On-Disc User's Guide

Compton's Interactive Bible
New International Version

Contents

For details on how to use Help, press F1.

Path Buttons

Use the path buttons on the Path Bar on the left of your screen to find the information you need. Each button represents a "path" into Compton's collection of biblical information and offers a different way to look at the program's contents.   Move your cursor over a path button to see a description of it.   Click on a button to open a path into the program's contents.

Use **Find** to see alphabetical listings of the contents of the Bible or to conduct search queries about a specific Bible verse, introduction, inspirational commentary, multimedia item, or other type of content.   Use the Table of   Contents portion to scroll through an alphabetical list of titles, or use the Search portion to type a question or phrase.

Use **Concordance** to search an index of important words, proper names of people and places, and even numbers found in the Bible.   Double-click on an item to see its cross-reference in the Bible and the context in which it is used.

Use **Atlas** to explore 14 historical maps showing locations of biblical places and events.   Click on one of the map names on the left to display that historical map.   Click on a highlighted hot spot to zoom in on a portion of that map.   On the close-up map, click on a place name to display a historical description of that place, which may contain links to related Bible text, a picture, video, or other type of media.

Use **Timeline** to view timelines of events in Bible history.   Click on an event or time period shown on the biblical timeline to see a detailed view, or click on an icon on the civilization timeline to see more information.   Click on a Bible reference to display that Bible text.

Use **Multimedia** to view pictures, videos, or slide shows, or to hear music.   Browse through the alphabetical list of multimedia, or type the name of the item you want to display.

Use **Presentations** to create shows filled with facts and multimedia drawn from the program. Then add your own narration.   Create electronic reports for your Bible study group, shows for your family, and presentations just for fun.

Use **Reading Plans** to help focus your study of the Bible on a particular area of interest or to organize your progress through the Bible material.

Use **Online** to connect to the world of online services, including the Religion & Beliefs Channel and Compton's NewMedia Forum on America Online, by launching any commercial online service or any Internet access software.

The Information Icons

As you explore the biblical data in *Compton's Interactive Bible,* you'll encounter many kinds of informationtext, sound, maps, pictures, and more.   Every piece of information in the program can be found through the pathsFind and Concordance, for example.   Or you can access the multimedia from within the text passages as you read them.   Here is a list of icons that appear in the Text Viewer that lead to different types of data.

Text opens related text.

Dictionary/Thesaurus opens the Dictionary/Thesaurus.

Map displays a map related to the displayed text.

Picture leads to an illustration or photograph related to the text. Use the scroll bars to read through the caption.

When you see purple text in a text passage, click on it to go to another passage.

Slide Show leads to a slide show related to the text.

Sound opens a window that lets you hear a sound, quotation, or musical selection related to the text and see its description.

Video shows a video related to the text.

Quick Help for the Tableau

The contents of *Compton's Interactive Bible* are presented in a tableau screen, which can display three kinds of information viewers.   Click on one of the green viewer titles below for more details.

The **<u>Text Viewer</u>** displays text, along with information icons that lead to related information.

The **<u>Media Viewer</u>** displays the multimedia contents, such as pictures, videos, and sounds, as well as auxiliary materials such as dictionary entries.

The **<u>Find Viewer</u>** displays the paths you can use to find information, such as Find and Concordance

Each viewer in the tableau has a menu of options that you can use to configure the viewer or perform tasks while you use the program.   To see the menu options, move your cursor over the icon in the upper left corner of the viewer's title bar, or click on it or the title bar.   The menu stays open until you choose an option or move the cursor off the menu.

In addition, some viewers have buttons that let you work with the viewer in different ways, such as the buttons for controlling sounds and movies in the Media Viewer.   To see a description of a button on the screen, move your cursor over it.

The tableau can be configured in three different ways:

The **basic tableau** displays a small Media Viewer in the top left corner of the screen, a small Find Viewer below it, and a large Text Viewer along the right side of the screen.

The **second configuration** displays a large Find Viewer along the left side of the screen with smaller Media and Text Viewers to the right.

The **third configuration** displays two large viewers only, the Find Viewer on the left and the Text or Media Viewer on the right.   The viewer on the right displays the last selection you opened from the Find Viewer.

Select the **Views** option on the Menu Bar to change the tableau configuration.

<u>Click here for more details on the Tableau and Viewers.</u>

The Tableau & Viewers

The tableau screen frames the four main components of the *Compton's Interactive Bible* environment: the Path Bar that runs down the left edge of the screen, the Find Viewer, the Media Viewer, and the Text Viewer.   Here you can search for information, view multimedia (including pictures, videos, slide shows, and maps), and read any part of the Bible or Bible reference text (such as Bible introductions and inspirational commentaries) simultaneously.   For instance, you might use the Find path to find a specific chapter in the Bible, scan the text in the Text Viewer, and display a relevant picture in the Media Viewer.

Any time you want to see more of the information in a viewer, click on the **Go to Full Screen** icon in the upper right corner of the viewer's title bar. The viewer will expand to the entire screen.   Some viewer items, such as the one for the Dictionary/Thesaurus, offer additional features in the full-screen viewer that are not available in the smaller tableau viewer.   The viewers for the Atlas, Timeline, and Presentations paths only open in full-screen size.   When you are displaying a full-screen viewer, press **F6** to switch among the Find, Media, and Text Viewers.   To return to the small tableau viewer, click on the new icon that appears in the upper right corner of the title bar, the **Go to Small Screen** icon.

Viewer Menus

Each viewer in the tableau has a menu of options that affect that viewer. To see the menu options available for the item displayed in the viewer, move your cursor over the viewer icon in the upper left corner of the viewer's title bar, or click on it or the title bar.   The menu stays open until you choose an option or move the cursor off the menu.

Some viewer items, such as the one for the Online path, do not have menus, but display a dialog box instead.   Each viewer has unique menu options.

In addition, some viewers have buttons that let you work with the viewer in different ways, such as the buttons for controlling sounds and videos in the Media Viewer.   To see a description of a button, move your cursor over it.

For details on the viewers, click on a title below:

> The Path Buttons
> The Find Viewer
> The Media Viewer
> The Text Viewer

The Find Viewer

The Find Viewer displays the Find, Concordance, and Reading Plans paths when you click on their path buttons on the Path Bar.   Find, Concordance, and Reading Plans are tools you can use to explore the program contents to find the information you want.

The paths that display information in the Find Viewer help you locate information in or about the Bible.   The Find path allows you to search the program contents using either the Table of Contents list or the Search tab.   The Table of   Contents tab lists all the text information and multimedia in alphabetical order, so you can go directly to a specific book or chapter of the Bible, a picture, a music selection, or other item by title.   The Search tab lets you refine your search to specific words or phrases in a search query.   In contrast, the Concordance lets you search for specific words, proper names of people and places, and even numbers that are found in the Bible.   The Reading Plans path, on the other hand, offers a prearranged list of topics you can study each day.   Each of these paths is described in its own chapter in this guide.   See the Contents list to find the path chapters.

For an explanation of the menu options available in the Find Viewer, see <u>Find Viewer Menu Options.</u>

Find Viewer Menu Options

To see the menu options available for the item displayed in the viewer, move your cursor over the viewer icon in the upper left corner of the viewer's title bar, or click on it or the title bar.   The most common menu options are listed below.

Print/Print Search Results
Choose **Print** to print the item in the viewer.   Choose **Print Search Results** to print the list of references that resulted from using the Find path's Search option.

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

Quick Help for the Media Viewer

The Media Viewer displays the pictures, videos, slide shows, and music.   It also displays certain kinds of text, such as Dictionary/Thesaurus entries.

The following buttons and controls appear when sounds, videos, and slide shows are displayed.

Position Bar and **Indicator:** Shows the playback position of the multimedia item.   Click and drag the indicator to another position on the slider to view a different part of the multimedia item.

VCR-style Controls: These buttons are similar to the ones on a VCR or cassette recorder.   From left to right, you'll see the following buttons:

Rewind to the Beginning: Goes back to the beginning of the multimedia item.

Rewind: Moves backward a short distance in the multimedia item.

Fast Forward: Jumps forward a short distance in the multimedia item.

Play: Starts playing the multimedia item.

Stop: Stops playing the multimedia item.

To enlarge the Media Viewer to full screen:
Open the viewer menu and select **Go to Full Screen.**   The Media Viewer will grow to full-screen size, hiding the Text and Find Viewers.

To change the size of a picture in the Media Viewer:
In the picture viewer, the **Show Actual Size** and the **Fit in Viewer** menu options alternate between the picture's actual size and the size that best fits within the viewer.   If the picture is larger than the viewer window, the cursor changes into a handle as you move it across the picture.   Click and drag the cursor to move other parts of the picture into view.   Or click on the **Go to Full Screen** icon to display more of the image.

Although they are hidden, the other information viewers are still "active."   When in full-screen mode, press **F6** to move among the three viewers.   This function cycles through the information windows of the tableau: the Find Viewer, the Text Viewer, and back to the Media Viewer.

The Media Viewer

The Media Viewer displays pictures, videos, slide shows, maps, and music.   It also displays certain kinds of text, such as Dictionary/Thesaurus entries; cross-reference entries to the Bible you found by using such references in the Find path as the Concordance, Nave's Topical Bible, and the Bible Dictionary; and Maps, which shows a map specifically related to the text displayed in the Text Viewer.

When the viewer displays a video, slide show, or music selection, it includes controls much like the ones on a VCR or cassette player.   When you open one of these items, the clip begins playing automatically.   Use the control buttons to stop the playback and to move quickly from one part of the clip to another.   Or click and drag the indicator on the Position Bar to move to another place in the clip.

The control buttons in the Media Viewer are:

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

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

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

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

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

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

For details on the dictionary and thesaurus, see <u>The Dictionary/Thesaurus.</u>

For an explanation of the menu options available in the Media Viewer, see <u>Media Viewer Menu Options.</u>

Media Viewer Menu Options

To see the menu options available for the item displayed in the viewer, move your cursor over the viewer icon in the upper left corner of the viewer's title bar, or click on it or the title bar. Depending on the item displayed in the viewer, the following menu options may be available.

Copy to Journal

Choose **Copy to Journal** to automatically copy the item in the viewer, open the Journal, and paste the highlighted text there.

Print Selection

Choose **Print Selection** to print the item in the viewer.

Add Bookmark

Choose **Add Bookmark** to create a bookmark for the current item so you can return to it easily. To see the list of bookmarks you've created and to return to a bookmarked item, choose **Bookmark List** from the Menu Bar.   See <u>The Menu Bar</u> for more information.

Choose Playback Size

When a video or slide show is displayed, the **Choose Playback Size** option lets you enlarge the playback size to full screen.   At the maximum size, the clip begins playing automatically.   Click anywhere to stop the playback.

Show Actual Size/Fit in Viewer

When a picture is displayed, these options alternate between the picture's actual size and the size that best fits within the viewer.   If the picture is larger than the viewer window, the cursor changes into a handle as you move it across the picture.   Click and drag the cursor to move other parts of the picture into view.   Or choose **Go to Full Screen** from the viewer menu to display more of the image.

Go to Related Item

Choose **Go to Related Item** to see a list of related items in the program.   Select an item from the list to display it in the Text Viewer.

Quick Help for the Text Viewer

The Text Viewer displays the textual passages of the Bible, as well as Bible reference text.   Some of the text in the Text Viewer also contains information icons, which represent links to multimedia features in the program.

To see the definition of a word in a passage:
Double-click on a word in the Text Viewer.

To see related multimedia:
Click on one of the multimedia icons that appear in the left margin of the Text Viewer.

To jump to a cross-reference:
Click on the purple text.   This text, along with the words "See" or "See also," indicates a passage related to the current one.

To change the size of the text, find a specific word, and use other features of the Text Viewer:
Move your cursor over the viewer icon in the upper left corner of the Text Viewer to open the viewer menu, then select one of the following options:

> Select **Go to Full Screen/Go to Small Screen** to enlarge the viewer to full-screen size or return to the smaller tableau view.

> Select **Print Text** to print the text you have highlighted in the Text Viewer.   If no text is highlighted, this option prints the current contents of the Text Viewer.

> Highlight the text you want and select **Copy Text to Journal** to copy the selected text to a journal file.

> Select **Bookmark** to create a bookmark in the text.   The bookmark is created at the location of the flashing cursor in the Text Viewer.   To return to a bookmark, change its name, or delete it, select **Bookmark List** from the Menu Bar.

> Select **Choose Font Size** to choose a different size for the text displayed in the Text Viewer.

To print the text of a passage:
Move your cursor over the icon in the upper left corner of the viewer to open the viewer menu.   Then select the **Print Selection** option.   Or click the right mouse button anywhere in the Text Viewer and select the **Print Selection** option.

To enlarge the Text Viewer to full screen:
Click on the **Go to Full Screen** icon in the upper right corner of the Text Viewer or move your cursor over the icon in the upper left corner of the Text Viewer to open the viewer menu, then select the **Go to Full Screen** option.   The Text Viewer will grow to full-screen size, hiding the Media and Find Viewers.

Although they are hidden, the other information viewers are still "active."   When in full-screen mode, press **F6** to move among the three viewers.   This function cycles through the information windows of the tableau: the Media Viewer, the Find Viewer, and back to the Text Viewer.

Shortcuts:
For quick access to frequently-used functions, the Text Viewer offers two options when you click the right mouse button.   Move the mouse to the Text Viewer and click the right mouse button to access these options: **Copy Text to Journal**,   **Copy Text** and **Print Selection.**   When the menu appears, click on an option to activate it.

To copy a specific section of text, click and drag the mouse to highlight the text you want to copy before choosing the copy option.

For more about the Text Viewer, click here.

The Text Viewer

The Text Viewer is where you'll read Bible passages, use icons to access multimedia, and follow cross-references to related passages.

Icons are small graphics within text that you click on to open related information in the other viewers.   Click on the **Picture** icon, for example, to see a picture related to the text.   Some icons lead to pictures, videos, and other multimedia, and others display text.   The kinds of icons you'll find in text are listed in <u>The Information Icons.</u>

In some text passages, you'll see words in purple, representing a cross-reference to another passage.   Click on the purple text to display the related passage in the viewer.   To return to the original passage, click on the **Back** button at the bottom of the screen.

   º If the cursor is over an icon, it changes into a hand.   If it is over text, it changes into an I-beam.

If you come across a word you don't know, double-click on it to see its definition.   You can even double-click on a word within a definition to learn what it means.   Double-clicking on any word*except* colored cross-reference textin a text passage or caption automatically opens the Dictionary/Thesaurus in the Media Viewer.

To move among the passages in the Bible or reference texts, click on **Previous Book** or **Previous Chapter** to display the previous book or chapter.   Click on **Next Book** or **Next Chapter** to display the next book or chapter.

For an explanation of the menu options available in the Text Viewer, see <u>Text Viewer Menu Options.</u>

Text Viewer Menu Options

To see the menu options available for the text displayed in the viewer, click on the viewer icon in the upper left corner of the viewer's title bar.   The following menu options are available.

Copy Text

To copy text to the your word processing program, highlight the text you want and choose **Copy Text**.   Open your word processor, put your cursor on the spot you want to paste text and choose paste option.

Copy Text to Find

To copy text to Find, highlight the text you want and choose **Copy Text to Find**.   The Find viewer opens and the text is pasted into it.

Copy Text to Journal

To copy text to the Journal, highlight the text you want and choose **Copy Text to Journal**.   The Journal viewer opens and the text is pasted into it.

Print Text

Choose **Print Text** to print the entire contents of the Text Viewer.

- ° In the Text Viewer, click the right mouse button to quickly access the **Copy Text to Journal** and **Print Text** options.

Outline

Choose **Outline** to open an outline of the Bible in the Find Viewer.   You can choose to view to view an outline of everything in the article you are reading, article headings and subheadings or only the multimedia items in the article.

Bookmark/Bookmark List

Choose **Bookmark** to create a bookmark at a specific point in the text so you can return to it easily.   To create a bookmark, scroll the text until the place you want to mark is at the top of the window, then choose **Bookmark**.   To see the list of bookmarks you've created and to return to a bookmarked item, choose **Bookmark List** from the Menu Bar.   See <u>The Menu Bar</u> for more information.

Find a Word

Choose **Find a Word** to quickly search for the appearance of a particular word in the **Text Viewer** or Bible text.

Find Again

Choose **Find Again** to repeat the search for the last word you looked up, without having to open the **Find a Word** box.

Find Search Highlight

Choose **Find Search Highlight** to search for the next appearance of a phrase or highlighted text

in the **Text Viewer**.

Choose Font Size

To change the size of the font in the Text Viewer, choose **Choose Font Size**.   Then choose the relative size you want from the submenu.

The Menu Bar

The *Compton's Interactive Bible* Menu Bar offers useful tools such a guided tour of the program, a Dictionary/Thesaurus, and bookmarks that let you return to any text passage or multimedia item whenever you need it.   The Menu Bar is also the place to go to change program settings and find out about the people who created *Compton's Interactive Bible.*

To display the Menu Bar, click on the **Menu** button in the Path Bar.   Move your cursor over the open Menu Bar to see a description of each menu option.   Click on an option to choose it.

Topic Tree
Click on **Topic Tree** to see the content of the Bible arranged by topic and subtopic.   Browse through the lists and double click on topics and subtopics to narrow your area of interest until you find a Bible passage or reference text you want to see.   Double click on the title of the passage to display it.

Dictionary/Thesaurus
Click on **Dictionary/Thesaurus** to look up words using the *Webster's New World Dictionary,* Third College Edition and the New Revised Edition of *Webster's New World Thesaurus.*   Or double-click on a word in a text passage or caption to access this feature.   Use the buttons at the top of the viewer to alternate between the dictionary and thesaurus.   In the full-screen viewer, click on the alphabetical Position Bar to move directly to another section in the word list.   Click here for more about the Dictionary/Thesaurus.

Bookmark List
Click on **Bookmark List** to see a list of the bookmarks you've created to mark specific information.   To return to a bookmarked item, double-click on an item in the list.   From the viewer menu, you can save the current bookmark list, start a new list, or open an existing list. To delete a bookmark, click on it and choose **Remove Item from List** from the viewer menu.   To change a bookmark title, first click on it in the list.   Then click on its name in the text box, type the new name in the text box, and press **Enter.**   Click here for more about Bookmarks.

Research History
Click on **Research History** to see a list of the items you've opened in your recent exploration of *Compton's Interactive Bible.*   Double-click on an item in the list to see it again.   Click here for more about Research History.

Make Shortcut
Windows 95 users only: Click on **Make Shortcut** to create a shortcut icon for the current screen. Whenever you want to return directly to that screen, double click on the corresponding shortcut icon on the Windows desktop.   Click here for more about Make Shortcut.

Guided Tour
Click on **Guided Tour** to watch and hear a description of the main features of *Compton's Interactive Bible.*   Click on **Loop** to set the guided tour to play continuously.   Click on **Exit** or

press **Esc** to exit the tour.   <u>Click here for more about the Guided Tour.</u>

Views

Click on **Views** to choose an alternate tableau configuration.   You can configure the tableau in three ways.   The view you see when you first open the program is the "default" configuration: a small Media Viewer in the top left, a small Find Viewer below it, and a large Text Viewer on the right.   The other configurations are:

> The middle configuration displays a large Find Viewer on the left of the screen, with small Media and Text Viewers on the right.

> The bottom configuration displays only two large viewers, the Find Viewer on the left and the Text or Media Viewer on the right.

Preferences

Click on **Preferences** to change the program settings, such as the text size and online service.   In the Preferences window, you can also set the program to skip the opening music while the program is loading, save your place when you exit the program, hide the **Online** path button, and other preferences.   <u>Click here for more about Preferences.</u>

About

Click on **About** to learn about the people who created *Compton's Interactive Bible* and provided content and software tools.   Copyright and trademark information also appears here.   To see the program's version number and a list of the program's system requirements compared with your system, hold down **Ctrl** when you click on **About** from the Menu Bar.

The Command Buttons

The buttons along the bottom of the screen are the Command Buttons.

Journal
Click on **Journal** to open the Journal.   This button lets you quickly switch between *Compton's Interactive Bible* and the Journal to write notes, copy and paste selections, or record your research.   Click here for more about the Journal.

Find Verse
Click on **Find Verse** to quickly locate a Bible verse if you already know its reference citation (book, chapter, and number).

Back
Click on **Back** to return to the previously displayed item.

Help
Click on **Help**, then click on an item for a quick explanation about that item.

Exit
Click on **Exit** to close *Compton's Interactive Bible*.

Quick Help for Find

The Find path offers two options for finding information: the Table of Contents portion of the Find path lists the program contents in alphabetical order, while the Search portion lets you enter a word, phrase, or question to help you find a specific item.

To find a specific Bible passage or other text item:
Click on the **Table of Contents** tab to see lists of the program's contents.   Click on the down arrow at the end of the box labeled "Look In" to select the kind of information you want to find.   Then type a title in the text box labeled "Starts with." The list jumps to the entry that is alphabetically closest to what you have typed.

To retrieve an item from a list:
Double-click on the name of the item you want to see or click on the item once and select **Get Item** from the viewer menu.

To narrow your list to a specific kind of item:
To narrow the list to a particular type of information, click on the down arrow at the end of the "Look In" box.

To perform a search:
Click on the **Search** tab.   Type a topic or question in the "Search for" box, then click on the **Search** button to start your search.   In a few moments, a list of search results is displayed.

To retrieve an item from your list of search results:
Double-click on the name of the item you'd like to view or click on the item once and select **Get Item** from the viewer menu.

To narrow your search to a combination of items, such as sounds and videos:
In the Search portion of the Find path, click on the appropriate media iconsfor instance, **Sounds** and **Videos**above the "Search for" box, then click on the **Search** button.   See Advanced Search Options for more details on refining your search.

To print your list of search results:
Move your cursor over the viewer icon in the upper left corner of the Find Viewer and select **Print Search Results** from the viewer menu that appears.

To jump back to a previous search:
Click on the down arrow at the end of the "Search for" box.   In the list that appears, click on the name of the search topic you'd like to return to.

Click here to learn more about the Find path.

Find

The Find path allows you to browse the entire contents of the program alphabetically by clicking on the **Table of Contents** tab, and search for specific concepts, words, or phrases by clicking on the **Search** tab.

Table of Contents

Click on the **Table of Contents** tab to alphabetically search the program's contents, such as the NIV (New International Version) Bible, Nave's Topical Bible (a compilation of biblical topics), the Bible Dictionary, multimedia, and other information.   Use the drop-down menu to choose the type of information you want to display in the listfrom items such as Nave's Topical Bible and Bible Dictionary entries, or the NIV Bible by itself.   Enter a word, name, or title in the text box to scroll the alphabetical list to find a specific item, or use the scroll bar to browse through the list.   If no item begins with the word you typed, the next word in alphabetical order will be highlighted.

If a name or title is too long to fit in the viewer, click on it to extend the text beyond the viewer. To open a Bible passage, see a picture or movie, hear music, or display other types of information, double-click on the word, name, or title, or click on the item to select it and choose **Get Item** from the viewer menu.

> If you are unsure how an item is listed, type the first few letters into the text box.   The list moves to show the items that begin with those letters.

> The topic you want to research might be listed differently in the program contents than you expect.   If you are unable to find the information you want, click on the **Search** tab or choose **Topic Tree** from the Menu Bar to find items related to the topic you want to research.

> ° Icons in the left margin of an alphabetical list indicate the media type.   For a complete list of icons, see The Information Icons.

Search

Click on the **Search** tab when you have a question but are unsure where to find the answer. Click on the **Look In** button to choose the types of information you want to searchfrom everything in the program to subsets of it, such as Nave's Topical Bible and Bible Dictionary entries, or the NIV Bible by itself.   Or, click on the icons to select the resource materials.   Then type a word or phrase to describe a topic or question in the text box and click on the **Search** button.   The program searches the selected resources for the key words in your request and creates a list of related items.   The items near the top of the list are most likely to contain the information you want.   Double-click on an item to open it.

When you open a Bible passage or reference text, it opens to the section where your search topic first appears in the text.   The words from your search request are highlighted in green throughout the displayed text.   To find the next highlighted word, scroll through the text.

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

If the search results list does not contain the information you want, try a new search using synonyms or other similar words to describe what you are looking for.

For more about search, see Advanced Search Options.

Advanced Search Options

If you want to narrow down your search of a topic, click on the **Build Advanced Search** button in the Search viewer.   The Advanced Search options let you define your topic more concisely than in the Search viewer, resulting in fewer, more specific text and media items that most closely match your search criteria.

In the Build Advanced Search Query window, type a word you want to search for in the Search For text box.   Then click on **Add to End** button or **Insert** button.   The word appears in the window below and in the Search Query box.   Type your next word in the text box, then use the drop-down menu to choose one of the following "operators."

> **AND** means you want to search only for an item that contains both the first word *and* second word.   For example, if you want to find text on the visions of prophets, your search query would read: visions AND prophets.

> **OR** means you want to search for an item that contains either the first word *or* the second word.   For example, if you want to find text on either songs or psalms, your search query would read: songs OR psalms.

> **NOT** means you want to exclude a related topic from your search.   For example, if you want to find text on miracles but have already researched women, your search query would read: miracles NOT women.

> **ADJ** means you only want to search for an item that contains the first and second word *adjacent* to each other.   For example, if you want to find text on the Red Sea, your search query would read: Red ADJ Sea.

> **NEAR4**, **NEAR9**, **NEAR16** means you want to find the first and second words within 4, 9, or 16 words of each other.   For example, if you want to find the story about Jonah and the whale, your search query might read: Jonah NEAR16 whale.

Choose the operator you want and click on the **Add to End** button.   As you add words and operators, your search query is "built" in the windows below.   Use the **Replace** and **Delete** buttons as needed to make changes to your search query.   Refer to the Search Help box for specific help on any option.

To narrow your search even more, choose a modifier from the Type of Search drop-down menu. Then choose the type of information you want to search from those listed at the bottom of the screenfrom everything in the program to subsets of it, such as Nave's Topical Bible and Bible Dictionary entries, or the NIV Bible by itself.   You can also limit the number of items to findthe "hits" by dragging the indicator in the hits box.

When you're ready to start the search, click on the **Search** button.   You are returned to the Search viewer where the results of the search are displayed.

For details instructions on building an advanced search, see <u>Advanced Search Details.</u>

Advanced Search Details

To build an advanced search:

1. Click on the **Build Advanced Search** button in the Search part of the Find viewer.

2. In the "Search for" box, type your first search element.   <u>Click here for more about search text.</u>

3. Click on the down arrow in the "Type of Search" box and select one of the options.   <u>Click here for more about "Type of Search" options.</u>

4. Click on the **Add to End** button.   The first element in your Advanced Search now appears in the Advanced Query window.

5. Now click on the down arrow in the Operator box and select the operator that links your first element to your second.   <u>Click here for more about operators.</u>

6. Enter your second element in the "Search for" box and choose a type of search for it.

7. Click on the **Add to End** button.   The second element in your search is now added to the Advanced Query   box.

8. Repeat steps 5 through 7 until you have entered all your search elements.   The text in the Resulting Search Query in CPL box are the actual instructions to be sent to the program's search function.

9. Click and drag the **Hits** indicator to specify how many items you want the program to find.

10. Click the check boxes in the lower left of the window to select the type of information you want to include in the search.

11. Click on the **Search** button.   You are returned to the Search viewer where the results of the search are displayed.

To insert a new element between two existing elements:
First define the new element thoroughly.   Then click on the element that should come *after* the new element in the Advanced Query box and click on **Insert.**

To replace an existing element with a new one:
First define the new element thoroughly.   Then click on the element you want to replace in the Advanced Query box and click on **Replace.**

To delete an element:
Click on the element you want to delete in the Advanced Query box and click on **Delete.**

To clear the Advanced Query box and start over:
Click on the **Clear All** button.

- ° Refer to the "Search Help" box on screen for instant help while you build your query.   Click on an area or drop-down menu in the Advanced Search window to see a short explanation of its function in the "Search Help" box.

Advanced Search Text

The text you enter in the "Search for" box is usually one or more words.   However, in some instances, you may want the program to look for words that can be spelled in different ways or words that you cannot otherwise define precisely.   In such instances, you can use one of the following "wild card" characters in your search text:

Use **?** in the place of a single undefined character.   For instance, if you enter "m?n" the program will find "man" and "men."

Use ***** to indicate multiple undefined characters.   For instance, if you enter "m*n" the program will find "man," "madmen," "Mammon," and "manifestation."

Use **$** to indicate one or no undefined character.   For instance, if you enter "content$" the program will find "contentment" and "content."

Use **~** to perform a "fuzzy" search.   When you insert this character in your search text, the program finds words with spellings similar to your search word.   For instance, if you enter "love~s," the program will find "loves" and "lovers."   The "fuzziness" takes effect from the point in the word where the ~ is inserted, and continues through the end of the word.   For instance, "man~" will find "manger" and "mankind," but not "money."

Type of Search Options

The program's search feature automatically includes words that are related to your search text, unless you specifically tell it not to.   Each time you enter a new search element, select a "Type of Search" to tell the program how you want it to treat your search word.

> In a **Normal** search, the program looks for your search word in whatever form it might appear. For instance, if you perform a **Normal** search using the word "bake," the program will include related words such as "baking," "baked," and "baker" in your search results.
>
> In an **Exact Match** search, the program looks only for the specific word in your search request.

Search Operators

Operators define the relationship between two elements in your search.   Your first element does not need an operator.   But each new element you add after it should include an operator.

Use **AND** when you want to search for items that contain both the first element *and* second element.   For example, if you want to find text on the visions of prophets, your search query would read: visions AND prophets.

Use **OR** when you want to find items that contain either the first word *or* the second word.   For example, if you want to find text on either songs or psalms, your search query would read: songs OR psalms.

Use **NOT** when you want to exclude a related topic from your search.   For example, if you want to find text on miracles but have already researched women, your search query would read: miracles NOT women.

Use **ADJ** when you only want to find items that contain the first and second word *adjacent* to each other.   For example, if you want to find text on the Red Sea, your search query would read: Red ADJ Sea.

Use **NEAR4**, **NEAR9**, or **NEAR16** when you want to find the first and second words within 4, 9, or 16 words of each other.   For example, if you want to find the story about Jonah and the whale, your search query might read: Jonah NEAR16 whale.

° If your search query contains two words with no operator between them, the program searches for one word OR the other.   The search results list includes items in which either one or both of your search words appear.

If you want the search results to include only articles that contain both search words, use AND, ADJ or one of the NEAR operators, or select the Exact search type.

Concordance

The Concordance is an index of important words, proper names of people and places, and even numbers found in the Bible.   Use the Concordance to look up specific words and find their locations in the Bible and the context in which they are used.

To access the Concordance, click on the **Concordance** path button.   Enter a word or number in the text box to scroll the list of index items.   If no word or number begins with the characters you typed, the next item in alphabetical order is highlighted in the list.   Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu, to see the index entry for that item.   The index entry includes the book, chapter, and verse for every location of that item in the Bible, and provides a portion of each sentence in which the item is used.   To go directly to one of the Bible chapters listed, click on the purple cross-reference text in the index entry.

Atlas

The Atlas path lets you explore 14 historical maps showing the locations of biblical places and events.   These interactive maps show the Assyrian, Babylonian, and Roman empires, the routes traveled by the apostles, the locations of Jesus' ministry, and much more.   Many place names on the maps are linked to entries in the Bible Dictionary, which may contain links to multimedia items and Bible and reference text.

When you choose the **Atlas** path button, the atlas appears in a full-screen viewer on top of the tableau.   A list of maps names appears on the left, and a portion of a world map appears on the right, showing the areas of the biblical worldEurasia, the Middle East, and northern Africa.

To display a historical map, click on the button next to its name in the list.

To zoom in on a portion of a historical map, move the cursor over the area you want to see to highlight it, then click the mouse button.   A close-up of that portion of the map appears.   To get information about a place name on the map, move your cursor over the name to highlight it, then click the mouse button.   The entry in the Bible Dictionary for that location appears in a window on top of the map.   The Bible Dictionary entry may contain icons that link to related Bible text, a picture, video, or other type of media.   When you click on an icon, that media item appears in a window on top of the map.   Use the scroll arrows for text or the control buttons for videos, slide shows, or music selections as you would in the tableau.   Click anywhere outside the window to close it.

Click on **Back** and **Next** below the map to move among the historical maps.   Click on the **Maps** button to return to the list of map names.

º   To leave the atlas and return to the tableau screen, click on the **Exit** button.

Timeline

The Timeline path gives you both a broad view and a detailed view of events in the New and Old Testaments, as well as other important events taking place in that part of the world.   From the timeline, you can explore relevant chapters and verses in the Bible and Bible Dictionary entries, which themselves may contain links to related text, pictures, videos, or other media.   Use the timeline to learn when a particular event occurred, the order in which a series of events occurred, and which events were happening at the same time.

When you first choose the **Timeline** path button, click on either **Old Testament** or **New Testament** to display the timeline you want.   A broad view of that timeline appears on top of the tableau.

The Broad View

The broad view shows biblical events and time periods on the biblical timeline in the center, the associated time in years in B.C. and A.D. on the timeline on the far right, and events, represented by icons, occurring in several civilizations on the civilization timelines on the left.

To see Bible text related to an event or time period shown on the biblical timeline, click on one of the Bible references beside the timeline.   The Bible text for that book, chapter, and verse appears in a window on top of the timeline.   The Bible text may contain icons that link to related Bible text, a picture, video, or other type of media.   When you click on an icon, that media item appears in a window on top of the timeline.   Use the scroll arrows for text or the control buttons for videos, slide shows, or music selections as you would in the tableau.   Click anywhere outside the window to close it.

To see information related to one of the civilization timelines, move the cursor over any of the icons on the timeline.   Text appears beside the icon.   Move the cursor off the icon to remove the text.

Detailed View

Click on the name of a highlighted event or time period on the biblical timeline to zoom in for a detailed view.   To see information on the items shown on the timeline, click on their names. The entry in the Bible Dictionary for that item appears in a window on top of the map.   The Bible Dictionary entry, like the Bible text in the broad view, may contain icons that link to related Bible text, a picture, video, or other type of media.   Click anywhere outside the window to close it.

Click on the **Back** and **Next** buttons below the timelines to move between the broad and detailed views.

   º   To leave the timelines and return to the tableau screen, click on the **Exit** button.

Multimedia

This path allows you to browse the multimedia contents of the program alphabetically by clicking on the pull-down menu to the right of the Look In tab.   You can also search for specific concepts, words, or phrases by entering information in the Starts with box..

Use the drop-down menu to choose the type of information you want to display in the listfrom all of the multimedia features in the program to subsets of it, such as pictures, sounds, videos, and slideshows.   Enter a word, name, or title in the Starts with box to search the alphabetical list for a specific item, or use the scroll bar to browse through the list.   If no item begins with the word you typed, the next word in alphabetical order will be highlighted.

To open a Bible passage, see a picture or video, hear music, or display other types of information, double-click on the word, name, or title.   If you are unsure how an item is listed, type the first few letters into the text box.   The list moves to show the items that begin with those letters.   The topic you want to research might be listed differently in the program contents than you expect.   If you are unable to find the information you want, choose **Find** from the Menu Bar and use its Search option.

Icons in the left margin of an alphabetical list indicate the media type.   For a complete list of icons, see The Information Icons.

Topic Tree

Topic Tree represents the contents of *Compton's Interactive Bible* as a set of topics and subtopics. Browse through the topic lists to discover areas of interest. Start with a broad subject and narrow your view to a specific aspect by exploring related subtopics.

Each topic on the main Topic Tree list has a right-pointing arrow beside it, indicating related subtopics and articles. Click on an arrow to open the topic and see a list of subtopics and text items. Subtopics are indicated by right-pointing arrows, which can also be opened to show more subtopics or items. Text items are marked with Text icons. To open a text item, double-click on it. Click on a down-pointing arrow to close a subtopic list.

- º When a subtopic contains only a list of text items, you have exhausted the list of subtopics in a subject area.

Presentations

Presentations allows you to create multimedia shows and presentations by combining and arranging information you find in *Compton's Interactive Bible*Bible text, pictures, video clips, slide shows, sounds, maps, and more.   You can also create titles and other screens of text, which you can decorate with borders and colored backgrounds.   For the finishing touch, you can even record your voice to narrate the presentation.

To access Presentations, click on the **Presentations** path button.

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

> Items from the program contents, such as Bible text, pictures, videos, sounds, maps, and slide shows.   You can "collect" items from the program contents by creating bookmarks, or select them directly from the Presentations screen.

> Title screens, which are screens of text that you create yourself.

> Extra sounds, which you can record or add from another source.

> Extra pictures, such as art you create in a paint program, photos you have scanned, or pictures from other sources.

> º For an overview of Presentations, see the on-disc tutorial and preview some of the sample presentations included with the program.   Choose **View Presentations Tutorial** or **Open Sample Shows** from the Show Script viewer menu.

To learn more about how to use Presentations, click on one of the topics below:

> The Show Script Viewer
> The Building Blocks Viewer and Preview Viewer
> The TitleMaker
> Sounds and Narration
> Pictures from Other Sources
> Timing
> Saving Your Script
> Viewing a Presentation
> Copying Presentations to a Floppy Disk
> Deleting Show Scripts and Custom Sounds
> Tips for Creating Presentations
> Presentations Shortcuts

The Show Script Viewer

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

To start a new script, choose **Start New Script** from the Show Script viewer menu.   To add an item to your script, follow the instructions below for the specific type of item.

New items are added above the highlight in the Show Script list.   If you want to place a new item between two items that are already in the script, make sure the second item is highlighted. Then follow the instructions for adding items.

To remove an item from the script, highlight the item in the Show Script list, then click on the **Remove** button.   To change the order of items, highlight an item in the Show Script list, then click the **Up** or **Down** arrow buttons below the Show Script list.

The Building Blocks Viewer and Preview Viewer

You can use any item from *Compton's Interactive Bible*, such as text, pictures, videos, music, and maps screens, in your presentation.   There are two ways to collect material for your presentation.

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

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

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

The TitleMaker

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

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

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

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

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

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

ColorsChoose a color for the background, border, and the text by clicking the appropriate option and then clicking on a color from the color palette.   Be sure to select contrasting colors for text and background so your audience can read your titles.

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

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

Sounds and Narration

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

You can play the music and your own recordings over any items in your script that do not already contain soundfor example, pictures, maps, and title screens.   No sound or narration can be added to videos or slide shows.

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

To create your own recordings in Presentations, you'll need a microphone connected to the sound card in your computer.   The mixer software that controls the sound levels will also have to be adjusted correctly for recording.   For more information on recording sounds, see Working with Sound.

Recording and Saving Your Own Sounds and Narration

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

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

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

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

Your narration appears in the script with the name you typed when you saved the file.   To change the name in the script, highlight the narration and click the right mouse button.   Choose **Name** from the pop-up menu and then enter a new name that will help you remember what this narration or sound is, and click on **OK**.   The new name appears in the Show Script list. Changing the name in the script does not change the file name on your system.

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

Adding Sounds from Other Sources

If you have sounds or recordings on your hard drive or a floppy disk and you want to add them to your presentation, click on the **Sound Recorder** button.   To access sound files, click on the **Browse** button in the Sound Recorder window and select the drive and directory where your files

are stored.   (You'll recognize sound files by their *.wav* extension.)   Select the file that you want to add and click on **OK**.   You can preview the sound in the Sound Recorder window.   Click on **OK** to add the sound to your script.

Removing a Recorded Sound from the Script

Click on the name of the sound you want to remove from the Show Script list, then click on **Remove**.   The sound will be removed from your script, but not from your hard drive.   For directions on removing sounds from your hard drive, see <u>Deleting Show Scripts & Custom Sounds.</u>

Pictures from Other Sources

In your presentation, you can add pictures from other sources besides those in *Compton's Interactive Bible*, such as pictures you have scanned, or even original artwork that you created in a paint or draw program.   You can add any file in *.jpg* or *.bmp* format.

Adding a Picture

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

Timing

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

SecondsEnter the number of seconds you want the item to stay on screen.

WaitClick on this option to give the viewer as much time as he or she wants to look at each item.

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

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

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

Timing Examples

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

Musical Instrument: Guitar   *Don't wait*

Picture: Jerusalem   *Wait for Sound to Finish*

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

Picture: *1 Second*

Narration: *Don't Wait*

Picture: *Wait for Sound to Finish*

Saving Your Script

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

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

Viewing a Presentation

Previewing a Presentation in Progress

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

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

Click on the **Close** button to return to the Presentations screen.

Viewing Existing Presentations

Choose **Open Saved Script** from the Show Script viewer menu to see a list of presentations you have saved. Click on the name of the presentation you want to view, then click on **OK**. The script of the presentation you chose appears in the Show Script viewer.

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

Viewing Sample Presentations

The program comes with sample presentations to give you some ideas for creating presentations of your own. Click on the **Sample Shows** button in the Show Script viewer to see these presentations. Choose the name of the presentation you would like to see, then click on the **Get Show** button. The script appears in the Show Script window. Click the **Play Show** button to see the sample presentation.

º If you like, you can make changes to a sample presentation, such as adding or rearranging items, then save your new version on your hard drive or a floppy disk.

Copying Presentations to a Floppy Disk

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

Deleting Show Scripts and Custom Sounds

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

If you want to delete sounds that you recorded within Presentations, delete files with the *.wav* extension in the directory you have saved the presentation.

Consult your Windows documentation for specific instructions on deleting files.

Tips for Creating Presentations

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

With slower computer systems, presentations need to be created a little differently.   Slower computers can't process data as rapidly as faster systems, which usually means that pictures take longer to load and display on the screen.   Synchronizing sounds and pictures so they play at the same time might also be difficult.   This section offers some tips to keep in mind while constructing presentations on slower computers.

Creating Presentations on Slower Computers

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

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

Presentations Shortcuts

The Presentations screen offers two sets of shortcuts to help you create presentations more efficiently.

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

In the Show Script viewer, click the right mouse button to see a pop-up menu.   This menu offers shortcuts to preview, edit, change the timing, rename, move up, move down, and delete the selected item.   Click on an option to select it.

Reading Plans

The Reading Plan path offers suggestions for daily Bible readings.   You can gain a better understanding of the book through the study plans, which cover such topics as the Old Testament, the Life and Teachings of Jesus, Women of the Bible, and Men of the Old Testament. There is also a six-month study plan that covers every book of the Bible through selected readings, providing a good foundation for understanding both the Old and New Testaments and one which takes you through every word of the Bible over three years of daily readings.

When you click on the **Reading Plans** path button, a two-week reading plan appears in the Find Viewer.   Click on the **Select** button to the left to find a scroll-down list of reading plans.

Press **Cancel** to return to the previous screen.

Select one of the tracks and click on the **OK** button.   A list of readings appears in the Find Viewer.   Click on the colored portion of the suggested reading and that reading will appear in the Text Viewer to the right.   Click on any corresponding multimedia icons in the Text Viewer and images or sounds will appear in the Media Viewer.

You can click on the small box to the left of a reading when you have completed that reading.   If you click on a box in error, you can remove the "x" from that box by clicking on it again.

To save your daily reading plan, click on the **Reader** button to the right. Type in your name as a new reader.   The next time you want to bring up your daily reading plan, your name will already be on the screen and your current reading plan will have been saved for you.   Click on the **Reader** button if you want to select another reader.   Click on **OK,** and your daily reading plan will appear in the Text Viewer.

Online

The Online feature offers direct access to your online service from *Compton's Interactive Bible*. Expand your research into the online world and find updated information, fellow users, games, and more!   Selected online services, such as America Online, offer *Compton's Living Encyclopedia™* and you can access the Religion & Beliefs Club through Compton's NewMedia Forum.   Be sure to subscribeor try one of several trial subscription offersand experience the world of online services that awaits you.

The first time you access the Online feature, you must tell the program where to find the software for your online service.   The latest America Online software is included on the program disc.   If you do not already subscribe to America Online, you can install the software from within *Compton's Interactive Bible* and sign up for a free trial subscription.

To learn about the features you will find in the world of online services, click on the **Online** path button.   Then click on the **Online Tips** icon in the lower left corner of the welcome screen.

For details on using the Online feature, click below:

Configuring the Program for Online Service
Launching your online service

Configuring the Program for Online Service

To configure *Compton's Interactive Bible* for online service, or to change the current online setting, follow the steps below.

To install the America Online software:

1. Click on the **Online** path button.

2. Click on **Launch Service** at the Online welcome screen.   You are then given the option to install the AOL software if it is not already installed on your system.

3. To install AOL, click on **Proceed** on the next two screens and follow the onscreen instructions.   To quit the Online feature without installing the AOL software, click on **Cancel**.

    ° **Trial Subscribers:** The registration number and passwords that you need to log onto America Online are shown onscreen before the log-in screen.   Be sure to jot down the registration number and passwords so they will be handy when needed.   The registration number and passwords are also included in the product package.

To configure *Compton's Interactive Bible* to use your existing online service:

1. Click on the **Online** path button.

2. Click on **Change Settings** at the Online welcome screen.

3. From the Online Change Settings window, choose an online application from those listed. If the service you want does not appear in the list, choose **Other**.

4. Make sure the path displayed in the Path text box points to the appropriate *.exe* file for your online software.   If necessary, use the **Browse** button or type the correct path in the Path text box.   If you chose **Other** from the list, enter the name of your online service in the Title Text text box.

5. When the settings are correct, click on **OK**.

For information about how to use America Online or another online service, see the documentation furnished by your online service provider.

Launching Your Online Service

Click on the **Online** path button.   Then click on **Launch Service** at the Online welcome screen.

A note to first-time America Online users: If you are not already an America Online (AOL) subscriber, you are asked for subscriber information when you first launch the service.   Once you are a subscriber, you are taken directly to the Compton's NewMedia Forum whenever you launch AOL from *Compton's Interactive Bible*.

Troubleshooting

This product has been extensively tested, and we expect that most customers will enjoy using it without ever needing this section.   In the event that you do have a problem, we are here to help.

Click on one of the topics below for details:

Self-Help Tools

Frequently Asked Questions Regarding Windows 3.1

Working with Sound

Contacting Technical Support

Self-Help Tools

We have found that many of our customers prefer to use "self-help" tools, so we have provided instructions to help you access as many of these as possible.

If you're not sure what components are installed on your computer or what the program's system requirements are, we've added a utility that will report them to you. From within the program, click on **Menu** in the Path Bar and press the Control key while choosing **About**.

If the program is not loaded, simply run the *cnmsysi.exe* file on the program CD.

» *Windows 95 users:* Run the *cnmsysi.exe* file in the *\win32* directory.

» *Windows 3.1 users:* Run the *cnmsysi.exe* file in the *\win* directory.

For a more in-depth view of your system, try one of these methods:

» *Windows 95 users:* Using the right mouse button, click on the **My Computer** icon in the top left corner of the desktop. Then select **Properties** from the pop-up menu that appears.

» *Windows 3.1 users:* Use the Microsoft Diagnostic utility that comes with MS-DOS and Windows. Simply go to the DOS prompt, type **MSD** and press **Enter.**

In addition, if you have questions about how Windows 3.1 and DOS are configured or if you need to make changes to your Windows 3.1 setup, try the *SysEdit* command. Open the **File** menu in the Program Manager, and select **Run**. Then type **sysedit** and press **Enter.** Refer to the documentation that came with your computer for information on editing system files.

MS-DOS offers extensive help information. Type **help** at the DOS prompt.

If you encounter problems while installing *Compton's Interactive Bible*, check the installation "log" file. This text file tells you what files have been installed, where they were installed, and any errors that occurred in the process. It can be very useful in determining where a problem may exist. Use a text editor or word processor to open the file called *setupcib.log*. You'll find it in the destination directory you specified during installation.

This CD contains files that can be run "as is"there is no file compression. If you need to manually install the program, simply copy the files from the *\win32* directory (Windows 95 users) or the *\win* directory (Windows 3.1 users) on the CD to a *CIB* directory on your hard drive, and create an icon to launch it.

You can install the America Online software without running or installing *Compton's Interactive Bible*. Simply run the *setup.exe* file in the *\aolsetup* directory on the program CD.

We're connected. Our e-mail address for technical support is *support@softkey.com.*

Our Tech Support phone system has extensive "Question and Answer" sections available to assist you 24 hours a day. Any of these documents can be sent to the fax machine of your choice by selecting the Fax-on-Demand option. See <u>Contacting Technical Support.</u>

Frequently Asked Questions Regarding Windows 3.1

The following questions are frequently asked by *Compton's Interactive Bible* users with Windows 3.1 systems.   For issues regarding Windows 95, refer to the *readme.txt* file on the program CD.

Can I install *Video for Windows* without using the Compton's installation program?

Yes.   The Microsoft *Video for Windows* utility can be run directly from this CD.   Simply go to the *\VFW11E* directory on the CD and run *setup.exe.*

> **!** The *Video for Windows* supplied on the program CD is for Windows 3.1 only. Do **not** install it on a Windows 95 system; Windows 95 already includes the necessary *Video for Windows* software.

What do I do about an error message that says: *CDR-1O1* or *Not Ready Reading (CD drive)*?

Error messages related to the computer's ability to read the CD are often easy to resolve.   The following steps should fix most read-errors:

1. Make sure that the CD-ROM disc is clean and free of scratches.   CDs can be washed in warm water and dishwashing liquid and dried with a soft, lint-free cloth.   Scratched CDs should be replaced.

2. Do not cache the CD-ROM drive.   If your computer is using DOS version 6.20 or later and the SMARTDRV caching driver, add a **/U** argument to the line that loads SMARTDRV in your *autoexec.bat* file.   The line may appear as *C:\DOS\SMARTDRV.EXE /X /U* or something similar.   For more information on SMARTDRV, type **help smartdrv** at the DOS prompt.

3. Assign 20 buffers to reading the CD.   This is done by setting the */M:* argument on the MSCDEX line in your *autoexec.bat* file to **20.** The line may appear as *C:\DOS\ MSCDEX.EXE /D:MSCD001 /M:20* or something similar.   For more information on Microsoft CD Extensions (MSCDEX), type **help mscdex** at the DOS prompt.

4. Update the CD-ROM driver.   Contact the manufacturer of your CD-ROM drive to obtain the most recent version of your CD-ROM driver, a small file that lets your computer communicate with the CD-ROM drive.

What do I do about an error message that says: *GPF in Module ???.DRV* ?

These error messages are often related to the video driver being used by Windows.   Many can be resolved simply by changing the video resolution to **640x480 with 256 colors.**   Also make sure your system is up to date with the latest drivers available for your video card.   These can usually be obtained from your video card manufacturer.

An alternative is to switch to using Microsoft's Super VGA video drivers. These can be obtained

from Microsoft if they are not already installed on your computer.   Refer to the Windows
manual for information on changing video drivers.

Working with Sound

Compton's Interactive Bible makes full use of the capabilities of the sound card in your computer.   The specific features of your sound card vary, depending on your system, but the tips below offer some general suggestions to help you get better results with the sounds in the program.   For more detailed information, consult the documentation for your sound card.

Most sound cards come with mixer software that lets you change the level (volume) of individual sound sources, as well as the overall volume of all the sounds your computer plays.   As you explore *Compton's Interactive Bible*, experiment with your mixer software until you find the best combination of levels for playing recorded audio sound.   In Windows 95, you can also set Multimedia from the Control Panel to display the volume control icon on the taskbar.   Click on the **Speaker** icon to adjust the volume for any given sound.

You can record your voice or other sounds in Presentations to include in a presentation you create.   For best recording results, make sure that your mixer software is adjusted correctly for recording and that your microphone is plugged into the correct connection on your sound card.

Note: When recording sound on your computer, keep in mind that the quality of the recording is directly related to the space the sound file requires on your hard disk.   Most sound card software lets you select 8-bit or 16-bit and mono or stereo recording options.   For better sound qualitybut larger sound fileschoose **16-bit** and **mono**.   For smaller sound filesbut poorer sound qualitychoose **8-bit** and **mono**.   Avoid using the stereo option, as this will double the size of your sound files without significantly increasing the sound quality.   No matter which recording options you choose, try to keep the recorded sounds to no longer than 10 to 15 seconds.

Once you've found the mixer settings that works best with *Compton's Interactive Bible,* save those settings so you can use them again.   Most mixer software allows you to do this by creating a mix or preferences file.

Contacting Technical Support

Please take a moment and look over some of the questions you will be asked when you contact Technical Support.   We need this information to provide an effective solution to your question.

Which version of the product do you have?   The product title and version number are printed on the CD and in the **readme.txt** file.

Are you at the computer?   This is very important to help us effectively troubleshoot an error message or conflict on a computer system.

What kind of computer system do you havean IBM, Compaq, or other manufacturer's product?

Which operating system are you usingWindows 95, Windows 3.1, or Windows NT?

Did you buy the product separately or did it come with a computer or other hardware?   Occasionally issues arise with various software and hardware combinations.   Knowing which components are installed in your system will help us find the best solution for you more quickly.

What is the program doing or not doing?   If there is an error message, please write it down so you can tell us exactly what it says.

What was the program doing just before this problem occurred? This will assist us in duplicating the issue.

Have you tried turning your computer off and back on again?   This often clears minor errors.

If you encounter a problem loading or using America Online, such as transmission difficulties, modem problems, or connection trouble, please contact America Online technical support at 1-800-827-3338.

When contacting technical support by any method, please provide as much information as you can about your computer system and the problem you are experiencing, and include a phone number where we can reach you if we need more information.

You can e-mail us via the Internet at support@softkey.com.   The SoftKey Bulletin Board System can be reached via modem at 1-423-670-2023.

To reach us by mail, send correspondence to:

SoftKey Technical Support
9715 Parkside Drive
Knoxville, TN 37922 USA
Attn: *Compton's Interactive Bible*

To contact us by fax, dial 1-423-670-2021.

For automated technical support, call 1-423-670-2022, 24 hours a day.   For Fax-on-Demand

solutions to common problems, call 1-423-670-2024, 24 hours a day.

To speak to a technical support agent, call 1-800-852-8163, between 8:00 A.M. and 9:00 P.M. Eastern time, Monday through Friday, or 8:00 A.M. to 7:00 P.M., Saturdays.   Please be at your computer when you call.

Customer Service

We are proud of the special relationship we have with many satisfied parents and teachers who use our software.   If you have a problem, a question, or a suggestion, please call our Customer Service Department at **1800227-5609**.

Damaged Disc Replacement Policy

Compton's NewMedia will replace discs that the user damages for a duplicating and handling fee.   Return your damaged disc and a check for $10 to:

Compton's NewMedia Inc., a Subsidiary of SoftKey
Attention: Disc Return Dept.
One Athenaeum Street
Cambridge, MA 02142

Help

On-disc Help provides a detailed guide for exploring *Compton's Interactive Bible.* Use this guide to learn how to use the powerful features of *Compton's Interactive Bible.* To access the on-disc Help, click on the **Help** Command Button at the bottom of the tableau screen.

To learn more about how to use the Windows help feature, select **Help** in the Help window.

Research History

Use **Research History** when you want to return to a text passage or multimedia item that you opened earlier in your exploration of *Compton's Interactive Bible.*

To return to a text item or multimedia item:
Click on the **Research History** option on the Menu Bar.   A list of text and multimedia items you have used appear.   To see an item, double-click on it.

Make Shortcut

This feature, which is available only in Windows 95, creates a shortcut to the current tableau layout. Using a shortcut, you can return to a specific place in the program simply by double-clicking on an icon on your Windows desktop.

For instance, if you were following a reading plan, you might have the Reading Plan Path showing in the Find Viewer, the text of the Gospel of Luke open in the Text Viewer, and the Concordance in the Find Viewer.   Knowing that you want to return to these items during another session, open the Menu Bar and select **Make Shortcut,** then type a name for the shortcut and click on **Save.**   Next time you want to work on your reading plan, simply double-click on the shortcut icon on your desktop instead of using the *Compton's Interactive Bible* icon on the Windows Start menu.   You will be taken directly to the tableau as it appeared when you created the shortcut.

Bookmark List

Bookmark List displays all the bookmarks you have created while using the program.   Sets of bookmarks appear as lists, which you can name and save separately.

To create a bookmark for a text item or multimedia item:
Select **Bookmark** from the viewer menu.

To return to a bookmark:
Select **Bookmark List** from the Menu Bar and double-click on the bookmark that represents the item you want.

To create a new bookmark list:
Select **Bookmark List** from the Menu Bar and select **Start New List** from the viewer menu.

To open an existing bookmark list:
Select **Bookmark List** from the Menu Bar and select **Open Saved List** from the viewer menu.   In the list of names that appears, double-click on a name, or click once on a name to select it, then click on the **Open** button.

To save a bookmark list:
Select **Bookmark List** from the Menu Bar and select **Save Current List** from the viewer menu.   In the box labeled "File Name:", type a path and name for your list.   (In Windows 3.1, bookmark file names cannot be more than eight characters long.)   Now click on the **OK** button.

To delete a bookmark from a bookmark list:
Select **Bookmark List** from the Menu Bar and click on the item you wish to remove.   Then select **Remove Item From List** from the viewer menu.

Dictionary/Thesaurus

The dictionary in *Compton's Interactive Bible* is based on *Webster's New World® Dictionary,* 3rd College Edition.   The thesaurus is *Webster's New World Thesaurus,* New Revised Edition.   Once you've opened the Dictionary/Thesaurus feature, use the buttons at the top of the viewer to select the reference you want to use.

To see the definition of a word while viewing text:
Double-click on the word.   The word's definition appears in the Dictionary Viewer, in place of the current Media Viewer.

To look up a word in the Dictionary/Thesaurus Viewer:
When the dictionary or thesaurus is already open, type the word you'd like to find in the box labeled Current Word.   The wordor the word closest to itappears in the viewer.

To browse through the dictionary or thesaurus (full screen only):
Click and drag the slider bar in the lower right of the screen to see words starting with a particular letter, then double-click on a word in the list on the left side of the screen to see its definition or the thesaurus entry.

Journal

Use the Journal to type quick notes or to copy text and pictures from the program contents.   To open the Journal, click the **Journal** command button at the bottom of the tableau screen.   Use the Journal menu options to format the journal text and save your journal files.

Journal Menu Options

Full Screen/Small Screen
Select **Full Screen/Small Screen** to enlarge the Journal to full-screen size or return to the smaller tableau view.

New
Select **New** to start a new Journal file.

Open
Select **Open** to an existing Journal file.

Save
Select **Save** to save the current Journal file.

Save As
Select **Save As** to save the current Journal file to a new location or file name.

Fonts
Select **Fonts** to change the font and size of the selected text in the Journal file.

Bold
Select **Bold** to change the selected text into bold type.   If the selected text is already bold, this options returns the text to normal.

Italic
Select **Italic** to change the selected text into italics.   If the selected text is already italicized, this options returns the text to roman (non-italic) type.

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

Strikeout
Select **Strikeout** to insert a strikeout line through the selected text.   If the selected text is already struck-out, this options removes the strikeout line.

Print Preview
Select **Print Preview** to see a preview of the printed Journal file.

Print

Select **Print** to print the current Journal file.

Views

The tableau can be configured in three different ways using the **Views** feature on the Menu Bar.

> The **basic tableau** displays a small Media Viewer in the top left corner of the screen, a small Find Viewer below it, and a large Text Viewer along the right side of the screen.

> The **second configuration** displays a large Find Viewer along the left side of the screen with smaller Media and Text Viewers to the right.

> The **third configuration** displays two large viewers only, the Find Viewer on the left and the Text or Media Viewer on the right.   The viewer on the right displays the last selection you opened from the Find Viewer.

Select the **Views** option on the Menu Bar to change the tableau configuration.

Preferences

The Preferences screen contains several options to customize the program.   Click on the tabs at the top of the Preferences window to select a type of setting to change: Start-up, Sounds & Media, Online, Text, and Explain.   Click on the **Default Settings** button at the bottom of the Preferences window to return to the original settings in the current section.

Start-up

The Start-up section of Preferences allows you to configure some of the things that happen when you load and exit the program.   Here you can activate or deactivate the opening splash screen and music, and configure the program to remember your place so next time you load the program, you can start where you left off.   Click on the check box adjacent to each option to turn it on or off.

 º   An "x" or a check mark in a check box means that an option is activated.   If there is no check mark that indicates an inactive option.

If you want the program to remember the contents of the Text, Find and Media Viewers that are on screen when you exit the program, make sure there is a check mark in the "Save my place..." check box.   The next time you run the program, it will display the contents of the Text, Find, and Media Viewers that were on screen when you exited.

Sound & Media

The Sound & Media section allows you to configure some of the sounds that are played in the program. You can choose to hear a sound whenever you click a button on screen and to hear a sound when you open a text item or "article."   Click on the check box adjacent to each option to turn it on or off.

Online

The Online section lets you select an online service, or if you don't have or want online access, you may disable the online feature altogether.

To configure the program to use your favorite online service, select an application from the list of Online Applications.   If you know the exact path to the ".exe" file for your online service, type it in the Path text box.   If you don't know the exact path, click on **Browse** to select the .exe file from a directory or folder.

To disable the program's online feature, make sure there is no "x" in the check box next to "Display the Online button on the path bar."

Text

In the Text preferences, you can customize the size of the text that appears in the Text Viewer, as well as the Fact and Dictionary/Thesaurus viewers.   In the area labeled "Size of text in Compton's," click on the text size you prefer.

About

About displays copyright information and information about the people who created and contributed to *Compton's Interactive Bible.*

Special "About" Feature
Hold down **Ctrl** while selecting **About** to see a list of the minimum system requirements for *Compton's Interactive Bible* compared to your system.   These diagnostics include the CPU, the version of your Windows, DOS, and Microsoft CD Extensions software, installed memory and other hardware and software requirements.

Guided Tour

Guided Tour is a full-screen video presentation that helps you learn how to use the program.

To start the Guided Tour:
Click on the **Guided Tour** option on the Menu Bar.

To stop the Guided Tour while it is playing:
Press **Esc** on your keyboard, or click on the **Exit** button in the Guided Tour window.

To play the Guided Tour continually:
Exit *Compton's Interactive Bible,* then select the **Guided Tour** icon in the Compton's Home Library program group.   The Guided Tour repeats until you stop it.

Removing the Program from Windows 95

1. Click on the Windows **Start** button, choose **Settings**, then choose **Control Panel.**

2. Double-click on **Add/Remove Programs** in the Control Panel window.

3. Choose **Compton's Interactive Bible** from the list of programs displayed.

4. Click on **Add/Remove** to remove the program files from your hard drive.

Note: You may also uninstall the program by running the *Compton's Interactive Bible* setup program from the program CD and selecting **Uninstall the Program.**   Follow the instructions on your screen to remove the program files from your hard drive.   See the Windows 95 installation instructions in the user's guide for details on how to run the setup program.

Removing the Program from Windows 3.1

1. Insert the program CD into the CD-ROM drive.

2. Open the Program Manager's **File** menu and choose **Run.**

3. In the Command Line box, type **d:\setup** (or substitute for **d** the letter of your CD-ROM drive) and press **Enter.**

   When the setup program detects that *Compton's Interactive Bible* has already been installed, you are offered the options of modifying the current installation or uninstalling the program.

4. Choose **Uninstall the Program**, click on **Continue**, and follow the instructions on your screen to remove the program files from your hard drive.   You can reinstall the program at any time by following the setup instructions in the Windows 3.1 installation instructions.

Electronic Registration

The first time you start *Compton's Interactive Bible,* you are asked to register the program. When you do, you'll receive free technical support, notification of upgrades and new products, and preferred pricing on upgrades and other products.

To register electronically, click on **Next** and type the required information in the text boxes. When you finish, you can send the registration form electronically by modem, or print it out and fax or mail it to Compton's NewMedia.   Simply follow the instructions on the screen.

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Compton's Interactive Bible™
for Windows 95 and Windows 3.1
User's Guide
1997 Edition
Version 1.0
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Working with Sound

(New topic text goes here.)