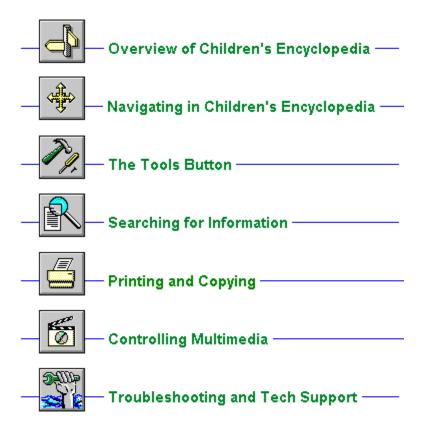
Children's Encyclopedia Online Help Contents



Children's Encyclopedia Online Help Contents



- Children's Encyclopedia
- Glossary
- About This Disc
- Online Help





Children's Encyclopedia

Children's Encyclopedia is Softbit's newest and most exciting multimedia learning tool. The main program consists of seven subject categories -- Astronomy, Biology, Computers and Electronics, Geography, History, Nature, and Prehistory. Each of these main categories is further divided up into several sub-categories. For example, Astronomy's sub-categories include What Is Space?, Looking at Space, The Sun's Family, The Stars, and Man and Space. In turn, each sub-category consists of a series of topics consisting of images, textual information, narrations, videos, and animation.

Wherever you go in Children's Encyclopedia, the button bar will always be available at the bottom of the screen. Among other things, these buttons allow you to return to the Main Menu, access the Tools/Resources Menu, view the Online Help, and exit the program. The button bar acts as an interactive guide between you and the information stored on the CD. For more detailed information, see <u>The Button Bar</u>.

From the Tools/Resources Menu, you can access several useful tools. Among these tools are **Animation Gallery** and **Video Gallery**, which provide quick and easy access to all available videos contained on the Children's Encyclopedia CD-ROM.

The best way for you to learn how to use Children's Encyclopedia is to browse through the help topics under <u>Overview of Children's Encyclopedia</u> and <u>Navigating in Children's Encyclopedia</u>.



Glossary

The **Glossary** resource is a dictionary for relevant terms found in Children's Encyclopedia. It is divided up into seven different glossaries, one for each category (Astronmy, Biology, etc.), and consists of an alphabetical listing of important terms followed by their descriptions. The **Glossary** can be accessed from either its program icon in the *Softbit Multimedia* program group, or from within Children's Encyclopedia by left-clicking on the **Glossary** hotspot in the Tools/Resources Menu.

The **Glossary** main menu consists of links to each of the seven glossaries. Left-clicking on History will take you to the glossary for the History category. You can then browse through the glossary listing by using the PageUp and PageDown keys, or by using the mouse in conjunction with the scroll bar at the far right of the screen. To choose a different glossary, left-click on the *Contents* button located at the top of the screen on the button bar, and then left-click on the desired category. Alternatively, you can left-click on the browse buttons (<< and >>) to flip through each of the glossaries. In addition, you can perform full-text searches for specific words or phrases through any or all of the seven glossaries . For additional information, see <u>Using Full-Text Search</u>.

Glossary topics can be printed out through the *Print Topic* menu command under *File* on the menu bar, or they can be copied to the Windows Clipboard through the *Copy...* menu command under *Edit*. You can return to the Children's Encyclopedia program by left-clicking on the *Ency* button.



About This Disc

About This Disc contains additional information regarding Softbit and Children's Encyclopedia. It can be accessed from either its program icon in the *Softbit Multimedia* program group, or from within Children's Encyclopedia by left-clicking on the **About This Disc** hotspot in the **Tools/Resources Menu**.

The topics that can be accessed from within **About This Disc** include Introduction to Children's Encyclopedia, Technical Support, Credits & Acknowledgments, and Ordering Information. To link to these topics, left-click on the browse buttons (<< and >> on the button bar).

About This Disc topics can be printed out through the *Print Topic* menu command under *File* on the menu bar, or they can be copied to the Windows Clipboard through the *Copy...* menu command under *Edit*. You can return to the Children's Encyclopedia program by left-clicking on the *Ency* button located at the top of the screen on the button bar.



Online Help

If you don't know how to perform certain tasks, or if you are confused about Children's Encyclopedia's interface, useful problem-solving information can be obtained from the **Online Help** package. This can be accessed from either its program icon in the *Softbit Multimedia* program group, or from within Children's Encyclopedia by left-clicking the Help button on the button bar.

To help you find the information you need, **Online Help** has been broken down into several catagories -- Overview, Navigating in Children's Encyclopedia, The Tools Button, Searching for Information, Printing and Copying, Controlling Multimedia, and Troubleshooting. You should be able to find any information you require within these sections. If not, please contact Softbit's Technical Support line, and we will try our best to answer your question. See **Troubleshooting and Tech Support**.

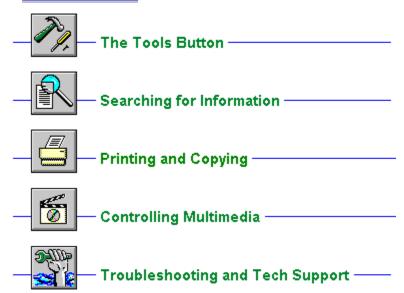
The interface to the **Online Help** package is relatively simple and easy to use. From the main menu, left-clicking on a desired category will link you to an expanded list of available topics for that category. Left-clicking on one of these topics will in turn link you to the desired information. While inside any of these topics, you can browse through related information by left-clicking on the browse buttons (<< and >> on the button bar), or you can return to the main menu by simply left-clicking on the associated category icon. In addition, you can perform full-text searches through the Online Help topics for specific words or phrases. For additional information, see **Using Full-Text Search**.

Online Help topics can be printed out through the *Print Topic* menu command under *File* on the menu bar, or they can be copied to the Windows Clipboard through the *Copy...* menu command under *Edit*. You can return to Online Help's main menu at any time by left-clicking on the *Contents* button located on the button bar, and you can return to the Children's Encyclopedia program by left-clicking on the *Ency* button.

Children's Encyclopedia Online Help Contents



- The Button Bar
- ◆ Menu Navigation
- Images and Captions
- ◆ <u>Text Navigation</u>
- Videos and Animation
- The Contents Tool





The Button Bar

The Button bar is the main method of navigation in Children's Encyclopedia.



Grayed-out buttons are inactive.

The Button bar is active at all times, except in the glossary section. Navigation via forward/reverse buttons is strictly linear. For a direct and narrow travel path, navigate using Contents or Main menus. This will allow you to go directly to a specific topic.

Often there is narrative with a given image. To stop this, you may simply click on the red caption, which will bring up a text caption box of the narrative. Simply click on the pictorial image and text will go away.



This will show a video on the current subject you are in.

Print Button

Prints the image. For more info, please see printing and copying.

© Copy Button

Prints the image. For more info, please see printing and copying.



Information Window

Displays text information related to your current location.

Fast Rewind Button

Goes back one topic.

Rewind Button

Goes back one image.

Forward Button

Goes forward one image.

Fast Forward Button

Goes forward one topic. When out of topics, click Main.



Goes back to the main menu.



Brings up search dialog box.



Tools Button

Goes to tool menu. See Tools Button./Help.



Prints the image. For more info, please see printing and copying.



Will take you to help area.



Quits program.



Menu Navigation

When first running Children's Encyclopedia, the first screen you will encounter (after a logo screen and a title screen) is the **Main Menu**. This is a graphical image with hotspots which link to the category menus (Astronomy, Biology, etc.). The category menus, in turn consist of graphical images with hotspots (red buttons) which link to the first topics for that section.

For example, when you left-click on the History hotspot in the **Main Menu**, Children's Encyclopedia will link you to the **History Menu**; and then left-clicking on *The Modern World* hotspot takes you to the *Cold World and Beyond* topic for that section. You can then use the Button Bar to naviagate through the images, captions, text, and videos for that section. See **The Button Bar**.



Images and Captions

As previously explained, the images within a topic and within a section can be browsed through by using the navigation buttons (frew, rew, fwd, ffwd). On topic entry, an image is displayed and a narrative description is played if it is available.

The availability of a narration can be determined from the color of the caption text for the image. If it is white or black, there is no narration for the topic. If it is red, the caption is a hotspot and there is a narration. Left-clicking on the hotspot will cause the narration to be stopped, and a popup window of the narration text will be displayed on the screen.

Narrations are automatically played back on entry into a topic. If you find this feature to be annoying, you can turn off the sound by using the **Audio Setup** tool in the **Tools/Resources Menu**. See <u>Audio Setup</u>.



Text Navigation

Each Children's Encyclopedia topic features several images accompanied by descriptive narrations and captions. Text-based information is included to further supplement the material.

While inside a topic, you can left-click the text button on the button bar at the bottom of the screen. This will link you to the associated textual information. The text will be displayed in the main window, and a toolbar will float on top of Children's Encyclopedia. The tools on the **Text Toolbar** include **Window**, **Zoom**, **Print**, **Copy**, and **Close**. Left-click on any button on the toolbar to find out what action it performs.



• To change the text display:

- 1. Left-click the mouse on the Text button.
- 2. Left-click on the Window button to toggle the window display setting. On display resolutions higher than 640x480, feel free to move the secondary text window off of Children's Encyclopedia's main display.
- 3. Left-click on the Zoom button to toggle between 8, 12, 16-pitch. Clicking once will display the text in 16-pitch. Clicking again will display in 8-pitch. Again, and you will return to 12-pitch.
- 4. Left-click on Close when you are finished viewing the text.

Note that left-clicking on the frew, ffwd, Main, and Tools buttons will cause the main window topic to change. The secondary text window will close when you change topics is this way.

• To print or copy text:

- 1. Left-click the mouse on the Text button.
- 2. Left-click on the Print button to send the displayed text to the default printer. If you wish to print at a smaller or larger font, use the Zoom button to display the desired font size before left-clicking on the Print button.
- 3. Left-click on the Copy button to send the displayed text to the Windows Clipboard.
- 4. Left-click on Close when you are finished viewing the text.



Window Button

Toggles the text between the main program window and a smaller secondary text window. The smaller secondary text window is useful for viewing both the topic images and their related text information.



Zoom Button

Toggles the text font size between 8, 12, and 16 pitch. The default setting is 12-pitch, but 8-pitch is useful for displaying more text on the screen at once, and 16-pitch is nice on a high-resolution system.



Print Button

Sends the displayed text to the default printer.



Copy Button

Copies the displayed text to the Windows Clipboard.



Close Button

Closes the text window and returns to the current topic's first image.



Videos and Animation

Topics in Children's Encyclopedia are accompanied by images, captions, text, and sometimes videos or animations. You can determine whether a topic contains an associated video by noting whether the Video button on the button bar is active. If this button is on, left-clicking it will bring up the appropriate video in a popup window, and the video will automatically start playback. A multimedia controller with a slider control, a stop button and a play button is provided with the playback window. For more information, see **Controlling Multimedia**.

A second method for accessing video and animation sequences is from the **Video and Animation Galleries** in the **Tools/Resources Menu**. The galleries contain a listing of all the videos and animations contained on the Children's Encyclopedia CD-ROM. Left-clicking on any of the videos brings up the appropriate title in a popup window with a multimedia controller.



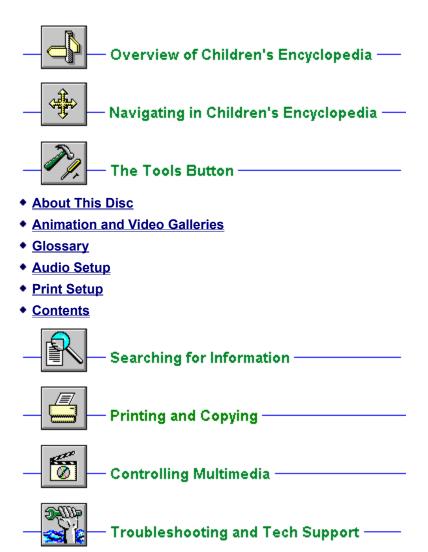
The Contents Tool

Previously, program navigation was explained in terms of menu navigation and subsequent topic browsing through the use of the navigation buttons (frew, rew, fwd, ffwd). Here, a second method for program navigation, the **Contents Tool**, is explained.

The **Contents Tool**, which is located in the **Tools/Resources Menu**, was designed to be similar to a table of contents. Left-clicking on the **Contents** hotspot takes you to a listing of all the categories in Children's Encyclopedia. In turn, continued left-clicking takes you to a listing of all the sections for that category ... a listing of all the topics for that section ... and finally, the topic itself.

For example, if you wanted to navigate to the *Cold World and Beyond* topic, you could perform the following steps: from the **Tools/Resources Menu**, left-click on the **Contents** hotspot, left-click on *History*, left-click on *The Modern World*, left-click on *The Cold World and Beyond*.

Children's Encyclopedia Online Help Contents





About This Disc

About This Disc contains additional information regarding Softbit and Children's Encyclopedia. It can be accessed from either its program icon in the *Softbit Multimedia* program group, or from within Children's Encyclopedia by left-clicking on the **About This Disc** hotspot in the **Tools/Resources Menu**. For additional information on **About This Disc**, see **Overview - About This Disc**.



Animation and Video

The **Animation and Video Galleries** contain a listing of all the videos and animations contained on the Children's Encyclopedia CD-ROM. To use either of the galleries, left-click on the Tools button on the button bar at the bottom of the screen, and then left-click on either the **Animation Gallery** or **Video Gallery** hotspot. Left-clicking on any of the videos brings up the appropriate title in a popup window with a multimedia controller. For more information on using this controller, see **Controlling Multimedia**.



Glossary

The **Glossary** resource is a dictionary for relevant terms found in Children's Encyclopedia. It can be accessed from either its program icon in the *Softbit Multimedia* program group, or from within Children's Encyclopedia by left-clicking on the **Glossary** hotspot in the **Tools/Resources Menu**. For additional information on **Glossary**, see **Overview - Glossary**.



Audio Setup

The narration feature of Children's Encyclopedia will automatically play back an image caption on entry into a topic. If you find this feature to be annoying, you can turn off the sound by using the **Audio Setup** tool in the **Tools/Resources Menu**.

• To turn on/off narrations:

- 1. Left-click the mouse on the Tools button, left-click on Audio Setup.
- 2. Select the desired audio setting. For example, if you wish to turn off narrations, left-click on Disable Audio/Narrations.
- 3. Left-click on OK to close the Audio Setup dialog box.



Print Setup

Children's Encyclopedia attempts to print images and topic text on the default printer. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options. To do so, left-click on the Tools button on the button bar at the bottom of the screen, and then left-click on the **Print Setup** hotspot. For additional information on using the **Print Setup**, see **Changing Printers and Printer Options**.



Contents

The **Contents Tool**, which was designed to be similar to a table of contents, is useful for browsing through Children's Encyclopedia's topics. To use the **Contents Tool**, left-click on the Tools button on the button bar at the bottom of the screen, and then left-click on the **Contents** hotspot. For additional information on using the **Contents Tools**, see <u>The Contents Tools</u>.

Children's Encyclopedia Online Help Contents

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Searching for Information

- Searching for Information in Children's Encyclopedia
- Using Full-Text Search
- Browsing through the Search Results
- <u>Using Search Operators</u>
- **Using Multiple Search Operators**
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Searching for Information in Children's Encyclopedia

To find information in Children's Encyclopedia, you can either navigate and browse through the menu structure, or you can perform full-text searches for specific topic text.

Using the **Find** button, you can search for any single word or any combination of words in all searchable topics. The Search feature not only takes you to the topic found, but highlights the word or words found by the search. You can use search operators such as AND, OR, NOT, THRU, and NEAR to further narrow your search. For more information on these search functions, see **Using Full-Text Search**.

You can also use the Children's Encyclopedia **Glossary** resource, especially if the information which you are seeking can be resolved from the description of a specific term. For more information on using the **Glossary**, see <u>Overview - Glossary</u>.



Using Full-Text Search

Using the **Find** button located on the button bar at the bottom of the screen, you can search for any single word or any combination of words in all searchable topics. The **Find** button calls Children's Encyclopedia's **Search** dialog box.

To search for topics that contain a certain word or phrase:

- 1. Left-click on the **Find** button on the button bar at the bottom of the screen. This brings up the **Search** dialog box.
- 2. In the **Search by Word** edit box, enter the desired word or phrase (search query) you wish to search for. To enter a search query that you have searched on previously, left-click on the arrow to the right of the edit box and select the search query from the drop-down list.
- 3. In the **Search In** box, left-click to select All Topics, Selected Topic Groups, or Current Topic Only.
- 4. Left-click on OK to begin the search. Children's Encyclopedia will list the topic title of each topic containing a search hit in a **Search Results** dialog box.

For additional information on using full-text search, see <u>Browsing through the Search Results</u> and <u>Using Search Operators</u>.



Browsing through the Search Results

Using the **Find** button located on the button bar at the bottom of the screen, you can search for any single word or any combination of words in all searchable topics. This search feature returns a **Search Results** dialog box that lists all topics that contain the specified search query.

• To view topics containing a search hit:

- 1. Navigate through the list and double click on the desired topic, or select the desired topic and left-click on the **Go To** button.
- 2. Left-click on the **Next Match** and **Previous Match** buttons to sequentially browse through all the topics in the list.
- 3. Left-click on the **To Search** button to return to the **Search** dialog box.

For additional information on using full-text search, see <u>Using Full-Text Search</u> and <u>Using Search</u> <u>Operators</u>.



Using Search Operators

When you use the **Find** button to search for information, you can use the search operators **AND**, **OR**, **NOT**, and **NEAR** to narrow your search. Each operator is described below. You can enter an operator in either lowercase or uppercase letters ("and" is interpreted the same as "AND").

The **AND** operator selects topics containing all phrases connected by **AND** operators. If a phrase does not appear in quotes, any space between words in the phrase is assumed to represent an implicit AND. For example:

Bees love Honey

This phrase finds any topic containing the three words "Bees," "love," and "Honey." This is the same as specifying **Bees AND love AND Honey**. However, when quotes are used, Children's Encyclopedia searches for the entire phrase. For example:

"Bees love Honey"

This phrase finds any topic containing the phrase "Bees love Honey."

The **OR** operator selects topics containing either phrase connected by OR operators. For example:

Bees OR Honey

This query displays topics containing either the word "Bees" or the word "Honey."

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The **NOT** operator selects any topic that does contain the phrase preceding **NOT**, but doesn't contain the phrase following **NOT**. For example:

Bees NOT Honey

This guery finds topics containing the word "Bees" but not the word "Honey."

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The **NEAR** operator selects any topic in which one phrase appears within a certain number of words of the second phrase. The default value is eight words. For example:

Bees NEAR Honey

This query finds any topic in which the word "Bees" appears within eight words before or after the word "Honey."

To change the default value from eight words, choose the **Options** button in the **Search** dialog box and enter a new number in the **NEAR Means Within** box. Words that are next to each other are within one word of each other.

Hint: You can choose the **Hints** button in the **Search** dialog box for a quick reminder on how to use search operators.



Using Multiple Search Operators

When you use the **Find** button to search for information, you can use multiple search operators to define more complex search criteria. For example, if you enter **honey AND bees NOT hives** in the **Search by Word** edit box, Children's Encyclopedia will match topics that contain the words "honey" and "bees" but do not contain the word "hives."

By default, operators are evaluated from left to right. You can use parentheses to specify a different order -- operators within parentheses are evaluated first. The following depicts some examples:

honey OR bees AND hives Topics containing either the word honey or the word bees in

addition to the word hives.

honey OR (bees AND hives)

Topics containing the word bees and the word hives or topics

containing the word **honey**.

honey OR bees NOT hives Topics containing either the word honey or the word bees but

not the word hives.

honey OR (bees NOT hives)

Topics containing the word bees but not the word hives or topics

containing the word honey.

Children's Encyclopedia Online Help Contents

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- Printing and Copying -

- Printing and Copying in Children's Encyclopedia
- Printing and Copying Images
- Printing and Copying Topic Text
- Changing Printers and Printer Options

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Printing and Copying in Children's Encyclopedia

While browsing through Children's Encyclopedia, you may wish to view a hardcopy of information you find, or you may want to use such information in another application, such as a word processor. Children's Encyclopedia allows you to print and copy both image and textual information.

Easily accessible buttons allow you to quickly send images or topic text to your printer. If you encounter problems while attempting to print something, you may need to setup your printer for use with Windows. This can be done through Children's Encyclopedia's Print Setup tool. For more information, see Changing Printers and Printer Options.

Images and topic text can also be copied to the Windows Clipboard. From the Clipboard, you can paste the desired information into any Windows application. Note that when you copy information to the Clipboard, whatever information was there previously gets deleted.

For step-by-step instructions on printing and copying images, see **Printing and Copying Images**. For step-by-step instructions on printing and copying topic text, see **Printing and Copying Topic Text**.



Printing and Copying Images

Children's Encyclopedia provides easily accessible buttons which allow you to send topic images to your printer or copy them to the Windows Clipboard. These buttons are located on the left side of the button bar, and are labeled P for print and C for copy.

• To print the current topic image:

- 1. Navigate to the topic with the desired image.
- 2. Left-click on the P button located on the left side of the button bar.

For standard black and white printers, a dithered version of the actual color bitmap will be produced by your printer. If you encounter problems while attempting to print something, you may need to setup your printer for use with Windows. See Changing Printers and Printer Options. Note that printing images requires a lot of printer memory, so you may experience difficulty while printing some of the larger pictures.

To copy the current topic image:

- 1. Navigate to the topic with the desired image.
- 2. Left-click on the C button located on the left side of the button bar.

This operation will copy a 256-color version of the desired image into the Windows Clipboard. Note that the P and C buttons on the button bar are for printing and copying images only. These buttons **do not** apply to topic text. For more information on printing and copying textual information, see Printing and Copying Topic Text.



Printing and Copying Topic Text

It's really easy to print and copy text information in Children's Encyclopedia. Clearly defined Print and Copy buttons allow you to send topic text to your printer or copy them to the Windows Clipboard. These buttons are located either on the Text Toolbar or at the bottom of the text window, depending upon how you are viewing the text. For more information on navigating through text, see Text
Navigation.

• To print the current topic text:

- 1. Navigate to the topic with the desired text.
- 2. In full-screen text mode, left-click on the Print button located on the Text Toolbar. In windowed text mode, left-click on the Print button located at the bottom of the text window.

The font size of the text sent to the printer corresponds directly to the font size displayed on your screen. Therefore, if you wish to print in 8, 12, or 16 point, left-click on the Zoom button until the desired size is displayed. Note that the entire topic will be sent to the printer. If you encounter problems while attempting to print something, you may need to setup your printer for use with Windows. See **Changing Printers and Printer Options**.

To copy the current topic text:

- 1. Navigate to the topic with the desired text.
- 2. In full-screen text mode, left-click on the Copy button located on the Text Toolbar. In windowed text mode, left-click on the Copy button located at the bottom of the text window.

If you wish to print the text using a different size or with a different font style, or if you wish to print only a selected amount of text rather than the entire topic, you should copy the text from the Windows Clipboard into a text editor or word processor. The Write program which comes with Windows is sufficient for such operations.



Changing Printers and Printer Options

Children's Encyclopedia attempts to print images and topic text on the default printer. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options.

To change printers:

- 1. Left-click the mouse on the Tools button, left-click on Print Setup.
- 2. Select the desired printer from the Specific Printer drop down box. If the desired printer is not in the list box, switch to the Windows Control Panel and activate the printer you wish to use. Then switch back to Children's Encyclopedia.
- 3. Left-click on OK to close the Print Setup dialog box.

To change printer options:

- 1. Left-click the mouse on the Tools button, left-click on Print Setup.
- 2. Left-click on the Options button to change the default printer options. Note that the available options will depend on the type of printer you have selected.
- 3. Select the options you wish, and then left-click on OK.
- 4. Left-click on OK to close the Print Setup dialog box.

• To change printer orientation, paper size, or paper source:

- 1. Left-click the mouse on the Tools button, left-click on Print Setup.
- 2. Left--click on either Portrait or Landscape for the orientation.
- 3. Select the desired paper size from the drop down list box.
- 4. Select the desired paper source from the drop down list box.
- 5. Left-click on OK to close the Print Setup dialog box.

For additional information on setting up printers, see your Windows documentation.

Controlling Multimedia

You can play a video or animation sequence using a control panel that comes up with the video. Either type of sequence may include this multimedia controller, as shown below:



Left-click on any button on the controller to find out what action it performs.

Slider Control

The slider control lets you drag the thumb to move the current position back (left) or forward (right) in the object.

Step Backward / Fast Rewind Button

When clicked once, steps backwards (by frames or by seconds) in the object. When clicked and held down, rewinds backwards through the object.

Step Forward / Fast Forward Button

When clicked once, steps forwards (by frames or by seconds) in the object. When clicked and held down, fast forwards through the object.

■ Stop Button

Stops playback of the object.

Pause Button

Stops playing the object until the user presses this button again or the play button.

► Play Button

Starts playing the object.

Troubleshooting

Problems that you may encounter with Children's Encyclopedia can often be attributed to a shortage of available memory. To correct this problem, close all open applications, or better yet, restart Windows completely. You can free up even more memory by removing any Windows startup programs. System performance can be further enhanced by increasing virtual memory. Of course the best way to solve this problem is to add more physical memory to your system.

Incompatibility problems can sometimes occur between Windows and and your video driver. Most often this happens when you are running a driver that supports thousands or millions of colors. If you receive this type of error frequently while running Children's Encyclopedia, you should contact the manufacturer of your video card and ask for an updated video driver. Alternatively, you could change your current video driver to one that supports just 256 colors. However, it should be noted that problems can also occur even when running in 256 color mode.

If you experience any difficulties with your Children's Encyclopedia CD-ROM, or if you just wish to make a comment or two, please don't hesitate to call our Technical Support Department at (714) 251-8600. Before calling us, please be seated in front of your computer with Windows and Children's Encyclopedia running. If a technical support specialist is unavailable at the time of your call, please leave a message specifying your problem, and we will return your call as soon as we can.

If you prefer, you can write down your problem and fax it to us at (714) 261-7977, or send it to us at the following address:

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