging deeper into a subject and are trying to find associations that might not have otherwise been obvious to you.

Using Filters to Narrow the Contents List

How to use Filters to narrow or expand a Contents List

1   Click the Contents Button to display a complete list of everything on the disk.
2   By default all titles appear.
3   Click on one of the Source Filters to display items from that source, e.g., The Canadian Encyclopedia Filter to show the entry titles from The Canadian Encyclopedia.
4   Click on another filter to add items from that source.

Searching for Articles on a Certain Subject

How to find articles on a certain Subject

1   Click the Encyclopedia Tab to enter Encyclopedia Mode.

2   Click the Subject Button.

3   Choose Browse to browse through the subject tree, OR

4   Choose Search to search the subject tree.

5   Find your subject and double click to display the titles on the left

▶ Click here for more detailed information on how to Browse the Subject List.
▶ Click here for more detailed information on how to Search the Subject List.

Changing Font Style and Size

How to change the style and size of the text font.

1 Choose Preferences from the File Menu.
2 In the Preferences Window, click on the Article Font drop-down menu.
3 Choose a font from the list. (Of course you are limited to the fonts available on your system).
4 Choose a size from the size menu.
5 Click the Apply Button to accept the changes.

▶ Click here for more information on the Preferences Window.

Stopping the Opening Animation

How to stop the Opening Animation from playing

1 Choose Preferences from the File Menu.

2 In the Preferences Window, unclick on the Play Opening Animation selection box.

▶ Click here for more information on the Preferences Window.

Getting Internet Updates

How to Update Your Internet Updates

1   From the File Menu, choose Get Internet Updates

2   If your Internet connection is currently open, the process will begin immediately. If you are not currently connected to your provider, the updater will automatically connect you and then begin the process.

The new Internet Updates are seamlessly integrated into your 1998 Canadian and World Encyclopedia.

Updating Internet Links

How to Update your Internet Links

1 From the File Menu, choose Get Internet Updates

2 If your Internet connection is currently open, the process will begin immediately. If you are not currently connected to your provider, the updater will automatically connect you and then begin the process.

The new Internet Links are seamlessly integrated into your 1998 Canadian and World Encyclopedia.

Getting in Touch with the Publisher

Contacting TCE Technical Support

To contact The Canadian Encyclopedia technical support, call 1-800-647-0639.

Contacting the TCE WEB site

The Canadian Encyclopedia site on the World Wide Web provides information about the creation of The Canadian Encyclopedia, updates of encyclopedia articles, a selection of new articles from Maclean's magazine, guides for teachers and students and other features.

   The address of the 1998 Canadian and World Encyclopedia Web Site is http://www.tceplus.com.

Contacting TCE Sales

To contact The Canadian Encyclopedia sales department, call 1-800-788-1074 (Canada wide and US).

Getting a Movie to Run Smoother

Videos and animations will work smoothly only if QuickTime has been correctly installed during installation. The speed and smoothness of the video depend on the speed of your processor, the quality of your video card and the amount of RAM available. To improve performance, close any other programs that are running to free up memory and processing power.

How do I start a Bookmark List?

To start a new Bookmark List

1   Click on the Bookmark Button on the Toolbar.

2   In the Bookmark Window, click on the New Folder Button.

3   In the Create New Folder dialog box, type the name of the folder and click OK.

How do I add an item to a Bookmark List?

To add an item to a Bookmark List

1   Choose and display the article, entry or multimedia item that you want to mark.

2   From the Bookmark Menu choose ''Add''.

3   Select the folder in which you wish to store the item and click OK.

How do I copy an Article or Definition to my word processor?

To Copy an Encyclopedia Article, Dictionary Definition or Timeline Event

1   Display the item

2   Choose Copy from the Edit Menu

The item is now available to be pasted into another program.

Why can't I copy a Photograph?

Because the copyright of most of the photographs in The 1998 Canadian and World Encyclopedia is retained by the photographers, there is no function to copy them into other programs.

How do I Print an Article, Definition, Event or Multimedia Item?

To Print an item
1   Display the Encyclopedia Article, Multimedia item, Dictionary Definition or Timeline Event
2   Choose Print Preview from the File Menu if you wish to preview the item
3   Choose Print from the File Menu or click the Print Button on the Toolbar to print

Example 1: Toolbar in Encyclopedia Mode

This is the **Toolbar** in Encyclopedia Mode showing the functions currently available. Note that the Back Button is disabled in this case because the user has viewed only one article in this session.

Example 2: Toolbar in Media Mode

This is the **Toolbar** in Media Mode while a picture is displayed. Note that the Sound Button is disabled since there is no sound attached to this picture. The Caption Button is enable since this picture has a caption.

Example 3: Media Toolbar with Hotspot Feature

This is the same **Toolbar** in Media Mode while a map with hotspots is showing. Note that since there is no caption for this map, the Caption Button is disabled. However, a new button, Legend, has appeared. Click this button to see a list of all the hotspots attached to the map.

Example 4: Media Toolbar with VR

This is the same **Toolbar** in Media Mode while a QuickTime VR is showing. Note that the Print Button is disabled since you cannot print a VR and a VR Button has appeared. Click the VR Button for special instructions on how to use QuickTime VR.

SmartSearch Tutorial

Finding the information you need in a large collections of documents, such as an encyclopedia, requires some skill and ingenuity. SmartSearch™ is flexible and powerful enough to help you in your searches, but it requires some understanding and a bit of practice.

Greater Scope in Searching

The 1998 Canadian and World Encyclopedia, which contains over 4000 multimedia elements as well as some 20 million words of text, can be accessed by traditional search methods, such as, title, subject, cross referencing, and full Boolean Search with AND, OR, NOT, and NEAR operators. SmartSearch™ differs from these methods by offering greater scope and precision for broad queries that cannot be neatly categorized in advance.

SmartSearch™ recognizes and addresses the fact that topics or ideas are formulated in vastly different ways by different individuals. Since the process of searching for information requires a "match" between a query formulated by one individual, the user, and material written by other individuals, the authors, it is unlikely that the words or expressions to be matched will be identical. Thus, Boolean Search, which is based on the exact matching of words or phrases often does not find the appropriate article or it identifies far too many irrelevant articles.

Other Hindrances in Finding Matches

Another hindrance in finding a good match for a given query is the lack of sufficient information in the query itself or in the document dealing with the subject matter. Just as in verbal communication, where background information is often taken for granted, in written queries and documents certain knowledge or context are also often presupposed. For example, searching for the single word, bridge, without mentioning cards or game will usually yield many irrelevant returns pertaining to bridges built over water or other obstacles. On the other hand, searching for pink AND flower, in the 1997 TCE+, will not yield begonia, while pink AND flowers will!

What kind of bridge do you mean when you search for "bridge"? Without the context, there is no way to know if you mean the game or the structure over troubled waters!

As we shall see, SmartSearch™ offers several approaches to circumvent these problems.

▶ *Go to SmartSearch Tutorial Part 2*

SmartSearch Tutorial: Part Two

The Process of Selecting and Ranking Articles

Before demonstrating the effectiveness of SmartSearch™ through concrete examples, let us briefly review the process of selecting and ranking articles that are deemed relevant to the query. Before a comparison is made, the words in the query and in the articles are first reduced to their base forms.

Augmenting the Query

In the begonia example, SmartSearch™ recognized that the user could very well be interested in an article containing the word flowers (plural) though they had only typed flower (singular) along with their other search term pink and returned the begonia article in its search results. Short queries are assumed to be incomplete, that is, lacking background information, and they are often augmented with additional relevant words in SmartSearch™ .

The Tuner

The additional words added to make queries more complete can be viewed and their relative contribution to the query adjusted by invoking the "tuner." For example, a short query with the word ulcer will be augmented with duodenal, peptic and ulcers; the tuner then can be adjusted to allow for the relative contribution of each and every word in the query. Thus, the tuner gives the user enormous flexibility in refining the original query, so that the search results offer a high degree of "precision" and "recall."
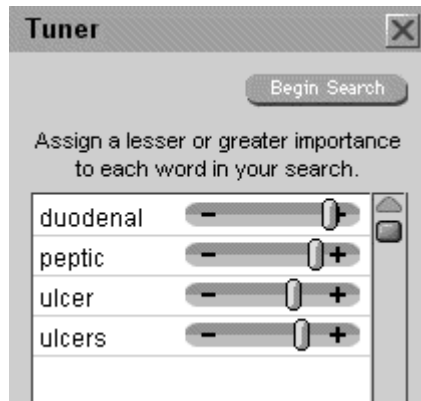
A SmartSearch™ query for the word ulcer reveals relevant words added to the query.

▶ *Go to SmartSearch Tutorial Part 3*

SmartSearch Tutorial: Part Three

The Query Results

After reducing query words to their base form and augmenting the query with additional relevant terms, SmartSearch™ proceeds to extract, from the entire data base available to it, those articles containing words matching the query words. The selected articles are then ranked in order of relevance to the query with the most relevant articles appearing at the top of the list.

Note that, when using Boolean Search (left), the articles in the results screen are listed in alphabetical order, which will likely bury the most relevant results in a long list of less useful titles.
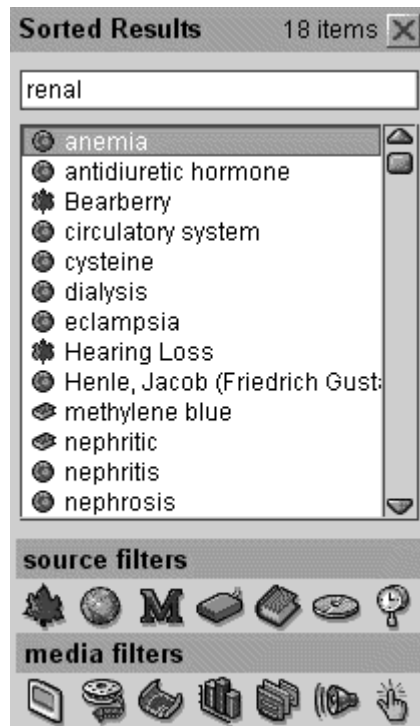
Boolean Search Results   **SmartSearch™ Results**

If we search for the word renal, the results list in the Boolean Search are alphabetical while those in the SmartSearch™ give due emphasis to kidney diseases. Note that the Boolean search did not even list an entry called "kidney."

Ranked Results in SmartSearch™

The ranking process used in SmartSearch™ takes into account such quantitative traits as whether or not the word match is an exact one or one with an inflected form (flowers and flower), whether the word is rare or common in the entire database, the word's frequency and position(s) within the article, etc. By considering the article layout and the location of the matching words, SmartSearch™ can offer another very useful feature, namely, it can often accurately pinpoint the portion of the article that is most relevant to the query. Users can observe this feature by scrolling down through the ranked list of articles and viewing them in the article window.

▶ Click here to view the results list and the highlighted terms.

▶ *Go to SmartSearch Tutorial Part 4*

Renal Query Results

Ranked Results — 50 items ✕

renal

- glomerulus
- nephritis
- urinary system
- nephrosis
- circulatory system
- renal
- glomerulonephritis
- tubule
- immunity
- Transplantation
- anemia
- uremia
- vena cava

source filters

media filters

Title: ⊕ immunity
Subject: Medicine

severe cell agglutination or rupture (lysis) when the blood donor and recipient are not matched for immunological compatibility (see blood groups). An immune reaction can also occur between a mother and baby (see Rh factor). allergy, anaphylaxis, and serum sickness are all manifestations of undesirable immune responses.

Many degenerative disorders of aging, e.g., arthritis, are thought to be disorders of the immune system. In autoimmune diseases, such as rheumatoid arthritis and lupus, individuals produce antibodies against their own proteins and cell components. Combinations of foreign proteins and their antibodies, called immune complexes, circulating through the body may cause glomerulonephritis and Bright's disease (a kidney disease); circulating immune complexes following infection by the hepatitis virus may cause arthritis.

At the extreme end of the spectrum of undesirable conditions is the lack of immunity itself. As a childhood condition, this absence can result from a congenital inability to produce antibodies or from severe disorders of the immune system,

The Article Window pinpoints the area of the longer article "Immunity" which is relevant to the SmartSearch™ for "renal." Note that the article text does not even include the search term, but does include some very relevant terms, such as "kideney".

SmartSearch Tutorial: Part Four
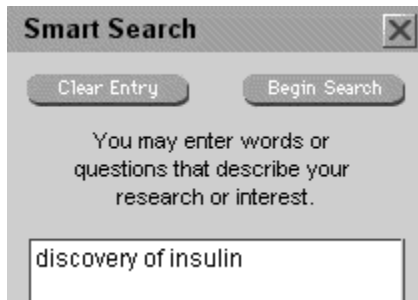
Examples

In the following examples, the searches encompass all the articles in the 1997 TCE+, that is, both the Canadian and Columbia Encyclopedias, as well as, the Maclean's articles.

Example 1: Discovery of Insulin

In the first example, let us search for information pertaining to the discovery of insulin, as it turns out, a great Canadian contribution to world medicine!

1   Begin by clicking on the SmartSearch button, then
2   Type: "discovery of insulin".
3   Click on the Begin Search Button .

Smart Search   ☒

    Clear Entry   Begin Search

        You may enter words or
        questions that describe your
        research or interest.

    discovery of insulin

Following these steps results in a ranked list of articles dealing with various aspects of insulin and other words associated with it. Examining each of the articles listed is quite revealing. SmartSearch™ homes in on the relevant section of each article and highlights the query words.

▶ Click here to view the results list for the above query.

▶ *Go to SmartSearch Tutorial Part 5*

Insulin Query Result

Ranked Results   50 items [X]

discovery of insulin

- Diabetes Mellitus
- diabetes mellitus
- Banting, Sir Frederick Grant
- diabetes or diabetes mellitus
- Collip, James Bertram
- Insulin
- Best, Charles Herbert
- Transplantation
- Biochemistry
- insulin
- Collip, James Bertram
- Banting, Sir Frederick Grant
- pancreas

source filters

media filters

Title: Diabetes Mellitus
Subject: Medicine

diabetes mellitus (IDDM). Autoimmunity is a major mechanism in the causation of IDDM. Antibodies develop to the pancreatic islets where insulin is made, and the islets are ultimately destroyed. A genetic susceptibility to viral infection may be another mechanism causing IDDM.

Type II is noninsulin-dependent diabetes mellitus (NIDDM). While NIDDM patients retain some insulin secretion, their blood glucose regulation is disturbed and they may exhibit other metabolic abnormalities. The majority of patients with NIDDM are diagnosed in adulthood. Obesity is common in patients with NIDDM. Secondary diabetes mellitus is present in patients in whom other health problems — eg, diseases of the pancreas or overactive states of other hormone-producing glands such as the adrenals or pituitary — have caused interference with insulin secretion or impairment of the actions of insulin.

Treatment of Diabetes, designed to correct as completely as possible metabolic abnormalities, invariably includes a special diet and frequently the use of insulin or oral antidiabetic drugs.

Double click one of the titles on the left to display the article or multimedia item. The search terms are highlighted.

SmartSearch Tutorial: Part Five

Now let us emphasize the discovery aspect of the query.

1   Click on the SmartSearch Button.
2   Click on the Tuner Button. (The query words, discovery of insulin, are already present in the search window, since they were retained from our last search.)
3   Minimize the weight of the words diabetes, glucose,hormone, mellitus, pancreas, pancreatic and peptide by sliding the respective sliders all the way to the left.
4   Click on the Begin Search Button.
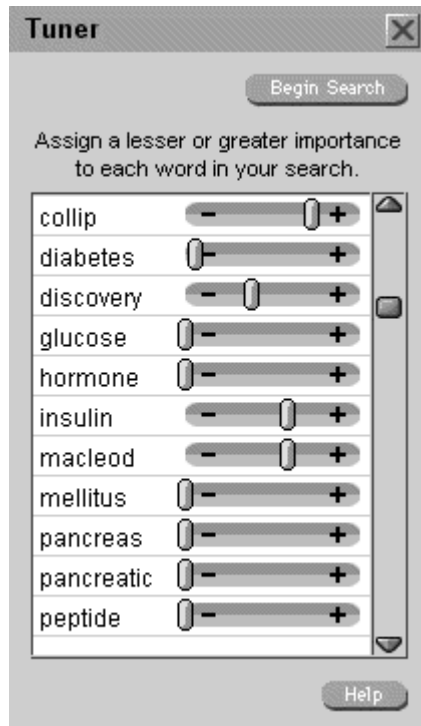
By decreasing the weight of the general terms in the query, we emphasize the discovery aspect of the query. Most of the results now focus on the co-discoverers of insulin, Banting, Collip, Best and Macleod.

The resulting list is more weighted towards the aspect of discovery than the previous list. However, there are now articles at the bottom of the list that have nothing to do with the discovery of insulin. Since this is a ranked list, there is no need to look beyond the most relevant articles at the top of the list.

▶ Click here to view the results list for the adjusted query.

▶ *Go to SmartSearch Tutorial Part 6*

Adjusted Query Result

Ranked Results   50 items   ✕

discovery of insulin

- Banting, Sir Frederick Grant
- Collip, James Bertram
- Best, Charles Herbert
- Collip, James Bertram
- Biochemistry
- Banting and Best Isolate Insu
- Macleod, John James Rickar
- Medical Research
- Diabetes Mellitus
- Banting Wins Nobel
- diabetes mellitus
- Medicine, History of
- Macleod, John James Rickar

source filters

media filters

SmartSearch Tutorial: Part Six

Example 2: Thunderstorms

In our second example, we search for the causes of thunderstorms and use the Related feature to refine our search.

1   Click on the SmartSearch Button .
2   Type: "what causes thunderstorms?"
3   Click on the Begin Search Button (or press Enter).

Using the Related Feature in Conjunction with SmartSearch

SmartSearch™ also allows users to retrieve information "by example"; that is, if a given article contains information of interest to the user, the most relevant phrase, sentence, paragraph, section or any combination of these elements can be selected and interpreted by SmartSearch™ as a user query through the Related feature.

Using the Related button when no text has been selected, assumes that the *entire* article is considered to be the query. Using the entire article as the query works well for succinct and homogeneous articles. However, for long and diverse articles, it is usually much more effective simply to select only the most appropriate portion(s) within the article.

To use the above query on thunderstorms as an example,

1   Select from the Canadian article entitled, Thunderstorm, the following, "lightning may occur, the cumulonimbus cloud having become electrically charged"

2 Click the Related Button (or the Related Menu) and choosing "Related to Selected Text" from the menu, to obtain a list of articles that more specifically concentrate on the lightning aspects of thunderstorms.

By selecting text within the entry on Thunderstorm, we will find results that concentrate more on clouds and lightning.

▶ Click here to view the ranked results from the Related query.

▶ *Return to SmartSearch Tutorial Part 1*

Related Query Result

Ranked Results   50 items ✕

lightning may occur, the cumulonim

🌸 Cloud
🌸 Thunderstorm
⚫ cloud
🌸 Lightning
🌸 Ice
🌸 Meteorology
🌸 Hail
🌸 Rainmaking
⚫ atmosphere
🌸 Snow
🍃 alto-cumulus
⚫ thunderstorm
🌸 Fog

source filters
🌸 🌐 𝕸 🍪 📙 💿 🔍

media filters
🗔 📀 📜 📚 🎞 🔊 👆

Pronunciation Key

To find the key to pronunciation in the Dictionary

1   In Dictionary Mode, go to the Options Menu
2   Choose Pronunciation Key
3   The key appears in the lower left

SmartSearch Help Button

Click this button to get help with the SmartSearch Window.

Headword

Word or words forming the heading (or title) of a dictionary entry.

Dictionary Search Box

Enter the term you wish to search for in this box.

Dictionary Search Button

Click this button to search the French-English dictionary and the thesaurus. Note that this button is disabled for the Gage Canadian Dictionary since you can use SmartSearch and Boolean Search on that dictionary.

Definition Window

This window contains the definition for the current headword. The Pronunciation Key is available off the Options Menu.

Synonyms

This window contains a list of synonyms for the currently chosen headword.

Synonym Definitions

This window contains definitions for the currently chosen synonym.

Category Drop Down List

In the Timeline, this shows a list of all categories. Click to choose a category.

Category Events List

Lists the events in the currently chosen category. Click a title to display an event.
x

Abbreviations

Abbreviations are used throughout the text of The Canadian Encyclopedia Plus. Most of these abbreviations are listed below. Go to the section of the alphabet that contains the abbreviation and click the abbreviation to display the full term. Click "Back" on the menu bar at the top of the screen to return to this screen.

▶
Abbreviations A-B
▶
Abbreviations C
▶
Abbreviations D-E
▶
Abbreviations F-G
▶
Abbreviations H-L
▶
Abbreviations M
▶
Abbreviations N-O
▶
Abbreviations P-Q
▶
Abbreviations R-S
▶
Abbreviations T-U
▶
Abbreviations V-Y

Abbreviations A-B

AAA
Adm
aka
Ala
alt
Alta
approx
Apr
ARC
Ariz
Ark
Assn
Asst
Atty Gen
Aug
B
b
BA
bap
BBC
BC
BComm
Bdy
BEd
BLitt
Blvd
BMus
BNA
Bor
Brig-Gen
BSc
BSW
Btu
bu

Amateur Athletic Association

Admiral

Also known as

Alabama

altitude

Alberta

approximately

April

Alberta Research Council

Arizona

Arkansas

Association

Assistant

Attorney General

August

Bay

born

Bachelor of Arts

baptized

British Broadcasting Corporation

British Columbia

Bachelor of Commerce

boundary

Bachelor of Education

Bachelor of Literature

Boulevard

Bachelor of Music

British North America

Borough

Brigadier-General

Bachelor of Science

Bachelor of Social Work

British Thermal Unit, the amount of heat required to raise the temperature of one pound of water one degree Fahrenheit at 39.2°F

bushel, unit of dry measure, equal to 4 pecks, or about 35.2 litres

Abbreviations C

C
c
c
cA
CA
CAF
Calif
Capt
CAUT
CBC
CBE
CCF
CCL
Cdr
CEF
CEGEP
CFB
CFDC
CFL
CGA
Chan
cm
CMA
CMG
CNR
CNTU
Co
Col
Coll
Colo
Comm
Conn
Const
Corp
COTC
Cpl
CPR
CRBC
CRTC
CTC
Czech
Cy

City

census

circa

Census Adjusted

Chartered Accountant

Canadian Armed Forces; Canadian Air Force

California

Captain

Canadian Association of University Teachers

Canadian Broadcasting Corporation

Companion of the Order of the British Empire

Co-operative Commonwealth Federation

Canadian Congress of Labour

Commander

Canadian Expeditionary Force

Collège d'enseignement général et professionel

Canadian Forces Base

Canadian Film Development Corporation

Canadian Football League

Certified General Accountant

Channel

centimetre, a unit of length equal to 1/100 of a metre or 0.3937 inch

Census Metropolitan Area

Companion of the Order of St Michael and St George

Canadian National Railways

Confederation of National Trade Unions

Company

Colonel

College

Colorado

Community

Connecticut

Constable

Corporation

Canadian Officer Training Corps

Corporal

Canadian Pacific Railway

Canadian Radio Broadcasting Commission

Canadian Radio-Television and Telecommunications Commission

Canadian Transport Commission

Czechoslovakia

County

Abbreviations D-E

d
Dak
Dan
db
Dec
Del
Den
Dept
DEW
DFC
DIAND
Dir
Dist
Div
DM
DMus
DSC
DSO
DSW
dwt
E
e
ed
EEC
eg
elev
EMR
Eng
est
et al
etc

Died

Dakota

Danish

decibel, a unit used to express relative difference in power, usually between acoustic or electric signals, equal to ten times the common logarithm of the ratio of the two levels

December

Delaware

Denmark

Department

Distant Early Warning

Distinguished Flying Cross

Department of Indian Affairs and Northern Development

Director

District

Division

District Municipality

Doctor of Music

Distinguished Service Cross

Distinguished Service Order

Doctor of Social Work

deadweight, the weight of an inert mass

East

Estimate

Editor, edited by, edition

European Economic Community

(<u>exempli gratia</u>) for example

Elevation, height above the level of the sea

Department of Energy, Mines and Resources

England

Established

(<u>et alii</u>) and others

(et cetera) and so forth

Abbreviations F-G

F/O
fd
Feb
ff
fl
Fla
Flt Lt
Flt Off
Flt Sgt
Fr
Fri
FRSC
Ft
g
Ga
GATT
GDP
Gen
Ger
GHz
Gk
GNP
Gov Gen
govt
GSC
GW

Florida

Flying Officer

Founded

February

folios, a leaf of a manuscript or book, a page number

(<u>floriat</u>) flourished

Flight Lieutenant

Flight Officer

Flight Sergeant

Father

Friday

Fellow of the Royal Society of Canada

Fort

Gram, a metric unit of mass and weight, equal to one-thousandth of a kilogram

Georgia

General Agreement on Tariffs and Trade

Gross Domestic Product

General

Germany

gigahertz, one billion hertz

Greek

Gross National Product

Governor General

Government

Geological Survey of Canada

Gigawatt, one billion watts

Abbreviations H-L

h
ha
Ham
HBC
hg
hm
HMCS
hp
hr
Hz
I, Is
ie
Ill
Inc
Ind
Insp
Inst
Int
Intro
IR
Ire
Jan
k
Kans
KB
KC
KCMG
kg
kHz
kL
km
km/h
kPa
kW
kWh
Ky
L
La
Lab
Lat
lat
LC
LID
LLD
Lk, Lks
long
Lt-Gov
Ltd
Ltée

Hour

Hectare, a metric unit of area equal to 100 acres or 2.471 acres

Hamlet

Hudson's Bay Company

Hectolitre, a metric unit of capacity or volume equal to 100 litres in liquid measure (or 105.7 liquid quarts) and a metric unit of capacity or volume equal to 100 litres or 90.8 dry quarts in dry measure

hectometre, a metric unit of measure equal to 100 metres

Her Majesty's Canadian Ship

horsepower, a unit of power equal to 745.7 watts or 33 000 foot-pounds per minute

Hour

hertz, a unit of frequency equal to one cycle per second

Island, Islands

(<u>id est</u>) that is

Illinois

Incorporated

Indiana

Inspector

Institute, Institution

International

Introduction

Indian Reserve

Ireland

January

Kilo, Kilogram, a basic measure of mass and weight in the metric system, equal to the weight of a platinum and iridium cylinder kept at the International Bureau of Weights and Measures, near Paris; equal to about 2.2046 pounds

Kansas

Knight of the Bath

King's Counsel

Knight Commander of St Michael and St George

Kilogram, the fundamental unit of mass in the International System, equal to the weight of a platinum and iridium cylinder kept at the International Bureau of Weights and Measures, near Paris; equal to about 2.2046 pounds

Kilohertz, one thousand hertz

Kilolitre, one thousand litres

Kilometre, one thousand metres

kilometres per hour

kilopascal

Kilowatt, one thousand watts

Kilowatt hour

Kentucky

Litre, a metric unit of volume equal to a cubic decimetre, approximately 1.056 liquid quarts or 0.908 dry quart

Louisiana

Labrador

Latin

Latitude

Lower Canada

Local Improvement District

Doctor of Laws

Lake, Lakes

Longitude

Lieutenant-Governor

Limited

Limitée

Abbreviations M

m

m/s

MA

Maj

Man

Mar

Mass

MBE

Md

MD

Me

MEng

mg

Mgr

mHz

Mich

MIL

min

Minn

Miss

mj

mL

MLA

mm

MNA

Mo

Mont

MP

MSc

MSW

Mt

Mt A

Mtn, Mts

MW

Metre, the basic metric unit of length, defined as one ten-millionth of the distance on the Earth's surface from the pole to the Equator.

Metres per Second

Master of Arts

Major

Manitoba

March

Massachusetts

Member of the Order of the British Empire

Maryland

Doctor of Medicine

Maine

Master of Engineering

Milligram, one-thousandth of one gram

Monseigneur

Megahertz, unit of frequency equal to one million hertz

Michigan

Military Reserve

Minute

Minnesota

Mississippi

megajoule, unit of energy equal to one million joules

millilitre, one thousandth of one litre

Member of the Legislative Assembly

millimetre, one thousandth of one metre

Member of the National Assembly

Missouri

Montana

Member of Parliament

Master of Science

Master of Social Work

Mount

Mountain, Mountains

Mount Allison University

Megawatt, one million watts

Abbreviations N-O

N
N Dak
N Mex
NAC
NB
NC
nd
NDHQ
NDP
NEB
Nebr
NEP
Nev
NFB
Nfld
NH
NHL
NJ
No
Nor
NORAD
Nov
NRC
NS
NSAC
NSCAD
NTS
NWC
NWT
NY
OAC
OBE
Oct
OECD
Okla
OMI
Ont
OPEC
Oreg

North

North Dakota

New Mexico

National Archives of Canada

New Brunswick

North Carolina

No Date

National Defence Headquarters

New Democratic Party

National Energy Board

Nebraska

National Energy Policy

Nevada

National Film Board

Newfoundland

New Hampshire

National Hockey League

New Jersey

Number

Norway

North American Air Defence

November

National Research Council

Nova Scotia

Nova Scotia College of Art and Design

Nova Scotia Agricultural College

National Topographic Survey

North West Company

Northwest Territories

New York

Ontario College of Art

Order of the British Empire

October

Organization for Economic Co-operation and Development

Oklahoma

Oblates of Mary Immaculate

Ontario

Organization of Petroleum Exporting Countries

Oregon

Abbreviations P-Q

Pa
PAC
PC
PCO
PEI
Pen
pH
PhD
PM
PMO
PO
pop
POW
PQ
Prem
Pres
pseud
Pt
publ
QC
Que

Pennsylvania

Public Archives of Canada (now National Archives of Canada)

Progressive Conservative; Progressive Conservative Party

Privy Council Office

Prince Edward Island

Peninsula

Hydrogen-ion Concentration

Doctor of Philosophy

Prime Minister

Prime Minister's Office

Post Office, Petty Officer

Population

Prisoner of War

Parti Québécois

Premier

President

Pseudonym

Point

Published

Queen's Council

Quebec

Abbreviations R-S

R
R & D
RAF
RCAF
RCN
RD
Rear-Adm
Rg
repr
rev
RFC
RI
RM
RMC
RN
RSC
Ry
S
s
S Dak
Sask
SC
Scot
Sen
Sept
SFU
Sgt
SI
SJ
Soc
Sol Gen
Span
Sqn Cdr
Sqn Ldr
SS
St
Ste
Str
Supt
Switz

River

Research and Development

Royal Air Force

Royal Canadian Air Force

Royal Canadian Navy

Rural District

Rear-Admiral

Regiment

Reprinted

Revised

Royal Flying Corps

Rhode Island

Rural Municipality

Royal Military College of Canada

Registered Nurse

Royal Society of Canada

Railway

South

Second

South Dakota

Saskatchewan

South Carolina

Scotland

Senator

September

Simon Fraser University

Sergeant

Système International des Unités

Society of Jesus

Society

Solicitor General

Spanish

Squadron Commander

Squadron Leader

Ship Title, steamship

Saint

Sainte

Strait

Superintendent

Switzerland

Abbreviations T-U

T
t
TCA
Tenn
Terr
Tex
TLC
tr, trans
TV
TWh
Twp
U
U de M
U Leth
U Man
U of A
U of C
U of O
U of T
U Vic
U Wpg
UBC
UC
UCCB
UK
UN
UNB
UNESCO
unpubl
UP
UPEI
UQ
UQUAC
UQAM
UQAR
UQTR
US
USSR

Abbreviations V-Y

Va
VI
vol
VP
Vt
W
Wash
Wisc
WLU
WO
WWI
WWII
Wyo
YMCA
YT
YWCA

Town

Tonne, metric ton, 1 million grams

Trans-Canada Airlines

Tennessee

Territory

Texas

Trades and Labor Congress

Translated

Television

terawatt hours, a trillion hours

Township

University

Université de Montréal

University of Lethbridge

University of Manitoba

University of Alberta

University of Calgary

University of Ottawa

University of Toronto

University of Victoria

University of Winnipeg

University of British Columbia

Upper Canada

University College of Cape Breton

United Kingdom

United Nations

University of New Brunswick

United Nations Educational, Scientific and Cultural Organization

Unpublished

Unincorporated Place

University of Prince Edward Island

Université du Québec

Université du Québec à Chicoutimi

Université du Québec à Montréal

Université du Québec à Rimouski

Université du Québec à Trois-Rivières

United States of America

Union of Soviet Socialist Republics

Virginia

Village

Volume

Vice-President

Vermont

West

Washington

Wisconsin

Wilfrid Laurier University

Warrant Officer

World War One

World War Two

Wyoming

Young Men's Christian Association

Yukon Territory

Young Women's Christian Association

Anagram Button

▶

The Anagram Button is located in the Dictionary Window. Click the button with the mouse to find words containing the same letters as the current word.

Browse Subject Button

Click the Browse Subject Button to browse through the subject tree. This button toggles with the Search Subject Button; i.e., it appears when you are in Search Subject mode and the Search Subject Button appears when you are in Browse Subject mode.

Conjugate Button

Conjugate

Click the Conjugate Button to conjugate a French verb (available only in the French-English mode.

Definition Button

Definition

Click this button in the Dictionary to find a dictionary or thesaurus entry on the term entered in the search box.

Search Button

In the Dictionary click this button to find all the entries that contain the search term or terms.

Search Subject Button

Click the Search Subject Button to browse through the subject tree. This button toggles with the Browse Subject Button; i.e., it appears when you are in Browse Subject mode and the Browse Subject Button appears when you are in Search Subject mode.

Synonym Button

The Synonym Button appears in the Dictionary when Thesaurus has been activated. Enter the term and click the button to find a list of synonyms.

Dictionary Tab

▶

Choose this option to go to the Dictionary screen.

Gage Dictionary Button

Click this button on the Dictionary screen to display the Gage Canadian Dictionary.

Thesaurus Button

Click this item from the menu or click the Thesaurus button to go to the Thesaurus.

Gage Dictionary/Thesaurus Button

Select this item from the menu to display definitions from both the Gage Dictionary and the Thesaurus.

French to English Button

Select this item from the menu or click the French-English button to translate a word from French to English.

English French Button

Select this item from the menu or click the English-French button to translate a word from English to French.

Translation Button

Translation

The Translation Button appears in the Dictionary when French-English or English-French are chosen. Click the button to translate the term you have entered.

Wildcard Button

In the Dictionary, click this button to use wildcards to search for dictionary items when you are not sure of the spelling of your term. The button lights up only when you enter a wildcard (* or ?).

Advanced Button

The Advanced Button provides access to the advanced search screen in which the user can enter Boolean operators. This button toggles with the Basic Button.

Begin Search Button

Begin Search

Click this button to start your search once you have entered your search term.

Cancel Button

Click the Cancel Button to stop your search.

Change Button

[Change]

Click the Change Button in order to replace the search term to the suggested alternate term in the list box.

Close Button

The Close Button closes the active window.

Clear Entry Button

Click the Clear Entry Button to clear the search dialog box.

Delete Folder Button

Delete Folder

Click the Delete Folder Button to remove a folder and its contents from your Bookmark List.

Delete Article Button

Delete Article

Click the Delete Article   Button to remove an article from your Bookmark Folder.

Canadian Source Filter

Select this filter to display a list of all of the article titles from The Canadian Encyclopedia in the Contents List.

Canadian/Columbia Source Filter

Select this filter to display a list of all of the article titles from both the Canadian and Columbia encyclopedias in the Contents List.

Maclean's Source Filter

Select this filter to display a list of all of the articles from Maclean's magazine in the Contents List.

Internet Source Filter

Select this filter to display a list of all of the URLs as well as any updated articles you have downloaded from The Canadian Encyclopedia   web site in the Contents List.

Multimedia Source Filter

Select this filter to display a list of all of the multimedia items in the Contents List. Use this filter in conjunction with the Media Filters to display types of media, such as video or sounds.

Timeline Source Filter

Select this filter to display a list of all of the Timeline events in the Contents List.   To access the article associated with each event click Related on the Toolbar and choose between Related to Event and Related to Selected Text.

Gage Dictionary Source Filter

Select this filter to display a list of all of the definitions contained in the Gage Canadian Dictionary in the Contents List.

Picture Media Filter

▶

Select this filter to display a list of all of the articles containing pictures as well as a list of all of the pictures. To see only a list of the pictures, first click the Multimedia Source filter.

Video/Animation Media Filter

▶

Select this filter to display a list of all of the articles containing videos and animations as well as a list of all of the videos and animations. To see only a list of videos and animations, first select the Multimedia Source filter.

Map Media Filter

Select this filter to display a list of all of the articles containing maps as well as a list of all of the maps. To see only a list of maps, first select the Multimedia Source filter.

Graph Media Filter

Select this filter to display a list of all of the articles containing graphs as well as a list of all of the graphs. To see only a list of graphs, first select the Multimedia Source filter.

Table Media Filter

Select this filter to display a list of all of the articles containing tables as well as a list of all of the tables. To see only a list of tables, first select the Multimedia Source filter.

Sound Media Filter

▶

Select this filter to display a list of all of the articles containing sounds as well as a list of all of the sounds. (Sounds are always associated with pictures.) To see only a list of sounds, first select the Multimedia Source filter.

Hot Spot Media Filter

▶

Select this filter to display a list of all of the articles containing hypergraphics (graphics containing hot spots, or links to other graphics) and QuickTime VRs as well as a list of all of the hypergraphics and QTVRs. To see only a list of hypergraphics and QTVRs, first click the Multimedia Source filter.

Help Button

Click the Help Button on the Toolbar to receive help on that screen. To activate the entire Help program, choose Contents from the Help Menu.

Ignore All Button

Choose Ignore All to proceed without changing the spelling of any of the search terms.

Ignore Button

Ignore

Choose Ignore to proceed without changing the spelling of any of the search terms.

New Folder Button

Click the New Folder Button to add a folder to your Bookmark List.

OK Button

OK

Click this button on the [Preferences Window](#) to accept the current preferences.

Open Button

Open >>>

Click this button to open the Subject Index to find articles in the encyclopedias that are related to one another under common subject headings. Choose whether you wish to Browse the subject tree or to Search the subject list by clicking the appropriate button.

Print Button

The Print Button is located on the Toolbars in Encyclopedia, Dictionary and Media modes. It prints the current article, dictionary entry or picture depending on the mode.

QuickSearch   Button

Click this button on the Contents List or on the Media Subject Browser to see a list of all titles in the list containing your search term(s). Double click a title to display the item.

▶ Click here for more information on Quicksearch.

Rename Folder Button

Rename Folder

Click the Rename Folder Button to rename a folder in your Bookmark List.

Spelling On Button

The Spelling On Button is found in the Boolean Search or SmartSearch windows, indicating that by default the Spelling Button is on.   (Toggle to "Spelling Off" to turn off this feature.)

Encyclopedia Tab

Choose this option to go to the Encyclopedia screen.

Connect Button

Click this button to launch your browser and visit the website you have highlighted.

Contents Button

Click on the Contents Button on the Encyclopedia Screen to display an alphabetical list of the contents of The Canadian & World Encyclopedia.

Subject Button

Click on the Subjects Button to display the subject index.

SmartSearch Button

The SmartSearch Button launches SmartSearch, in which you can enter a plain language query or simply a string of search terms.

Boolean Button

The Boolean Search Button opens the Boolean Search window, in which searches can be performed using AND, OR, NOT and NEAR.

Back Button

Use the Back Button (located on the Toolbar in Encyclopedia Mode) to move back through the articles you have viewed in this session. The list of articles recently viewed can be seen by choosing "History" from the Article Menu in Encyclopedia Mode.

Outline Button

Click the Outline Button to display the list of article contents. The contents menu lists all the headings and all the multimedia contained in the current article.

Related Button

Click the Related Button in Encyclopedia Mode to activate the Related Menu options. See Related for more information.

Random Button

Click the Random Button to randomly display a series of articles from the encyclopedias.

Zoom Button

Click the Zoom Button to display the article in a larger window.   Click the Zoom Out Button to return to the normal sized text window.

Bookmark Button

The Bookmark Button on the Encyclopedia, Dictionary, Media and Timeline Toolbars opens the Bookmark List window.

Save Button

The Save Button is located on the Encyclopedia or Dictionary toolbars. It saves the current encyclopedia article or dictionary entry.

Tuner Button

Tuner

The Tuner Button opens the Tuner in the SmartSearch window. The Tuner is used to assign greater or lesser importance to terms in a search string.

Zoom Out Button

Click the Zoom Out Button to return to the normal size text window. Click the Zoom Button to display the article in a larger window.

Copy URL Button

Click the Copy URL Button to copy the address of the Internet Link you have highlighted to the clipboard.   Use Paste to insert the address into your browser.

Apply Button

Click the Apply Button in the Preferences Window to apply the current preferences. See Preferences for more information.

Check Box Button

Click the Check Box Button in the Preferences Window to select or to deselect a preference. See Preferences for more information.

Media Tab

Click the Media Tab to navigate to Media Mode.

Close Caption Button

Use the Close Caption Button in Media Mode to close the caption.

Legend Button

Click the Legend Button to display a list of all hot spots on the graphic. Note that this button only appears on the Media Toolbar when you are viewing a Hypergraphic.

VR Button

Click this button to see instructions on how to use QuickTime VR. Note that this button only appears on the Media Toolbar when you are viewing a QuickTime VR.

Caption Button

Click this button on the Media Toolbar to display the caption for the current picture. The button is grayed out if the multimedia item has no caption.

Rewind Button

Use this button to move backwards through the multimedia list from the point of the current item. The button is active in Media Mode or while the Slideshow is running.

Slideshow Button

Click the Slide Show button to activate the slide show of media from the encyclopedia. When the Slide Show is running, this button toggles to the Stop Slideshow Button.

Next Button

Use this button to move forward through the multimedia list from the point of the current object.

Stop Slideshow Button

Click the Stop Slideshow Button to stop the Slide Show.

Sound Button

Click the Sound Button on the Media Toolbar to play the current sound. Note that all sounds are associated with a picture.

Stop Sound Button

Click the Stop Sound button to stop playing the current sound.

Clue Button

Use this button to go to articles in the encyclopedias that contain information related to the current question.

New Question Button

Use this button to skip to a new question in the Quiz.

Hint Button

Use the Hint Button to get a hint about how to solve the puzzle. Note that the button is only activated when all the pieces of the puzzle are available.
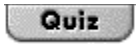
Jumble Button

Use the Jumble Button to rescramble the puzzle. Note that the button is only activated when all the pieces of the puzzle are available.

Solve Button

Use this button to have the computer solve the puzzle for you. Note that the button is only activated when all the pieces of the puzzle are available.

Quiz Tab

Click the Quiz Tab to navigate to the Quiz Mode.

Slider

▶

The Slider on the Tuner Window is used to assign greater (slide towards the +) or lesser (slide towards the -) importance to your search term.

Timeline Tab

Click this tab to go to Timeline Mode.

Category Button

Click this button on the Timeline Toolbar to view Timeline events by category.

Period Button

Click this button on the Timeline Toolbar to view Timeline events by period.

Review Button

Click the Review Button on the Timeline Toolbar to display a list of Timeline events from *Maclean's* magazine.

Firsts Button

Click this button on the Timeline Toolbar to display a list of events describing Canadian landmarks and innovations.

On This Day Button

Click this button on the Timeline Toolbar to find events that happened on a specific day in history.

Search by Date Button

Click the Search by Date Button on the Timeline Toolbar to search for a range of dates in the Timeline.

Show All Button

Click this button on the Timeline Toolbar to return to the main Category or Period screens, showing events from all categories or all periods.

Bookmark Print Button

Print

Click this button in the Bookmark Window to print the current Bookmark list.

Bookmark Help Button

Help

Click this button to get help on the Bookmark screen.

Subject Tree Open Button

Click this button to open the subject tree in the Titles by Subject List. This button toggles (alternates) with the Subject Tree Close Button.

Subject Tree Close Button

[Close <<<]

Click this button to close the subject tree in the Titles by Subject List. This button toggles (alternates) with the Subject Tree Open Button.

Basic Button

Click this button in Advanced Boolean Search to return to basic Boolean Search.

Boolean Advanced Help Button

Help

Click this button in Advanced Boolean Help to get help on this window.

Print Preview Button

Print Preview

Click this button to preview a list before you print it.