



## Commands and Their Boxes

This Help topic briefly describes the commands on each Bookshelf menu and the boxes (if any) associated with them. The Control menu commands are also explained. You choose a command by clicking it with the mouse or by using a keyboard shortcut. (For more information see Choosing Menus, Commands, and Tools with Keys.)

### File Menu Commands

Print Topic	Prints the current topic (assuming you have a printer installed and turned on). A message box appears telling you the topic is being printed.
Print Setup	Displays a box in which you can change printers and printer settings before printing. For more information, see <u>Print Setup Box Description.</u>
Exit	Closes Bookshelf.

### Edit Menu Commands

Copy	Places a copy of the displayed topic in a box, where you can select text to copy onto the Clipboard. For more information, see <u>Copy Box Description.</u>
Annotate	Displays a box in which you can add your own notes to the displayed topic. For more information, see <u>Annotate Box Description.</u>
Copy Picture	Places a copy of the displayed picture onto the Clipboard. (This command is available only when the displayed topic contains a picture you can copy.) For more information, see <u>Copying a Picture.</u>
Copy Audio	Places a copy of the sound associated with the displayed audio icon onto the Clipboard. (This command is available only when the displayed topic contains a sound you can copy.) For more information, see <u>Copying a Pronunciation.</u>

### Options Menu Commands

Preferences	Displays a box in which you can specify the colors you want for the <u>jump text</u> and <u>pop-up text</u> in the Bookshelf window. For more information, see <u>Preferences Box Description.</u>
QuicKeys	Displays a box in which you can select and customize QuicKey combinations. For more information, see <u>QuicKeys Definitions Box Description.</u>

### Books Menu Commands

[ <i>book title</i> ]	Lists the title of each book in Bookshelf. Choose a book to display its <u>contents screen</u> in the Bookshelf window.
-----------------------	---

### Bookmark Menu Commands

Define	Displays a box in which you can add a <u>bookmark</u> to the displayed topic or delete an existing bookmark. For more information, see <u>Bookmark Define Box Description.</u>
More	Displays a box in which you can select a bookmark. (This command appears only when more than nine bookmarks have been added to the Bookmark menu.) For more information, see <u>Bookmark Box Description.</u>

### Tools Menu Commands for All Books

Hide Toolbox	Removes the toolbox from the screen. You can then choose
--------------	--

	tools from the Tools menu.
Show Toolbox	Displays the toolbox again. (Appears on the menu only after you have hidden the toolbox.)
Find	Displays a box in which you can look for topics that contain a certain word or phrase. For more information, see <a href="#">Find Box Description</a> .
Index	Displays a box in which you can search for a topic using the Bookshelf index entries. For more information, see <a href="#">Index Box Description</a> .
Back	Opens the topic you read just before the current topic.
Back List	Displays a box containing a list of up to 40 topics you have read in the current Bookshelf session. For more information, see <a href="#">Back List Box Description</a> .
Browse (Previous)	Opens the previous topic in the current book's browse sequence.
Browse (Next)	Opens the next topic in the current book's browse sequence.
Contents	Displays the current book's Contents screen.

### **Tools Menu Commands--Special Tools**

Most of the books in Bookshelf contain tools you can use to locate special information, for example, animations, audio, or images (such as flags). The special tools commands appear on the Tools menu only when the book they are associated with is open.

Locate	(Atlas) Opens an area map at the first level of the atlas. Opens Location boxes at the second and third levels of the atlas. For more information, see <a href="#">About The Hammond Atlas</a> .
Topography	(Atlas) Opens a topographical map of the current region. For more information, see <a href="#">About The Hammond Atlas</a> .
Flags	(Atlas) Opens the Flag Browser, a list of the flags of countries and U.S. states. You can click a name on the list to see a single flag or click All Flags to see all the flags in Bookshelf. For more information, see <a href="#">About the Hammond Atlas</a> .
Images	( <i>Bartlett's Quotations</i> , dictionary, and encyclopedia) Opens the Image Browser, which lists all the images in the current book. For more information, see <a href="#">Image Browser Description</a> .
Audio	( <i>Bartlett's Quotations</i> ) Opens the Audio Browser, which lists all the audio clips of authors and the first few words of their quotations. For more information, see <a href="#">Audio Browser Description</a> .
Associated Topics	( <i>Concise Quotations</i> , encyclopedia) Opens the Associated Topics box, which lists the topics in the book that are related to the current topic. For more information, see <a href="#">Associated Topics Box Description</a> .
Animations	(encyclopedia) Opens the Animation Browser, which lists all the topics that have animations. For more information, see <a href="#">Animation Browser Description</a> .
Animations (Narrated)	(encyclopedia) Opens the Narrated Animation Browser, which lists all the topics that have narrated animations. For more information, see <a href="#">Narrated Animation Browser Description</a> .
Music	(encyclopedia) Opens the Music Browser, which lists all the topics that have audio musical examples. For more information see <a href="#">Music Browser Description</a> .
Outline	(almanac) Opens the Outline for the World Almanac 1993, which

provides easy access to all the almanac topics. For more information see [Outline Box Description](#).

### Help Menu Commands

Help Contents	Opens the Help window and displays the Help Contents screen.
Help Demos	Opens the Help window and lists the four Help demos. These demos explain Bookshelf basics. Click the Help demo you want to see.
Using Help	Opens the Help window and displays information about how to use Help.
Keyboard Techniques	Opens the Help window and displays a list of Help keyboard topics. Keyboard topics contain tables of keys and their functions in Bookshelf.
About Bookshelf	Gives you some basic information about Bookshelf.

### Control Menu Commands




The Control menu appears in the upper-left corner of all Bookshelf windows and dialog boxes. You can double-click the Control-menu box to close any window or box. A single click opens the Control menu. This menu may contain any or all of the following commands:

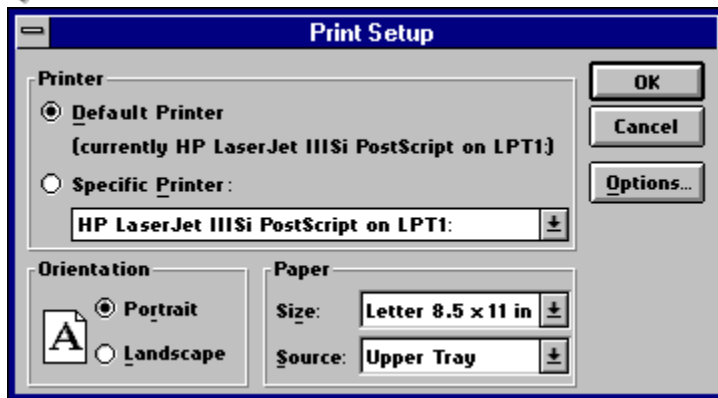
Restore	Returns the window to its previous size after it has been <u>minimized</u> or <u>maximized</u> .
Move	Lets you move the window or box using <u>arrow keys</u> . (If the window or is maximized, you must restore it before you can use this command.)
Size	Lets you change the size of the window using arrow keys. (If the window is maximized, you must restore it before you can use this command.)
Minimize	Reduces the window to an <u>icon</u> .
Maximize	Enlarges the window to take up the full screen.
Close	Closes the window or box. You can also double-click the Control-menu box to close it.
Switch To	Displays a dialog box in which you can choose options to arrange windows in different ways, switch among open Windows applications, and close down tasks. For more information, see <a href="#">Task List Dialog Box Description</a> .



## Print Setup Box Description

The Print Setup box lets you change printer settings before printing.

 To learn about this box, click parts of this picture.



### See Also

[Changing Printers and Printer Options](#)

[Choosing Options in Boxes](#)

**Control-menu box**

Double-click to close the Print Setup box.

**Title**

This is the title of the current box.

**down scroll arrow**

Click to see a drop-down list of other options.

**Default Printer**

Lists the printer that Bookshelf will use unless you choose another from the Specific Printer list.



**Specific Printer list**

Lists the installed printers. Click a name in the list to use that printer. If the printer you want is not in the list box, switch to the Windows Control Panel, select Printers, and activate the printer you want to use. Then switch back to Bookshelf.

**Orientation**

Controls the direction in which text is printed on the page. Choose Portrait to print so that the page is taller than it is wide; choose Landscape to print so that the page is wider than it is tall.

**Paper Size list**

Lists the sizes of paper you can choose from.

**Paper Source list**

Lists the sources from which the printer can get its paper.

**OK button**

Saves your changes and closes the dialog box.

**Cancel button**

Cancels the command and closes the box.


**Options button**

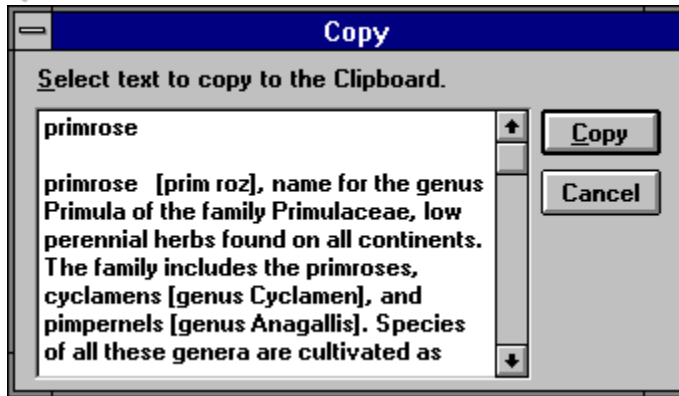
Displays the Options box so that you can select options for the printer selected in the Printer list. The available options depend on the type of printer selected.



## Copy Box Description

Use the Copy box to copy text from the displayed topic onto the Clipboard.

 To learn about this box, click parts of this picture.



### See Also

[Copying Text](#)

[Choosing Options in Boxes](#)



**Copy button**

Copies the contents of the text box or the selected portion of the text onto the Clipboard.

**Cancel button**

Cancels the command and closes the dialog box.

**Control-menu box**

Double-click to close the copy box.

**Title**

Title of the current box.

**up scroll arrow**

Click to scroll up through the text.

**scroll box**

Drag to scroll quickly through the text.

**down scroll arrow**

Click to scroll down through the text.

**Scrollable text box**


Displays the text of the displayed topic and the copyright information for the current book. If you want to copy only a portion of the text onto the Clipboard, select the text you want to copy. (You can also type information in this box and copy it.)

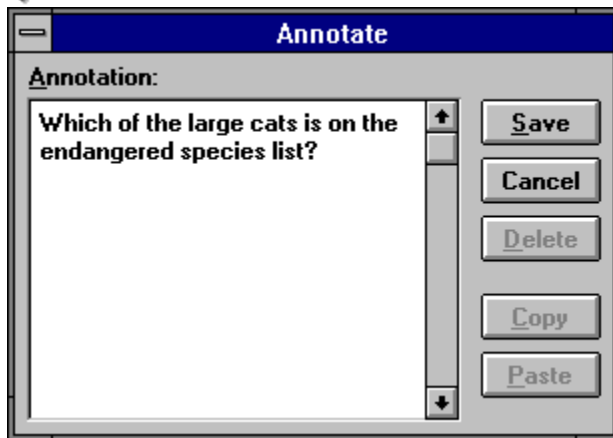




## Annotate Box Description

Use the Annotate box to add your own notes to a topic.

 To learn about this box, click parts of this picture.



### See Also

[Annotating a Topic](#)

[Copying and Pasting into Annotations](#)

[Choosing Options in Boxes](#)

**Control-menu box**

Double-click to close the Annotate box.

**Title**

The title of the current box.

**up scroll arrow**

Click to scroll up through the list.

**scroll box**

Drag to scroll quickly through the list.

**down scroll arrow**

Click to scroll down through the list.

**Save button**

Saves your changes and closes the box.

**Cancel button**

Cancels the command and closes the box.



**Delete button**

Erases the text in the Annotation box and removes the annotation from the topic.

**Copy button**

Copies the contents of the Annotation box onto the Clipboard.

**Paste button**

Inserts the contents of the Clipboard into the Annotation box.


**Annotation box**

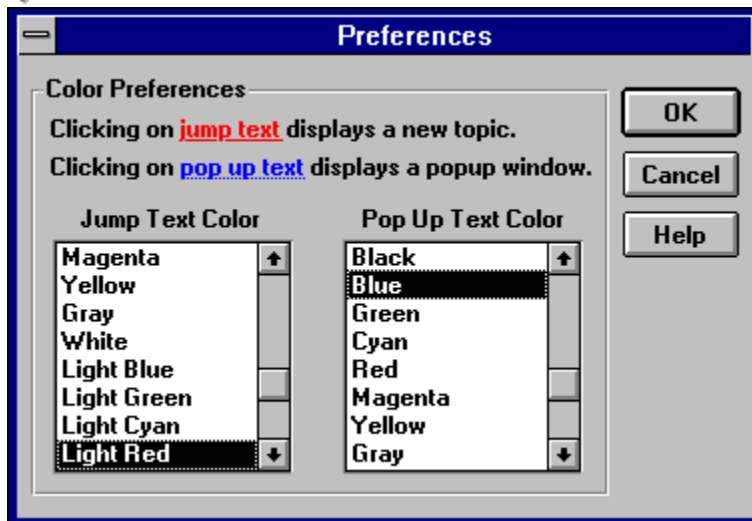
Contains the notes you have added to the current Bookshelf topic. You can type or edit text in this box.



## Preferences Box Description

Use the Preferences box to specify the colors you want for jump text and pop-up text.

 To learn about this box, click parts of this picture.



### See Also

[Locating Information](#)

[Choosing Options in Boxes](#)

**Control-menu box**

Double-click to close the box.

**Title**

The title of the current box.

**Help button**

Click to get information on the current box.



**Jump Color box**

Lists the available colors for the jump text in Bookshelf. Select the color you want for this text.

**Popup Color box**

Lists the available colors for the pop-up text in Bookshelf. Select the color you want for this text.

**up scroll arrow**

Click to scroll up through the list.

**scroll box**

Click to scroll quickly through the list.

**down scroll arrow**

Click to scroll down through the list.

**OK button**

Saves your changes and closes the dialog box.

**Cancel button**

Cancels the command and closes the dialog box.

**jump example text**

Shows the current jump text color. When you select a new color, this text changes to the new color. Click the Cancel button if you want to cancel your changes.



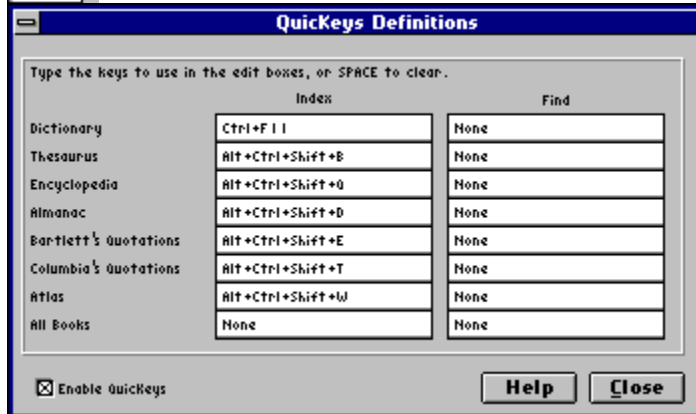
**pop-up example text**

Shows the current pop-up text color. When you select a new color, this text changes to the new color. Click the Cancel button if you want to cancel your changes.



## QuicKeys Definitions Box Description

Use this box to set QuicKeys options. With QuicKeys you can select a word or phrase in another Windows application and then press a key combination to look it up in Bookshelf.



### See Also

[Using Bookshelf Features from Other Applications](#)

[Setting QuicKeys Options](#)

**Control-menu box**

Double-click to close the box.

**Title**

Title of the current box.

## **Index edit boxes**

Each of these edit boxes contains a default QuicKeys combination for a specific book. (The books are listed to the left. Note that you can also create a QuicKeys combination that will look in the index for All Books.) You can use any of these key combinations to look through the index of a Bookshelf book from another windows application. You can also change these combinations and type in your own. For more information, see "Setting QuicKeys Options."

**Find edit boxes**

Use each of these edit boxes to type a QuicKeys combination that will have the Find feature look through a specific Bookshelf book from another windows application. (The books are listed to the left. Note that you can also create a QuicKeys combination that will look for a word or phrase in All Books.) For more information on creating QuicKey combinations, see "Setting QuicKeys Options."

**Enable QuicKeys check box**

By default, an X is already in this check box, which means that the QuicKeys combinations that you create will be enabled when you close the box. If there is no X in the check box, click to enable it. (Click the X in the check box to disable QuicKeys.)


**Help button**

Click for information on the current box.




Close button

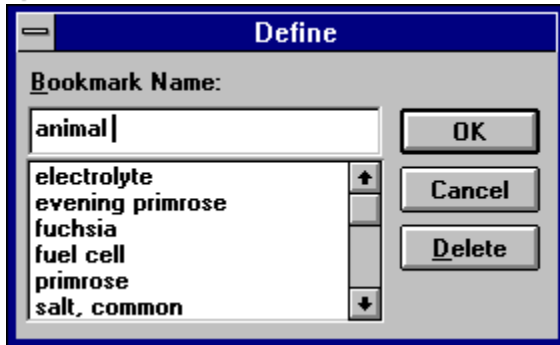
Click to save your changes and close the box.

 To learn about this box, click parts of this picture.

## Bookmark Define Box Description

Use the Bookmark Define box to add a bookmark to the displayed topic or delete an existing bookmark.

 To learn about this box, click parts of this picture.



**Define**

**Bookmark Name:**

animal |

OK

Cancel

Delete

electrolyte  
evening primrose  
fuchsia  
fuel cell  
primrose  
salt, common

### See Also

[Using Bookmarks](#)

[Choosing Options in Boxes](#)

**Control-menu box**

Double-click to close the Bookmark Define box.

**Title**

This is the title of the current box.

**up scroll arrow**

Click to scroll up through the list.

**scroll box**

Drag to scroll quickly through the list.

**down scroll arrow**

Click to scroll down through the list.

**Bookmark Name box**

Displays a proposed bookmark name you can accept or change. To accept the proposed name, click the OK button. To change the name, type a new name, and then click OK.



**OK button**

Saves your changes and closes the box. If you've defined a bookmark, the bookmark name will appear on the Bookmark menu.

**Cancel button**


Cancels the command and closes the box.

**Delete button**

Deletes the bookmark selected in the bookmark list.


**Bookmark list**

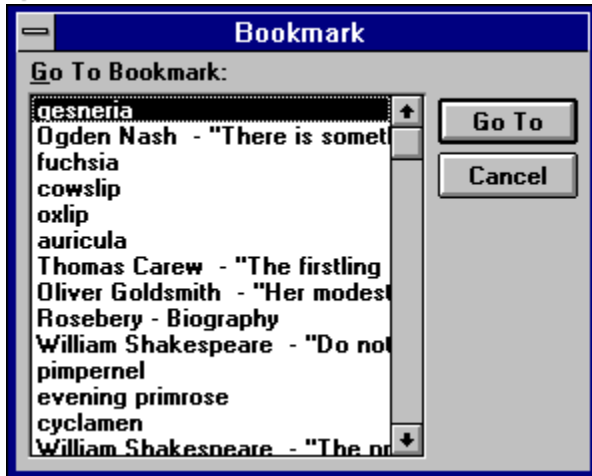
Lists the current bookmarks. Select a bookmark name you want to edit or delete.

 To learn about this box, click parts of this picture.

## Bookmark Box Description

Bookshelf puts the first nine bookmarks you make on the Bookmark menu. Subsequent bookmarks are stored in the Bookmark box. To select a bookmark from this box, choose the More command from the Bookmark menu. The More command appears only when more than nine bookmarks have been defined.

 To learn about this box, click parts of this picture.



### See Also

[Using Bookmarks](#)

[Choosing Options in Boxes](#)

**Control-menu box**

Double-click to close the Bookmark box.

**Title**

The title of the current box.

**up scroll arrow**

Click to scroll up through the bookmark list.



**scroll box**

Click to scroll quickly through the list.

**down scroll arrow**

Click to scroll down through the bookmark list.

**Bookmark list**

Lists the current bookmarks. You can double-click a bookmark name or click a bookmark name and then click Go To to jump to the marked topic.

**Go To button**

Click a bookmark name in the list, and then click Go To to jump to the bookmarked topic.


**Cancel button**

Cancels the command and closes the box.



## Task List Box Description

The Task List box provides options for arranging windows, switching between windows, and closing down tasks.

 To learn about the dialog box, click parts of this picture.



### See Also

[Selecting Windows](#)

[Choosing Options in Boxes](#)

**Task list**

Lists the applications or tasks that are open. Double-click the application or task you want to switch to. Or click an application or task you want to close, and then click the End Task button.

**Switch To button**

Activates the window for the application or task selected in the task list.



**End Task button**

Closes the application or task selected in the task list.

**Cancel button**

Cancels the command and closes the box.

**Arrange Icons button**

Lines up icons for open applications in a row at the bottom of the screen.

**Cascade button**

Arranges and resizes open windows so that they overlap but their title bars are visible.

**Tile button**

Arranges and resizes open windows side by side so that all are completely visible and occupy equal screen space.



## Glossary of Error Messages

Error messages are listed below in alphabetic order by the first word in the message. Click a message to see a description of the cause and a suggested action. Click again to close the pop-up window. Use the scroll bar or press PAGE DOWN to view messages not visible in the window.

**Note:** Some of the error messages you may encounter while using Bookshelf refer to the Viewer program or to a Viewer file. Viewer is the browser program that displays multimedia books, such as Bookshelf for Windows. Each book in Bookshelf is a Viewer file.

A Bookmark with this name already exists. Choose another name or delete the existing bookmark and then save this one.

All wave devices that can play files in the current format are in use. Wait until a .wav device is free and then try again.

An error occurred during printing. Please check your Printer Setup.

An error occurred while attempting to load the movie.

An error occurred while attempting to play the movie.

An error occurred while attempting to stop the movie.

A subexpression within parenthesis begins or ends with an operator.

A word is expected after the operator.

A word is expected before the operator.

Cannot create annotation because the annotation file is read-only. Check target disc to make sure it has sufficient space and is not read-only.

Cannot create bookmark file. Check target disc to make sure it has sufficient space and is not read-only.

Cannot find printer or printer driver. Check path to .DRV file and check printer.

Cannot find Viewer file. Make sure the correct disk and directory are specified.

Cannot print to specified printer; run the Windows Control Panel application to install and set up printers.

Cannot read or write to this disk; make sure the correct disk is in the drive.

Couldn't open MCI device.

Couldn't open multimedia controller window.

Couldn't open multimedia element window.

Couldn't open multimedia window.

Error occurred attempting to open the specified multimedia device.

Filename extension of the specified multimedia file is not associated with any installed MCI devices.

Index word not found.

Multimedia controller failed due to an out-of-memory error.

No printer is installed, or the selected printer is set to None.

No printers are installed; use the Windows Control Panel to install printers.

Not enough memory to run this application. Close one or more applications and try again.

Not enough memory to use this feature. Close other applications and try again.

Out of memory. Close one or more applications or features and try again.

Out of memory. Try closing other applications.

The annotations file is damaged; delete the .ANN file and create annotations again.

The key pressed is already defined as: [name of previously defined key combination]

The query contains a word with an improper wildcard. Search words cannot begin with a wildcard (\*), and the wildcard must be the last character in the word.

The query failed because of disk-seek error occurred.

The query failed because of a disk-read error.

The query failed because of an out-of-memory error.

The query failed because Viewer could not create a required file.

The query failed. Viewer could not open a required file because too many files are open.

The query has too many terms.

The query is empty or has no findable words. You cannot search for words marked as stop words (for example, "the," "that," or "a").

The query is missing a parenthesis mark.

The query is missing a quotation mark.

The query is too complex. Do not nest parentheses more than five levels deep.

The query is too long or too complex. Select fewer options or select All Topics instead of Last Topics Found, and then try the request again.

There is no disc in the drive, or your Bookshelf files are corrupt; please insert the Bookshelf CD-ROM disc, or run Setup again.

There is not enough memory to print: close one or more applications and try again.

There is not enough space on this disc to save this bookmark. Delete one or more files from the disc, and then save.

There is not enough space on the disk; delete one or more files and try again.

There is not enough space on the disk to create a temporary print file; delete one or more files and try again.

There is not enough space on the disc to save annotations. Delete one or more files from the disc, and then save.

The Viewer application has been damaged; delete MVIEWER2.EXE and run the title setup to install Viewer again.

This drive does not exist or is not connected. Choose another drive.

Multimedia controller requires Windows with multimedia.

This file is not a Viewer title file and cannot be opened in this application.

Too many matches. Type a word or phrase that is more specific.

Unable to run the specified file.

You are trying to start Bookshelf when there is not enough memory available. Close one or more applications to free memory, then try again. To use all of the features in Bookshelf, you need at least 2 megabytes of memory.



You are trying to use the Find feature to do a full-text search in Bookshelf when there is not enough memory available. If you are using other multimedia elements, close them to free memory, then try again. If you still cannot use this feature, close one or more applications and try again. To use all of the features in Bookshelf, you need at least 2 megabytes of memory.

You have used the asterisk wildcard character (\*) incorrectly in your Find query. The asterisk may be used only at the end of a word.

You are trying to play an animation, a demo, or an audio clip when there is not enough memory available, or there is a problem with Windows. If you are using other multimedia elements, close them to free memory, or close one or more applications, and then try again. If you still cannot play the animation, close and restart Windows. If you still have problems, check your installation of Windows. To use all the features in Bookshelf, you need at least 2 megabytes of memory.

You have used a subexpression within parentheses that either begins or ends with an operator (AND, OR NOT, NEAR), WHICH IS NOT ALLOWED. Or, you typed a word that is too common to search for. Type the Find request again, including specific words and making sure that any subexpression within parentheses does not begin or end with an operator.

You are trying to play an animation, but there is not enough memory available, or there is a problem with Windows. If you are using other multimedia elements, close them to free memory, then try again. If you still cannot play the animation, close one or more applications or features and try again. If the problem continues, try closing and then restarting Windows. If you still have problems with the animation, check your installation of Windows.

You are trying to open a book by double-clicking its icon in Program Manager, but the book cannot be found. First make sure the Bookshelf compact disc is in the disc drive. Then use the Properties command on the Program Manager File menu to make sure the specified path is to the compact disc drive. If you still cannot open the book, the VIEWER.INI file may be damaged. This file stores the location of the Bookshelf books. Use File Manager to start the Viewer program (the executable file is MVIEWER2.EXE), then open the book by using the Open command on the File menu. Opening the book from within Viewer will fix the VIEWER.INI file.

You are trying to open a file when there is not enough memory available. Close one or more applications or features to free memory, then try again. To use all of the features in Bookshelf, you need at least 2 megabytes of memory.

The key combination you selected has already been assigned to another book. Select a different set of keys.



Your Find query contains parentheses nested more than five levels deep. This is not allowed in Bookshelf. Revise your query and try again.

The Viewer program is damaged. Using File Manager or DOS, delete MVIEWER2.EXE, then run the Setup program again to reinstall Viewer from the original compact disc.

You are trying to open a file when there is not enough memory available. Close one or more applications or features to free memory, then try again. To use all of the features in the Bookshelf, you need at least 2 megabytes of memory.

Windows cannot find the .DRV file for the printer you specified. Run the Control Panel from the Program Manager Main window to set up the printer again.

You are trying to play an animation, demo, or audio clip that is not compatible with any of the installed MCI devices. The appropriate files are identified by the filename extension, .mmm for an animation or a demo and .wav for an audio clip. Choose another animation, demo, or audio clip.

Bookshelf cannot create the bookmark file. Check the Bookshelf disc to make sure space is available. If there is not enough disc space, delete one or more files to free disc space, then try again. If space is available, make sure that the VIEWER.BMK file does not have the read-only attribute. If the file has the read-only attribute, double-click the File Manager in the Windows main group window. From the file menu, choose Properties. In the Properties box, uncheck the Read Only Attribute. Then click OK.

You are trying to save a bookmark, but there is not enough space on the target disc. Delete one or more files from the disc to make more space, then try again.

You have typed the name of an existing bookmark. Type a new name or delete the existing bookmark before using the same name again.



You are trying to open a file that is not a Viewer file. The Viewer program can open only those files that have .MVB (book) or .HLP (help) extensions.

You have typed a drive letter that does not exist or is not connected. Type the drive letter of an existing drive.

The Viewer program cannot open the annotations file because the file is damaged in some way. Delete the BOOKS93.ANN file from the Bookshelf directory, and then use the Annotate command on the Edit menu to create annotations again. Deleting the BOOKS93.ANN file deletes all annotations. The Viewer program will automatically create a new BOOKS93.ANN file when you create new annotations.

There is not enough space on the target disk to save annotations in the BOOKS93.ANN file.  
Delete one or more files from the disk to make more space, then try again.

Bookshelf cannot create the annotation file. Check the Bookshelf disc to make sure space is available. If there is not enough disc space, delete one or more files to free disc space, then try again. If space is available, make sure that the BOOKS93.ANN file does not have the read-only attribute. If the file has the read-only attribute, double-click the File Manager in the Windows Main group window. From the File menu, choose Properties. In the Properties box, uncheck the Read Only Attribute. Then click OK.

You are trying to open a file that is not an executable file or is not compatible with the other software you are using.

The Viewer program cannot print because no active printer has been identified. Choose Print Setup from the Bookshelf File menu and check the settings. If the printer name is displayed but the printer is set to the None port, set it to an active port (usually an LPT port). If no printer names are displayed, choose the Windows Control Panel Printers icon to install printers.

Windows cannot print because no active printer has been identified. Open the Windows Control Panel and choose the Printers icon to install printers.



Bookshelf is not able to print. In Bookshelf, from the File menu choose Print Setup. Check the settings to see that the correct printer name is displayed and that the printer is set to the active port (usually an LPT port). If no printer name is displayed, click Cancel to close the Print Setup box, minimize Bookshelf, and double-click the Control Panel icon in the Windows Main group window. Double-click the Printers icon, and then install the correct printer.

Windows cannot find the .DRV file for the printer you've specified, or the printer is not responding to your computer's signal. Make sure the printer is turned on, connected to the computer, and is ready to print. Make sure you have not moved or deleted any .DRV files. Double-click the Control Panel icon (usually in the Program Manager Main group window). Double-click the Printers icon to see the Printer box, and then reinstall printer files if necessary.

You are trying to print when there is not enough memory available to hold the temporary print file. Close one or more applications to free memory, then try again. To use all of the features in Bookshelf, you need at least 2 megabytes of memory.

You are trying to print when there is not enough space available on the hard disk to hold the temporary print file. Delete one or more files from the hard disk to create disk space, then try again.

Your hard disk does not have enough space to save the file. Delete one or more files from the disk to create disk space, then try again.

The Viewer program cannot use the disk in the drive. Make sure the disk in the drive is the correct disk.

You have selected a word and pressed a QuicKeys combination to look up the word in a book's index, but the index does not contain that index entry.

The Multimedia Viewer program cannot use the disc in the drive. Make sure the Bookshelf disc is in the CD-ROM drive.



The query failed because you have too many files open. Close one or more applications or features, then try again.

The Find feature cannot complete the query because of a disc error. Check the disc for errors.

You are trying to use Find, but there is not enough memory available. Close one or more applications or features to free memory, then try again. To use all of the features in Bookshelf, you need at least 2 megabytes of memory.

Bookshelf cannot carry out your Find query. Check the Bookshelf disc to make sure space is available. If there is not enough disc space, delete one or more files to free disc space, and then try again.

Your Find query is too complex. Type fewer words or operators in the text box, and then try again.

You either misspelled a word in your Find query, or typed a word too common to look for.  
Type a new query in the text box, including the specific words you want to find.

A Find query cannot end with an operator (AND, OR, NOT, or NEAR). You did not type a word after the operator, or you typed a word that is too common to search for. Try typing a specific word after the operator.

A Find query cannot begin with an operator (AND, OR, NOT, or NEAR). You did not type a word before the operator, or you typed a word that is too common to search for. Try typing a specific word before the operator.



Your Find query is missing either an opening or a closing quotation mark. Add the quotation mark and try again.

Your Find query is missing either an opening or a closing parenthesis mark. Add the parenthesis mark and try again.

You have misspelled a word in your Find query or typed a word that is too common to search for. Correct the spelling or use more specific words.

You have typed a word that is too common to search for. Type a more specific word or phrase, then try again.

You are trying to start Bookshelf, but Bookshelf is having a problem finding the files. Either there is no CD-ROM disc in the drive, or your Bookshelf files are corrupt. Make sure that the Bookshelf CD-ROM disc is in the drive, and try again. If you still have a problem, run Setup again.

Bookshelf cannot play the selected audio clip, because too many wave devices (devices that play sound or music) are in use. Shut down one or more devices, and then try again.

You are trying to play an animation, demo, or audio clip, but there is a problem with the respective driver in your Windows installation. In the Windows Main program group, double-click the Control Panel icon, and then check the driver settings to make sure the device is correctly installed. Try closing and then restarting Windows. If you still have problems with the feature, check your installation of Windows.

You are trying to play an animation or audio clip, but Windows is not installed properly.  
Check your installation of Windows.





## **Tools and Their Boxes**

The standard tools in the toolbox that comes with all Bookshelf screens and the special tools that come with certain Bookshelf books are described in this section. All the boxes associated with these tools are described as well. For more information, choose a topic:

Standard Tools and Their Boxes

Special Tools and their Boxes



## Standard Tools and Their Boxes

The toolbox that appears when you open Bookshelf contains tools that help you move around the program quickly and easily. The standard tools are in every book's toolbox. In addition, most books have other special tools, which are described on the book's Welcome screen.

For ease of use, you can drag the toolbox to any location. Move the pointer over the bar at the top of the toolbox, press and hold down the left mouse button, and then drag.

You can also hide the toolbox, if you prefer. From the Tools menu, choose Hide Toolbox. The toolbox will remain hidden until you choose Show Toolbox from the Tools menu.

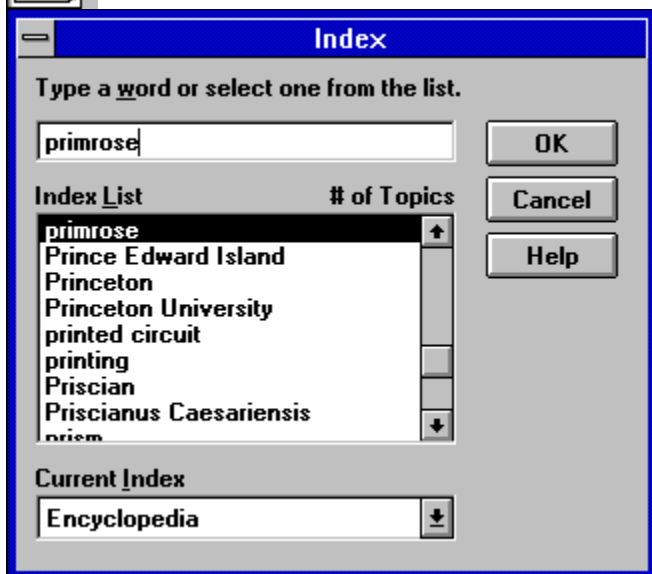
Use the tools in the Bookshelf toolbox to browse through topics and look up information in Bookshelf.

<b>Tool</b>	<b>Function</b>
Find	Click the <u>Find tool</u> to look for any word or phrase in any combination of Bookshelf books, and then browse through the topics that contain matches. For more information, see <u>Find Box Description</u> and <u>Topics Found Box Description</u> .
Index	Click the <u>Index tool</u> to display the Index box. You can select an <u>index entry</u> in the index, and then display a topic that contains information related to that word. For more information, see <u>Index Box Description</u> .
Back	Click the <u>Back tool</u> to backtrack sequentially through the topics you have viewed.
Back List	Click the <u>Back List tool</u> to display a list of the last 40 Bookshelf topics you have viewed. Double-click any topic title to redisplay the topic. For more information, see <u>Back List Window Description</u> .
Browse <	Click the <u>Browse &lt; tool</u> to display the previous topic in the open book.
Browse >	Click the <u>Browse &gt; tool</u> to display the next topic in the open book.
Content	Click the <u>Content tool</u> to display the <u>Contents screen</u> for the current book.
Books	Click the <u>Books tool</u> to display the <u>Books screen</u> , from which you can select a book.
Help	Displays <u>Help</u> for the current book.



## Index Box Description

The Index box contains the Bookshelf indexes. Select an index, either the comprehensive index for all Bookshelf books, or any book's index. The current book's index is the default. To use this box, click the Index tool in the toolbox.



### See Also

[Choosing Options in Boxes](#)

[Looking Up a Topic in the Index](#)

**Control-menu box**

Double-click to close the Index box.

**Title**

The title of the current box.

**Text box**

If necessary, click an insertion point and then type an index entry you are seeking. As you type, the list below scrolls to entries with the same letters.

**Number of Topics**

This number tells you how many topics exist for the entry.

**up scroll arrow**

Click to scroll up through the index.



**Help button**

Click to get information on the current box.

**scroll box**

Drag to scroll quickly through the index.

**down scroll arrow**

Click to scroll down through the index.

**Current index**

The book displayed here is the one whose index is selected. To change the index use the drop-down list arrow.

**drop-down list arrow**

Click this arrow to see a list of the other indexes, including All Books, the comprehensive Bookshelf index. Scroll through the list and click to select the index you want to use.

**Cancel button**

Cancels the command and closes the box.

**Index list**

Shows the index entries for the book you have open. Type an index entry in the box or double-click one in the list. If you type, the list scrolls to the index entry that is closest in spelling to the letters you type.

**OK button**

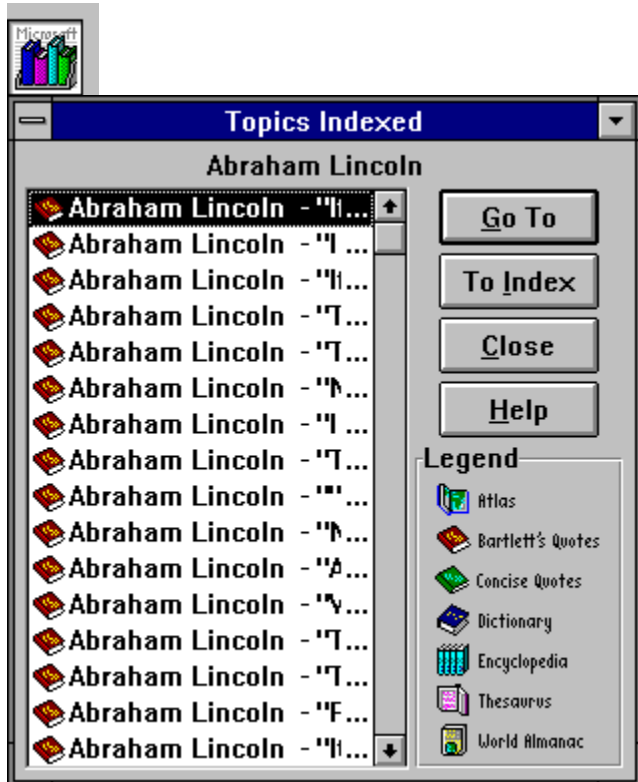
Closes the box and displays the topic you selected.





## Topics Indexed Box Description

In the Index box, when you choose an entry with jumps to more than one topic the Topics Indexed box appears. This box contains all the topics for the chosen index entry. Click a topic name to jump to that topic.



### See Also

[Choosing Options in Boxes](#)

[Index Box Description](#)

**Control-menu box**

Double-click to close the Topics Indexed box.

**Title**

The title of the current box.

**Minimize button**

Click to reduce the Topics Indexed box to an icon. (Double-click the icon to restore the box to normal size.)

**List**

When you click an Index entry that can be found in more than one topic you will see the Topics Indexed box. To go to a topic on the list, double-click the topic name or click the name and then click Go To.

**up scroll arrow**

Click to scroll up through the list.

**Go To Button**

To go to a topic on this list, click the topic name and then click Go To.

**scroll box**

Drag to scroll quickly through the list.



**To Index button**

Click to return to the Index box.

**Close button**

Click to close the box.

**Help button**

Click to get information on the current box.

**Legend**

The Legend list all the icons and the books they represent.

**down scroll arrow**

Click to scroll down through the list.



## Back List Box Description

The Back List box contains the titles of the last 40 topics you viewed during your current Bookshelf session. To use this box, click the the [Back List tool](#) in the [toolbox](#) or choose the Back List command from the Tools menu.



### See Also

[Choosing Options in Boxes](#)

[Moving in a Book](#)

**Title**

The title of the current box.

**Minimize button**

Click to reduce the box to an icon. (Double-click the icon to restore the box to normal size.)



**Topic list**

Lists the titles of the last 40 topics you have viewed in Bookshelf. The most recently viewed topic appears first. Each topic is preceded by an icon of the book in which the topic appears. (Use the Legend to match the icon with its book.) To go to a topic, double-click a topic name, or click the topic name and then click Go To.

**Legend**

The Legend lists all the icons and the books they represent.

**up scroll arrow**

Click to scroll up through the list.

**scroll box**

Drag to move quickly through the list.

**down scroll arrow**

Click to scroll down through the list.

**Control-menu box**

Double-click the Control-menu box to close the Back List box.

**Go To button**

To go to a topic, click a topic name in the list, and then click Go To.

**Close button**

Click to close the box.



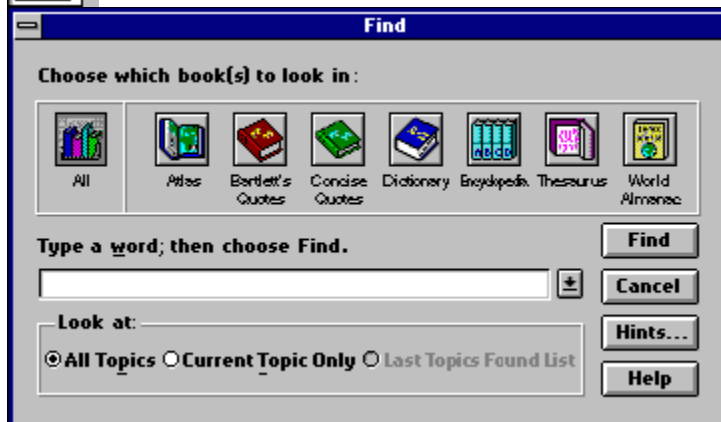
**Help button**

Click to get information on the current box.



## Find Box Description

The Find box lets you search through any combination of books for a word or phrase you specify. To use this box, click the [Find tool](#) in the [toolbox](#), or choose the Find command from the Tools menu.



### See Also

[Topics Found Box Description](#)

[Finding a Word or Phrase](#)

[Narrowing the Scope of a Find](#)

[Choosing Options in Boxes](#)

**Control-menu box**

Double click to close the Find box.

**Title**

The title of the current box.

**All Books Icon**

Click this icon if you want to search through all the books in Bookshelf.

**Book Icons**

Click the icon for each book you want to search through.

**Text box**

Type the word or phrase you want to find in this box. (If you type a phrase, click the Hints button for more information.)

**Find button**

Click to begin the search for the word or phrase typed in the text box. Topics that match the search criteria are listed in the Topics Found box. For more information, see the "Topics Found Box Description."



**List of previous searches**

Click this arrow to see a list of the words or phrases you most recently searched for. You can click one of the items in the list, and then use it again or modify it.

**Cancel button**

Cancels the command and closes the box.

**All Topics option**

Click All Topics to search through all the topics in the books selected.

**Current Topic Only option**

Click Current Topic Only to search through the text of the current topic.

**Last Topics Found List option**

Click Last Topics Found List to search again within the current Topics Found Box.

## Hints button

Displays a table that summarizes the ways you can set up a search query.

Search Hints		
Basic search queries:		
Search Phrase	Topics Found	
Bees love honey	Topics with all three of the words Bees, Love and Honey	
"Bees love honey"	Topics with the exact phrase "Bees Love Honey"	
Bee *	Topic with words starting with Bee (for example, Bees and Beehive)	
Use operators to create combination phrases:		
Operator	Example	Topics Found
AND	Bees AND Honey	Topics with both Bees and Honey
OR	Bees OR Honey	Topics with either Bees or Honey
MERR	Bees MERR Honey	Topics with Bees located within 3 words of Honey
NOT	Bees NOT Honey	Topics with Bees but not Honey
Use parentheses to group complex phrases:		
Search Phrase	Topics Found	
Bees NOT (Honey OR Hive)	Topics with Bees but not Honey or Hive	
<input type="button" value="OK"/>		

**Help button**

Click to get information on the box.



## Topics Found Box Description

The Topics Found box lists the topics that match your search criteria after you execute a find from the Find box.



### See Also

[Find Box Description](#)

[Viewing Topics Found](#)

[Choosing Options in Boxes](#)



**Minimize button**

Reduces the Topics Found window to an icon.

**Title**

The title of the current box.

**up scroll arrow**

Click to scroll up through the list.

**scroll box**

Drag to scroll quickly through the list.

**down scroll arrow**

Click to scroll down through the list.

**To Find button**

Click to return to the Find box.

**Close button**

Click to close the box.

## **Legend**

The Legend lists all the icons and the books they represent.



**Go To button**

To go to a topic on the list, click the topic name and then click Go To.

**Topics Found list**

Lists the topics that match your find criteria. The topic that contains the most matches is listed first. Topics are prefixed by an icon of their book. (Look at the legend to determine which icon matches which book.) Double-click the topic name to go to the topic you want to view.

**Help button**

Click for information about this box.

**Control-menu box**

Double-click the Control-menu box to close the Topics Found box.



## Special Tools and Their Boxes

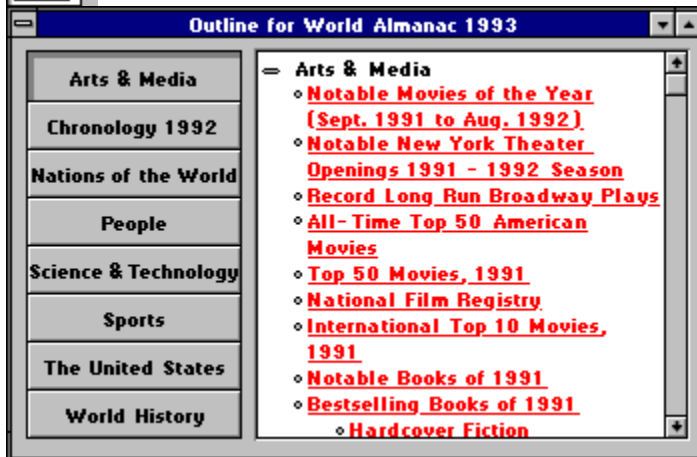
In addition to the standard tools available with all Bookshelf books, most books in Bookshelf also have special tools. With these tools you can locate special information, such as multimedia elements or maps. When you click a special tool, a box appears with options or topic lists.

<b>Special tool</b>	<b>Function</b>
Outline	(Almanac) Click the <a href="#">Outline tool</a> to display the almanac Outline box, which contains buttons and outlines you can use to locate topics.
Locate	(Atlas) Click the <a href="#">Locate tool</a> to display a Location map, which you can use to determine the relative location of a place.
Topography	(Atlas) Click the <a href="#">Topography tool</a> to display a topographic map of the current map.
Flags	(Atlas) Click the <a href="#">Flags tool</a> to display the <a href="#">Flag Browser</a> , which contains flags of countries, U.S. states, and Canadian provinces.
Images	( <i>Bartlett's</i> , Encyclopedia, Dictionary) Click the <a href="#">Images tool</a> to display the <a href="#">Image Browser</a> , which contains a list of all the topics with images in the current book.
Audio	( <i>Bartlett's</i> ) Click the <a href="#">Audio tool</a> to display the <a href="#">Audio Browser</a> , which lists all the topics with audio clips of the author speaking the quotation.
Associated Topics	( <i>Concise Quotations</i> , Encyclopedia) Click the <a href="#">Associated Topics tool</a> to display the <a href="#">Associated Topics box</a> box, which lists other topics in the same book related to the current topic.
Animation	(Encyclopedia) Click the <a href="#">Animation tool</a> to display the <a href="#">Animation Browser</a> , which lists all the topics in the encyclopedia with non-narrated animations.
Narrated Animation	(Encyclopedia) Click the <a href="#">Narrated Animation tool</a> to display the <a href="#">Narrated Animation Browser</a> , which lists all the topics in the encyclopedia with narrated animations.
Music	(Encyclopedia) Click the <a href="#">Music tool</a> to display the <a href="#">Music Browser</a> , which lists all the topics in the encyclopedia with musical examples.



## Outline Box Description

Click the [Outline tool](#) for at-a-glance access to all topics in the almanac. In the Outline box, almanac topics are grouped into eight categories, represented by the buttons at the left. Click a category button to see a list of entries in the box at the right. Click the plus sign to the left of an entry to see a list of topics. Double-click a topic name to [jump](#) to that topic.



### See Also

[About The World Almanac](#)

[Choosing Options in Boxes](#)

**Control-menu box**

Double-click to close the Outline box.

**Title**

The title of the current box.



**Minimize button**

Click to reduce the Outline box to an icon. (Double-click the icon to restore the box to its normal size.)

**Maximize button**

Click to enlarge the Outline to the size of the screen.

### **Outline category buttons**

Click one of these buttons to see an outline of that category in the almanac. In the example, the Arts & Media button has been clicked, so you see the outline for that category of the almanac.

**Outline list**

This list contains all the topics for a particular category in the almanac. If you've opened the Outline box while you were reading a topic, the category for that topic will be listed. To see another list, just click a category button. (Note that the first time you open the almanac Outline, it displays the Arts & Media list.)

A plus sign to the left of a list entry means that more topics are available. Click the plus sign to see the topic list. Double-click a topic name to jump to it.

**up scroll arrow**

Click to scroll up through the list.

**scroll box**

Drag to scroll quickly through the list.

**down scroll arrow**

Click to scroll down through the list.



## Flag Browser Description

In the atlas, click the [Flags tool](#) to open the Flag Browser. Use the Flag Browser to look for flags of the countries of the world and the U.S. states.



### See Also

[About The Hammond Atlas](#)

[Choosing Options in Boxes](#)



**Control-menu box**

Double-click to close the Flag Browser.

**Title**

Title of the current box.

**Minimize button**

Click to reduce the box to an icon. (Double-click the icon to restore the box to its normal size.)

**Text box**

Type the name of the country or state whose flag you are looking for in this box. Or, click a name in the list to place it in this box.

**Show button**

Click the Show button to see the flag for the selected country, state, or province.

### **List of countries and states**

This list contains all the countries and states for which you can see a flag. You can scroll through the list to the name that you want, or you can start to type the name in the text box, and the list will scroll to that name. Click a place name on the list and then click Show to display the flag. (You can also double-click a name to display the flag.)

**up scroll arrow**

Click to scroll up through the list.

**scroll box**

Drag to scroll quickly through the list.



**All Flags button**

Click to browse through the six screens that contain flags for all the countries and U.S. states. You will see the screen that contains the current flag in the Flag Browser.

**down scroll arrow**

Click to scroll down through the list.

**Close button**

Click to close the box.

**Help button**

Click for information on the current box.

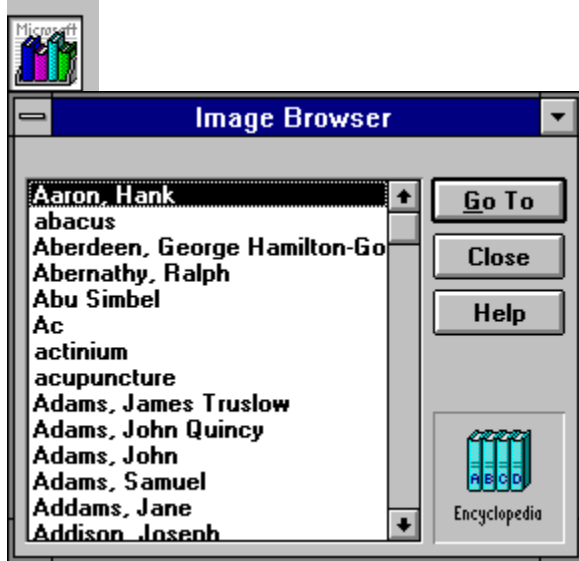
**Flag**

To display a flag for a country or state, double-click a name on the list, or click a name and then click Show.



## Image Browser Description

In the encyclopedia, the dictionary, and *Bartlett's Quotations*, click the [Images tool](#) to use the Image Browser. The Image Browser lists all the images (pictures and illustrations) for the current book.



### See Also

[Choosing Options in Boxes](#)

[About The American Heritage Dictionary](#)

[About Bartlett's Familiar Quotations](#)

[About The Concise Columbia Encyclopedia](#)

**Control-menu box**

Double-click to close the box.

**Title**

Title of the current box.



**Minimize button**

Click to reduce the box to an icon. (Double-click the icon to restore the box to normal size.)

**List**

An alphabetic list of all the topics in the current book that contain images. To go to a topic on the list, double-click the topic name, or click the name and then click Go To.

The encyclopedia, the dictionary, and *Bartlett's Quotations* each have an Image Browser.

**up scroll arrow**

Click to scroll up through the list.

**Go To button**

To go to a topic on the list, click a topic name and then click Go To.

**scroll box**

Click to scroll quickly through the list.

**Close button**

Click to close the box.

**Help button**

Click for information on the current box.

**Legend**

Displays the icon of the current book. In the example, the current book is the encyclopedia.



**down scroll arrow**

Click to scroll down through the list.



## Audio Browser Description

In *Bartlett's Quotations*, click the [Audio tool](#) to see the Audio Browser. This browser lists all the audio clips in *Bartlett's* of quoted persons speaking their own quotations.



### See Also

[Choosing Options in Boxes](#)

[About Bartlett's Familiar Quotations](#)

**Control-menu box**

Double-click to close the box.

**Title**

Title of the current box.

**Minimize button**

Click to reduce the box to an icon. (Double-click the icon to restore the box to its normal size.)

**List**

The Audio Browser list contains all the quoted persons in *Bartlett's Quotations* who speak their own quotations. Scroll through the list to find a particular person's name. Next to each person's name are the first few words of the quotation. To go to a topic click a name on the list and then click Go To, or double-click a name.

**up scroll arrow**

Click to scroll up through the list.

**scroll box**

Drag to scroll quickly through the list.



**down scroll arrow**

Click to scroll down through the list.

**Go To button**

Click a name on the list and then click Go To to go to the topic and listen to the audio clip.

**Close button**

Click to close the box.

**Help button**

Click for information on the current box.

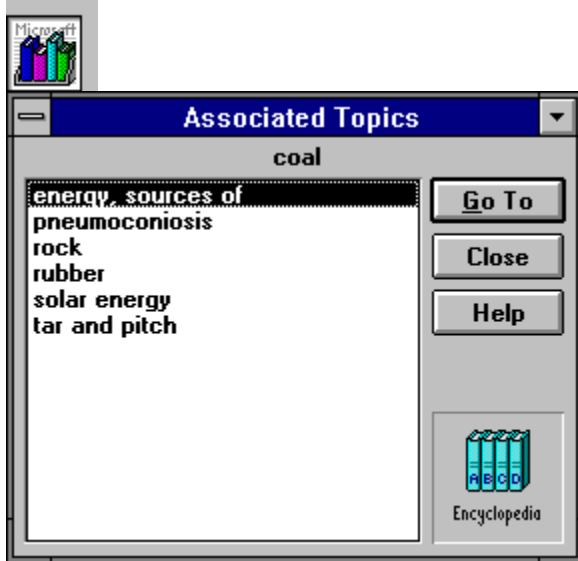
**Legend**

Displays the icon for *Bartlett's Quotations*.



## Associated Topics Box Description

In the encyclopedia and Concise Quotations, click the [Associated Topics tool](#) to see the Associated Topics box. This box contains a list of all the topics in the book that are related to the current topic.



### See Also

[Choosing Options in Boxes](#)

[About The Concise Columbia Dictionary of Quotations](#)

[About The Concise Columbia Encyclopedia](#)

**Control-menu box**

Double-click to close the Associated Topics box.

**Title**

Title of the current box.



**Minimize button**

Click to reduce the box to an icon. (Double-click the icon to restore the box to normal size.)

**List**

This list contains topics related to the current topic. To go to a topic on the list, double-click a topic name, or click a topic name and then click Go To.

The encyclopedia and *Concise Quotations* each have an Associated Topics box.

**Go To button**

To go to a topic, click a topic name in the list, and then click Go To.

**Close button**

Click to close the box.

**Help button**

Click to get information on the current box.

**Legend**

Displays the icon for the current book. In this example, the current book is the encyclopedia.



## Animation Browser Description

In the encyclopedia, click the [Animation tool](#) to open the Animation Browser. This browser lists all the non-narrated animations in the encyclopedia.



### See Also

[Choosing Options in Boxes](#)

[About the Concise Columbia Encyclopedia](#)

**Control-menu box**

Double-click to close the Animation Browser.



**Title**

Title of the current box.

**Minimize button**

Click to reduce the browser to an icon. (Double-click the icon to restore the browser to normal size.)

## **List of animations**

This list contains all the topics in the encyclopedia that have non-narrated animations. To go to a topic, double-click a topic name in the list, or click a name and then click Go To.

**up scroll arrow**

Click to scroll up through the browser list.

**down scroll arrow**

Click to scroll down through the browser list.

**Go To button**

To go to a topic on the list, click a topic name, and then click Go To.

**scroll box**

Drag to scroll quickly through the browser list.

**Close button**

Click to close the Animation Browser.



**Help button**

Click to get information on the current box.

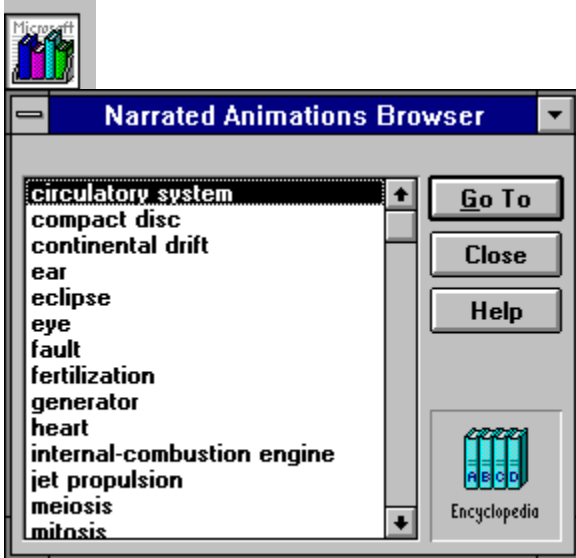
**Legend**

Displays the icon for the current book. The Animation Browser comes with the encyclopedia.



## **Narrated Animation Browser Description**

In the encyclopedia, click the [Narrated Animation tool](#) to open the Narrated Animation Browser. This browser lists all the narrated animations in the encyclopedia.



### **See Also**

[Choosing Options in Boxes](#)

[About the Concise Columbia Encyclopedia](#)

**Control-menu box**

Double-click to close the Narrated Animation Browser.

**Title**

The title of the current box.

**Minimize button**

Click to reduce the Narrated Animation Browser to an icon. (Double-click to restore the browser to normal size.)

## **List**

This list contains all the topics in the encyclopedia that have narrated animations. To go to a topic, double-click a topic name on the list, or click a name and then click Go To.

**up scroll arrow**

Click to scroll up through the browser list.



**Go To button**

To go to a topic on the list, click a topic name, and then click Go To.

**scroll box**

Drag to scroll quickly through the browser list.

**Close button**

Click to close the box.

**Help button**

Click to get information on the current box.

**Legend**

Displays the icon for the current book. The Narrated Animation Browser comes with the encyclopedia.

**down scroll arrow**

Click to scroll down through the browser list.



## Music Browser Description

In the encyclopedia, click the Music tool to open the Music Browser. This browser lists all the musical examples that come with topics in the encyclopedia.



## See Also

[About the Concise Columbia Encyclopedia](#)

**Control-menu box**

Click to close the Music Browser.



**Title**

Title of the current box.

**Minimize button**

Click to reduce the Music browser to an icon. (Double-click the icon to restore the browser to normal size.)

## **List**

This list contains all the topics in the encyclopedia that have musical examples. To go to a topic on the list, double-click a topic name, or click a name and then click Go To.

**Go To button**

To go to a topic on the list, click a topic name and then click Go To.

**Close button**

Click to close the Music Browser.

**Help button**

Click to get information on the current box.

**Legend**

Displays the icon for the current book. The Music Browser comes with the encyclopedia.



## Using Help

Bookshelf Help is a comprehensive guide to using Bookshelf. Each major section in Help is called a topic. This topic introduces the basics you'll need to get started using Help.

### To display Help information, do one of the following:

- Press F1.



Choose Help Contents from the Bookshelf Help menu.



Click the Help button in any box that has one for an explanation of the task you're working on.

When you're using the Help system, you can locate information in the following ways:

#### To

Jump to a related Help topic  
Display a pop-up description

Browse through Help topics  
Go back to last Help topic  
Use a list of previous topics

Scroll through text  
Use the Help Search feature

Display the Help table of contents

#### Do this

Click a topic title with colored text and a solid underline.  
Click a word or phrase with colored text and a dotted underline.

Click the << button or >> button.  
Click the Back button.

Click the History button and then choose a Help topic from the list.

Use the scroll bar or press the PAGE DOWN key.

Click the Search button, choose an entry, choose a related Help topic, and then click Go To.

Click the Contents button.

#### To quit Help:



Double-click the Control-menu box in the Help window.

**Note** ↪ Help does not have a toolbox, as Bookshelf does. Instead, in Help you use the buttons on the button bar to locate information.

#### See Also

Keyboard Techniques



**Contents button**

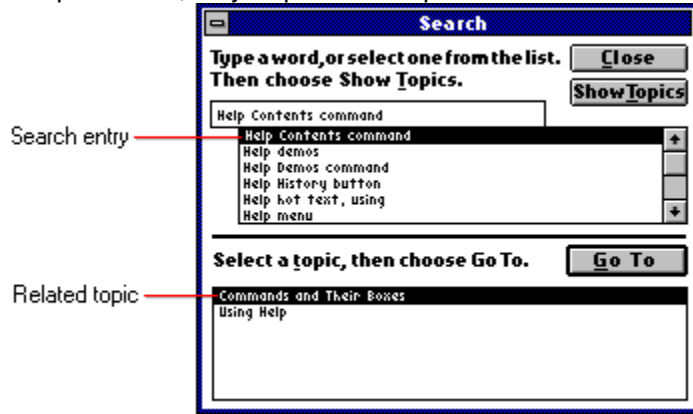
Displays the Contents screen for Help.



## Search button



Click to display the Search box, where you can either type a Help search entry or scroll to select a search entry in the top box. Click Show Topics to see all the Help topics related to your search entry in the bottom box. Click a topic name and then click Go To (or double-click a topic name) to jump to the topic. The Search box is shown below.



**Back button**

Displays the last Help topic you viewed.



**History button**

Displays a list of the last 40 Help topics you viewed. Double-click a topic in the list to display that topic again.



**>> button**

Displays the next topic in Help.



**<< button**

Displays the previous topic in Help.





## **Keyboard Techniques**

You can perform most tasks in Bookshelf using either the mouse or the keyboard.

For information on using Bookshelf with the keyboard, choose a topic:

[Choosing Hot Text and Graphics with Keys](#)

[Choosing Menus, Commands, and Tools with Keys](#)

[Selecting Windows with Keys](#)

[Resizing, Moving, and Closing Windows with Keys](#)

[Scrolling with Keys](#)

[Choosing Box Options with Keys](#)

[Selecting and Editing in Text Boxes with Keys](#)

[Copying and Pasting with Keys](#)



## Choosing Hot Text and Graphics with Keys

In Bookshelf, you can choose certain text and graphics that are hot to display additional information. You can choose text with a dotted underline to display a pop-up window containing a description, or you can choose text with a solid underline to jump to another topic. You can also click certain graphics to get more information. The pointer changes to a hand when it is over hot text or graphics.



You must have a mouse to play an audio recording or an animation in Bookshelf.

Use the following keys to choose hot text and graphics:

### Press

TAB

SHIFT + TAB

CTRL + TAB

ENTER

### To

Select hot text or graphics. Repeat to select the next hot item.

Select hot text or graphics, moving in reverse order.

Highlight all the hot items in a topic (while keys are held down).

Open or close a pop-up box.





## Choosing Menus, Commands, and Tools with Keys

Use the following keys to choose a menu or command:

### Press

ALT + letter key  
letter key

LEFT or RIGHT ARROW

UP or DOWN ARROW

ENTER

ESC

### To

Choose the menu whose underlined letter matches the one you type.

Choose the menu item whose underlined letter matches the one you type (when a menu is open).

Move among menus (when a menu is open).

Move among commands (when a menu is open).

Choose the selected menu item.

Cancel the selected menu.

You can choose tools using the keyboard:

### Press

CTRL + F

CTRL + I

CTRL + BKSP

CTRL + L

CTRL + <

CTRL + >

CTRL + N

CTRL + B

F1

### To choose

Find tool

Index tool

Back tool

Back List tool

Browse< tool

Browse> tool

Content tool

Books tool

Help tool

You can also open and close the toolbox using the keyboard:

### Press

CTRL + T

CTRL + T

### To

Hide the toolbox

Show the toolbox, after it has been hidden

### See Also

[Choosing Box Options with Keys](#)



## Selecting Windows with Keys

Use the following keys to select the window you want to work in. This window becomes the active window. It appears on top of all other windows and its title bar is highlighted.

### Press

ALT + ESC

ALT + TAB

CTRL + ESC

ALT + F6

### To

Switch to the next application window or icon.

Switch to the next application window, restoring applications that are running as icons.

Display the Task List dialog box.

Switch back and forth between a dialog box and a topic screen.



## Resizing, Moving, and Closing Windows with Keys

Use the commands on the Control menu to resize, move, or close a window with the keyboard.

### To resize, move, or close a window with the keyboard:

1. Select the window you want to resize, move, or close.
2. Press ALT + SPACEBAR to open the Control menu.
3. Press the underlined letter in the command name.

#### Choose

Restore

Move

Size

Minimize

Maximize

Close (or press ALT + F4) Close the window.

#### To

Restore a maximized window to its previous size, or make an icon a window after it has been minimized.

Move the window. Use the arrow keys to move the window to the desired location, and press ENTER.

Customize the size of the window. Use the arrow keys to move the window borders to the desired size, and press ENTER.

Shrink the window to an icon.

Enlarge the window so that it takes up the full screen.



You must restore a maximized window to its previous size before you can move it or customize its size.

### See Also

Selecting Windows with Keys



## Scrolling with Keys

Use the following keys to scroll through a topic or list:

### Press

UP ARROW or DOWN ARROW key

RIGHT ARROW or LEFT ARROW key

PAGE UP or PAGE DOWN

CTRL + PAGE UP or CTRL + PAGE DOWN

HOME

CTRL + HOME

END

CTRL + END

### To scroll

Up or down one line

Right or left

Up or down one window

Left or right one window

To the top of a list box

To the beginning of a topic

To the end of a list box

To the end of a topic



## Choosing Box Options with Keys

Use the following keys to move around in boxes:

### Press

TAB

SHIFT+ TAB

ALT + underlined letter of label

### To

Move from option to option.

Move from option to option in reverse order.

Move to an option or group.

Use the following keys to enter text in text boxes:

### Press

Arrow keys

SHIFT + Arrow key

BACKSPACE

DEL

### To

Move the insertion point left, right, up, or down.

Select text.

Delete the character to the left of the insertion point, or delete selected text.

Delete the character to the right of the insertion point, or delete selected text.

Use the following keys to select option buttons and check boxes:

### Press

Arrow keys

SPACEBAR

### To

Select an option within a group of options.

Select or clear a check box (add or remove an X).

Use the following keys to select an item from a list box or drop-down list box:

### Press

ALT + DOWN ARROW

Arrow keys

HOME

END

PAGE UP or PAGE DOWN

ENTER

### To

Open a drop-down list box.

Select an item in a list box.

Move to the first item in a list box.

Move to the last item in a list box.

Scroll up or down in a list box, one window at a time.

Choose the selected item in the list box and carry out the command.

Use the following keys to choose command buttons:

### Press

ENTER

ESC or ALT + F4

### To

Carry out the command of a selected button, or carry out the command of the default button (the button with the heaviest border).

Close a box without completing the command (same as Cancel button).

### See Also

Selecting and Editing in Text Boxes with Keys



## Selecting and Editing in Text Boxes with Keys

Use the following keys to select and edit text in a text box:

### Press

Arrow keys

HOME

END

CTRL + RIGHT OR LEFT ARROW key

CTRL + HOME

CTRL + END

PAGE UP OR PAGE DOWN

SHIFT + Arrow key

SHIFT + movement key

BACKSPACE

DEL

### To

Move the cursor left, right, up, or down.

Move to the beginning of the line.

Move to the end of the line.

Move the cursor right or left one word.

Move to the first character in a text box.

Move to the last character in a text box.

Scroll up or down, a window at a time.

Select text.

Extend the selection using any movement key, including arrow keys, HOME, END, CTRL + RIGHT/LEFTARROW, PAGE UP, PAGE DOWN, CTRL + HOME, CTRL + END.

Delete the character to the left of the cursor, or delete selected text.

Delete the character to the right of the cursor, or delete selected text.



## Copying and Pasting with Keys

Use the following keys to copy and paste information in Bookshelf:

<b>Press</b>	<b>To</b>
CTRL + INS	Copy the entire contents of the displayed topic directly onto the <u>Clipboard</u> without displaying the Copy dialog box, or to copy an entire annotation or a selected portion of it to the Clipboard.
SHIFT + INS	Paste the contents of the Clipboard into the Annotate dialog box.



## **Working with Windows**

The following topics introduce the basic Windows skills you need to work with Bookshelf. For complete instructions on using Windows, see your Windows documentation.

For more information, choose a topic.

[Selecting a Window](#)

[Resizing a Window](#)

[Moving a Window](#)

[Closing a Window](#)

[Using Scroll Bars](#)

[Choosing Options in Boxes](#)





## Selecting a Window

When you use Bookshelf, you may have several windows open at the same time. Commands and actions affect the window that is selected. This window is the active window. It appears on top of all other windows and its title bar is highlighted.

### To select a window using the mouse:



Click any part of the window except the Minimize and Maximize buttons.

The window is brought to the front, its title bar is highlighted, and its scroll bars and other elements become visible.

### To select a window using the Task List:

1. Open the Task List box in one of these ways:



Click the Control-menu box, and then choose the Switch To command.



Double-click the Windows desktop.



Press CTRL + ESC.

2. In the Task List dialog box, double-click the name of the window you want.

### See Also

[Selecting Windows with Keys](#)

[Task List Box Description](#)



## Resizing a Window

You can change the size of the windows open on your desktop in a variety of ways. You can minimize a window so that it appears on your desktop as an [icon](#), or maximize a window to occupy the full screen. You can also make a window any size and shape you want.

**To maximize a window so that it occupies the full screen:**



Click the [Maximize button](#) in the upper-right corner of the window.

**To restore a maximized window to its previous size:**



Click the [Restore button](#) in the upper-right corner of the window.

**To minimize a window to an icon:**



Click the [Minimize button](#) in the upper-right corner of the window.

**To restore an icon to a window:**



Double-click the icon.

**To customize the size of a window:**

1. Point to a border or corner of the window.

The pointer changes to a two-headed arrow. If the window takes up the full screen, you must click the Restore button before you can change the window's size.

2. [Drag](#) the corner or border until the window is the size you want.

If you drag a border, the window size changes only on the side whose border you drag. If you drag a corner, the two adjoining sides move at the same time. An outline of the window border moves as you drag it.

3. Release the mouse button.

To cancel the resizing, press ESC before you release the mouse button.

**See Also**

[Resizing, Moving, and Closing Windows with Keys](#)



## Moving a Window

You can move windows into any arrangement that suits your needs. For example, if the Help window is covering information in the Bookshelf window, you can move the Help window to the side.

### To move a window:

1. Drag the title bar of the window to the new location.

An outline of the window moves as you move the mouse. If the window takes up the full screen, you must click the Restore button before you can move it.

2. Release the mouse button when the window is positioned where you want it.

To cancel the move, press ESC anytime before you release the mouse button.

### See Also

[Resizing, Moving, and Closing Windows with Keys](#)



## **Closing a Window**

When you finish working with a window, you can close it.

**To close a window:**



Double-click the Control-menu box in the upper-left corner of the window.

**See Also**

[Resizing, Moving, and Closing Windows with Keys](#)



## Using Scroll Bars

Some windows and boxes have scroll bars you can use to view text that cannot fit in the space available.

### To scroll

Up or down one line

One window

Continuously

To any position

### Do this

Click one of the scroll arrows.

Click the scroll bar above or below the scroll box on vertical scroll bars, or to the left or right of the scroll box on horizontal scroll bars.

Point to one of the scroll arrows and hold down the mouse button until the information you want comes into view.

Drag the scroll box to a position in the scroll bar that corresponds to the general location you want to be in the topic or list (beginning, middle, or end). For example, if you position the scroll box halfway down the vertical scroll bar, the text halfway through the topic or list appears.

### See Also

Scrolling with Keys



## Choosing Options in Boxes

Boxes contain the following types of options.

### **To use this option**

text box

list box

drop-down list box

check box

option buttons

command button

### **See Also**

Choosing Box Options with Keys

Selecting and Editing in Text Boxes with Keys

### **Do this**

Point and click in a text box where you want to begin typing. A flashing insertion point appears. Then type the text. You can delete characters by pressing the Backspace or Delete key.

Any text that is selected (highlighted) will be replaced by what you type. To select a single word in a text box, double-click it. To select as many words or characters as you want, hold down the left mouse button while you drag the pointer across the text.

Click an item in a list box to select it. If necessary, use the scroll bar to see all the items in the list. If you want to select an item and close the box at the same time, double-click the item.

Click the arrow at the right of a drop-down list box to open it. To select an item, click the item. If necessary, use the scroll bar to see all the items in the list.

Click a check box to select or clear it.


Click an option button to select it.

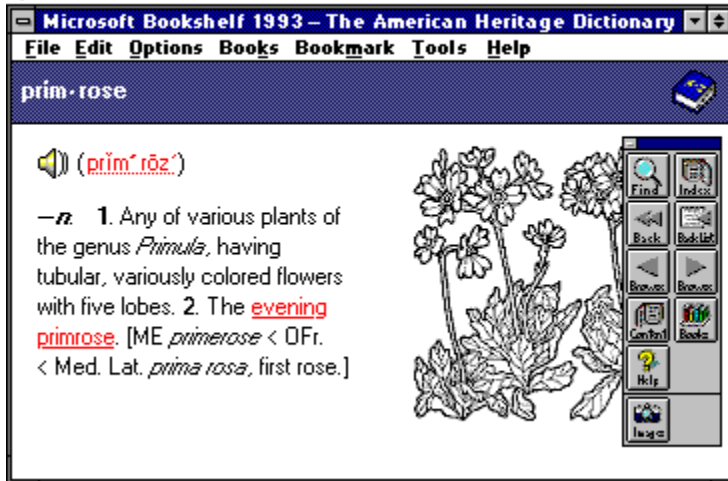
Click a command button to choose it. If a command button is dimmed, it is not available at that time.



## About *The American Heritage Dictionary*

*The American Heritage Dictionary* contains more than 200,000 definitions for 65,000 words, as well as brief biographies and geographic entries. Each definition or entry in the dictionary is called a topic. The dictionary topics are organized alphabetically.

 To learn about a typical topic in this book, click parts of this picture.



### Welcome to the Dictionary

A Welcome screen comes with the Contents screen of each book in Bookshelf. You can read the Welcome screen to learn some basics about the dictionary and the special Images tool in the dictionary's toolbox.

#### To open the dictionary Welcome screen:



Click anywhere on the dictionary Contents screen (except the toolbox, menus, or copyright symbol).

#### To close the Welcome screen:



Click anywhere on the Welcome screen, or press the ESC key.



If you want to start exploring the book right away, click a tool in the toolbox to close the Welcome screen and open that tool's box. For example, try clicking the Index or Find tool.

### Locating Information in the Dictionary

There are several ways to look for information in the dictionary. You can use the standard tools in the toolbox:



Look for topic entries in the index by clicking the Index tool (or by choosing Index from the Tools menu), and then selecting a topic entry.



Track down a word or phrase by clicking the Find tool (or by choosing Find from the Tools menu), and then typing the word or phrase you're seeking.



After you've found a topic, browse through nearby topics in either alphabetic or reverse alphabetic order by clicking the [Browse <](#) or [Browse >](#) tools (or by choosing Browse (Previous) or Browse (Next) from the Tools menu).

You can use the special tool that comes in the dictionary toolbox to find multimedia elements:



Look for topics that contain images by clicking the special Images tool in the toolbox (or by choosing Images from the Tools menu), and then selecting a topic from the Image Browser.

When you are reading a topic you can click a hot word or phrase to jump to a related topic.

### **Enlarging Images**

In some topics in the dictionary, such as meridian, narcissus, triangle, and volute, you'll find images that can be enlarged. A caption above the image explains that you can click the image to get a larger, more detailed view.

### **See Also**

[Locating Information](#)

[Copying and Printing from a Book](#)

[Opening a Book and Moving Around](#)

[Image Browser Description](#)



**topic title**

This is the title of the topic displayed on the screen.

**book title**

The title of the open book is displayed in this bar.

## Content tool



Click to go to the Contents screen for the current book. To display the copyright information for this book, click the Copyright button in the lower-left corner. The Contents screen for the dictionary is shown below.



## **Index tool**

Click to display the Index box, which you can use to look for entries on a particular topic in the dictionary. The Index tool is the same as the Index command on the Tools menu.



**audio icon**

Click to play a pronunciation of the word.

## pronunciation key

Click the phonetic spelling that appears with a dotted underline to see a pronunciation key in a pop-up window. Click again to close the window.

PRONUNCIATION KEY										
ä	pat	f	fife	l	lid, needle	ōō	boot	Û	cut	ü <i>Fr.</i> tu <i>Ger.</i> über
ā	pay	g	gag	m	mum	ou	out	ûr	urge	KH <i>Ger.</i> ich <i>Scot.</i> loch
är	care	h	hat	n	no, sudden	p	pop	v	vavle	N <i>Fr.</i> bon
ä	father	hw	which	ng	thing	r	roar	w	with	œ <i>Fr.</i> feu <i>Ger.</i> schön
b	bib	ï	pit	ō	pot	s	sauce	y	yes	
ch	church	ï	pie, by	ō	toe	sh	ship, dish	z	zebra, size	
d	deed	îr	pier	ô	paw, for	t	tight	zh	vision, pleasure, garage	
ë	pet	j	judge	oi	noise	th	thin	a	about, item, edible, gallop, circus	
ē	bee	k	kick	ōō	took	#	this, bathe	ar	butter	
Primary Stress					Secondary stress					
ˈbi-olˈo-gy					ˈbiˈo-logˈi-cal					

**picture**

Many words in the dictionary are illustrated. You can use Copy Picture from the Edit menu to copy a picture onto the Clipboard. When the Copy Picture command cannot be used it is dimmed.

**Control-menu box**

Double-click to close the window. Click once to display the Control menu.



**Minimize button**

Click to reduce the window to an icon. (Double-click the icon to restore the window to normal size.)

**Restore button**

Replaces the Maximize button in the upper-right corner of a window that has been maximized to its full size. Click this button to restore the window to its previous size.

**cross-reference**

Click a cross-reference to jump to the topic it names. Cross-references appear as colored text with a solid underline.

**Find tool**

Click to display the Find box. Use this box to search for a word or phrase in any combination of books. The Find tool is the same as the Find command on the Tools menu.



**Back tool**

Click to jump to the last topic you viewed. Use this tool to move back through previous topics in the order in which you viewed them. The Back tool is the same as the Back command on the Tools menu.



## **Back List tool**

Click to display a list of the last 40 topics you have viewed, with the most recent topic listed first. You can double-click a topic name on the list to jump to it. The Back List tool is the same as the Back List command on the Tools menu.



**Browse < (Previous) tool**

Click to jump to the previous topic in the dictionary in alphabetic order. The Browse < tool is the same as the Browse (Previous) command on the Tools menu.



**Browse > (Next) tool**

Click to jump to the next topic in the dictionary in alphabetic order. The Browse > tool is the same as the Browse (Next) command on the Tools menu.





**Books tool**

Displays the Books screen, from which you can open any book by clicking on it. (You can also open any book using the commands on the Books menu.)



**Toolbox Control-menu box**

Click to close the toolbox. (To reopen the toolbox choose Show Toolbox from the Tools menu.)

## **Images tool**

Click to see a list of all the photographs or illustrations in the dictionary. Double-click an item on the list to jump to the topic.



## Help tool

Click to open Bookshelf Help for the dictionary.



**File menu**

Click the File menu to choose one of the following commands: Print Topic, Print Setup, or Exit.

**Edit menu**

Click the Edit menu to choose one of the following commands: Copy, Annotate, Copy Picture, or Copy Audio.

**Options menu**

Click the Options menu to choose one of the following commands: Preferences or QuicKeys.

**Books menu**

Click the Books menu to see a list of the Bookshelf books. Choose a book to jump to it.



**Bookmark menu**

Click the Bookmark menu to choose one of the following commands: Define or More (will appear if you have created more than nine bookmarks).

**Tools menu**

Click the Tools menu to choose one of the standard tools in Bookshelf: Find, Index, Back, Back List, Browse (Previous), Browse (Next), and Content. The dictionary Tools menu also includes the Images tool.

Choose Hide Toolbox to close the toolbox. The Show Toolbox command will appear. Choose this command to reopen the toolbox.


**Help menu**

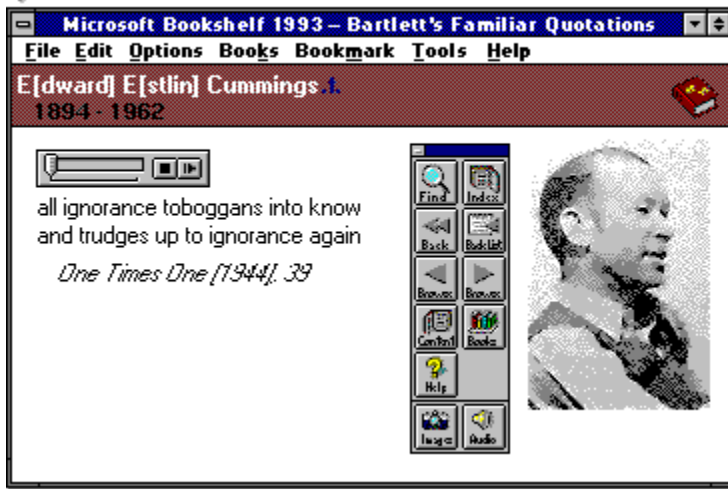
Click the Help menu to choose one of the following commands: Help Contents, Help Demos, Using Help, or Keyboard Techniques.



## About *Bartlett's Familiar Quotations*

*Bartlett's Familiar Quotations* is an extensive reference to more than 22,500 classic phrases and familiar quotations. Each quotation in this book is called a topic. Bartlett's is organized in chronological order by the birthdates of the persons quoted, so all the quotations from one person are grouped together. For example, if you wanted to read all the quotations by Martin Luther King you could go to the King quotations and browse through them one by one.

 To learn about a typical topic in this book, click parts of this picture.



### Welcome to *Bartlett's Quotations*

A Welcome screen comes with the Contents screen of each book in Bookshelf. You can read the Welcome screen to learn some basics about *Bartlett's Quotations* and the special tools in the *Bartlett's Quotations* toolbox. There are two special tools: the Images tool and the Audio tool.

### To open the *Bartlett's Quotations* Welcome screen:



Click anywhere on the *Bartlett's Quotations* Contents screen (except the toolbox, menus, or copyright symbol).

### To close the Welcome screen:



Click anywhere on the Welcome screen, or press the ESC key. Clicking a tool in the toolbox works, too.



If you want to start exploring the book right away, click a tool in the toolbox to close the Welcome screen and open that tool's box. For example, try clicking the Index or Find tool.

### Locating Information in *Bartlett's Quotations*

There are several ways you can find quotations in *Bartlett's*. You can use the standard tools in the toolbox.



Look for persons quoted in the index by clicking the [Index tool](#) (or by choosing Index from the Tools menu), and then selecting the index entry.



Track down a word or phrase by clicking the [Find tool](#) (or by choosing Find from the Tools menu), and then typing the word or phrase you're seeking.



After you have found a topic, browse through nearby topics in chronological or reverse chronological order by the birthdate of the person quoted by clicking the [Browse <](#) or [Browse >](#) tools (or by choosing Browse< and Browse> from the Tools menu). You can use the special tools in the Bartlett's Quotations toolbox to find topics with pictures and topics with an audio clip of the quoted person speaking his or her quotation.



Look for topics that contain a picture of the person quoted by clicking the Images tool (or by choosing Images from the Tools menu), and then selecting a topic from the Image Browser.



Look for topics that contain an audio clip of the person quoted speaking the quotation by clicking the Audio tool (or by choosing Audio from the Tools menu), and then making a selection from the Audio Browser. The Browser lists persons quoted (in chronological order by birthdate) with the first three words of the quotation. Some topics have [hot](#) text and symbols you can use to see more information.



Click a [cross-reference](#), marked by superscript numbers in the text and listed below the quotation, to [jump](#) to a related quotation.



Click a footnote, marked by a dagger icon, for more details about the quotation.

### **See Also**

[Playing an Audio Clip](#)

[Locating Information](#)

[Audio Browser Description](#)

[Image Browser Description](#)

**Control-menu box**

Double-click to close the window. Click once to display the Control menu.

**Minimize button**

Click to reduce the window to an icon. (Double-click the icon to restore the window to normal size.)

**Restore button**

Replaces the Maximize button in the upper-right corner of a window that has been maximized to its full size. Click this button to restore the window to its previous size.



**topic title**

This is the title of the topic displayed on the screen.

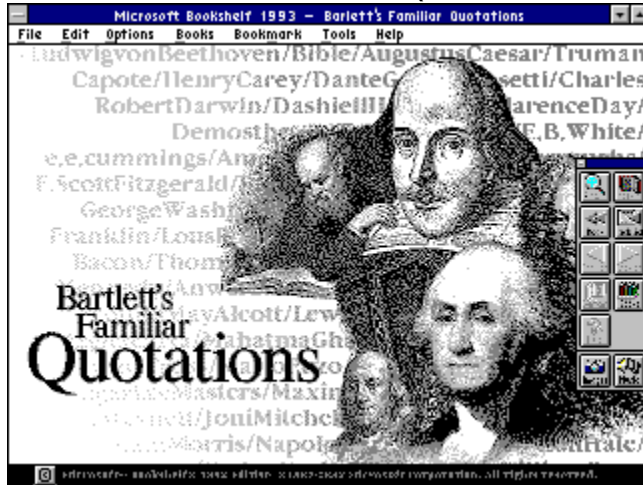
**book title**

The title of the current book is displayed in this bar.

## Content tool



Click to go to the opening screen for *Bartlett's Quotations*. To display the copyright information for this book, click the Copyright button at the lower-left of the screen. The Contents screen for *Bartlett's Quotations* is shown below.



## Index tool

Click to display the Index box, which you can use to look for entries on a particular topic in *Bartlett's Quotations*. The Index tool is the same as the Index command on the Tools menu.



## **Find tool**

Click to display the Find box. Use this box to search for a word or phrase in any combination of books. The Find tool is the same as the Find command on the Tools menu.



**Back tool**

Click to jump to the last topic you viewed. Use this tool to move back through previous topics you have viewed. The Back tool is the same as the Back command on the Tools menu.



## **Back List tool**

Click to display a list of the last 40 topics you have viewed, with the most recent topic listed first. You can double-click a topic name on the list to jump to it. The Back List tool is the same as the Back List command on the Tools menu.



### **Browse < (Previous) tool**

Click to jump to the previous topic in *Bartlett's Quotations*. The Browse < tool is the same as the Browse (Previous) command on the Tools menu.





### **Browse > (Next) tool**

Click to jump to the next topic in *Bartlett's Quotations*. The Browse > tool is the same as the Browse (Next) command on the Tools menu.



## **Books tool**

Click to jump to the Books screen, from which you can open any book by clicking on it. (You can also open any book using the commands on the Books menu.)



## Help tool

Click to open Bookshelf Help for *Bartlett's Quotations*.



## Images tool

Click to see a list of all the photographs or illustrations of persons quoted in *Bartlett's Quotations*. Double-click an item on the list to jump to the topic.



### **Audio tool**

Click to see a list of all the quotations in *Bartlett's* with an audio clip of the quoted person.  
Double-click an item on the list to jump to the topic.



**Toolbox Control-menu box**

Click to close the toolbox. (To reopen the toolbox, choose Show Toolbox from the Tools menu.)

**File menu**

Click the File menu to choose one of the following commands: Print Topic, Print Setup, or Exit.

**Edit menu**

Click the Edit menu to choose one of the following commands: Copy, Annotate, Copy Picture, or Copy Audio.



**Options menu**

Click the Options menu to choose one of the following commands: Preferences or QuicKeys.

**Books menu**

Click the Books menu to see a list of the Bookshelf books. Choose a book to jump to it.

**Bookmark menu**

Click the Bookmark menu to choose one of the following commands: Define or More (will appear if you have created more than nine bookmarks).

## **Tools menu**

Click the Tools menu to choose one of the standard tools in Bookshelf: Find, Index, Back, Back List, Browse (Previous), Browse (Next), and Content. The *Bartlett's Quotations* Tools menu also includes the Images tool and the Audio tool.

Choose Hide Toolbox to close the toolbox. The Show Toolbox command will appear. Choose this command to reopen the toolbox.

**Help menu**

Click the Help menu to choose one of the following commands: Help Contents, Help Demos, Using Help, or Keyboard Techniques.

## **Portrait**

A picture of the quoted person comes with many of the quotations.

**Slider**

The slider indicates current position in the the audio clip.

**Multimedia controller**

Use this controller to play audio clips in *Bartlett's Quotations*.



**Stop button**

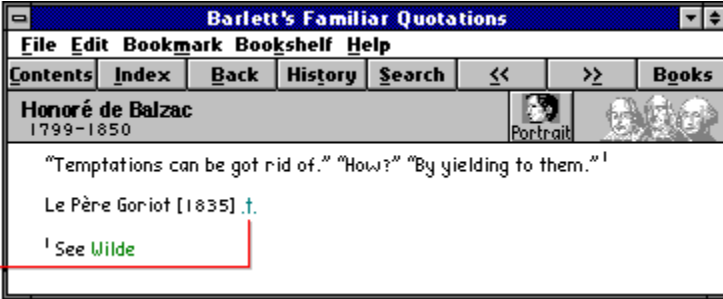
Click to stop the audio clip.

**Play/Pause button**

Click to start the audio clip. Click again to pause it during play. Click once more to resume play.

## footnote marker

A footnote is identified by a dagger. Click the dagger to see additional information and, in some cases, cross-references.



The screenshot shows the interface of 'Barlett's Familiar Quotations'. The title bar reads 'Barlett's Familiar Quotations'. The menu bar includes 'File', 'Edit', 'Bookmark', 'Bookshelf', and 'Help'. Below the menu bar are buttons for 'Contents', 'Index', 'Back', 'History', 'Search', '<<', '>>', and 'Books'. The main content area displays the name 'Honoré de Balzac' with the dates '1799-1850' and a 'Portrait' button. A quote is shown: "Temptations can be got rid of." "How?" "By yielding to them."<sup>1</sup>. Below the quote is the text 'Le Père Goriot [1835] .t.'. A footnote marker '1' is placed above the word 'See' in the text '1 See Wilde'. A red line points from the word 'Footnote' on the left to the dagger marker.

Footnote



## **Glossary of Terms and Error Messages**

For descriptions of Bookshelf terms or error messages, choose a topic:

[Glossary of Bookshelf Terms](#)

[Glossary of Error Messages](#)



## **Glossary of Bookshelf Terms**

Bookshelf terms are listed below in alphabetic order. Click a term to see a description of the term. Click again to close the pop-up window. Use the [scroll bar](#) or PAGE DOWN to view terms not visible in the window.

[Animation tool](#)

[Animation \(Narrated\) tool](#)

[arrow keys](#)

[Associated Topics tool](#)

[audio icon](#)

[Audio tool](#)

[audio controller](#)

[Back Tool](#)

[Back List tool](#)

[bookmark](#)

[Books screen](#)

[Books tool](#)

[Box](#)

[Browse< tool](#)

[Browse> tool](#)

[check box](#)

[click](#)

[Clipboard](#)

[command button](#)

[Content tool](#)

[Contents screen](#)

[Controller](#)

[Control menu](#)

[Control-menu box](#)

[Copyright button](#)

[cross-reference](#)

[demo](#)

[desktop](#)

[dialog box](#)

[double-click](#)

[drag](#)

[drop-down list box](#)

[Find tool](#)

[Flags tool](#)

[Help tool](#)

[hot](#)

[icon](#)

[Images tool](#)

[Index tool](#)

index entry  
installed printers  
jump  
jump text  
list box  
Locate tool  
maximize  
Maximize button  
menu bar  
minimize  
Minimize button  
multimedia controller  
Multimedia group window  
Music tool  
Narrated Animation tool  
option buttons  
Outline tool  
picture icon  
pop-up text  
pop-up window  
Program Manager  
Restore button  
scroll arrow  
scroll bar  
scroll box  
stop-word list  
text box  
title bar  
toolbox  
topic  
Topography tool  
Welcome screen

## **Animation tool**

In the encyclopedia, click this special tool to open the Animation Browser. You can use the Animation Browser to locate all the non-narrated animations in the encyclopedia.



**arrow keys**

Keys you can use to control the movement of the insertion point on the screen. Some keyboards have two sets of arrow keys: one on the numeric keypad and another set to the left of that area. If you use the arrow keys on the numeric keypad, be sure to turn NUMLOCK off.



### **Associated Topics tool**

In *Concise Quotations* and the encyclopedia, click this special tool to open the Associated Topics box. You can use this box to investigate topics related to the current topic.



**audio icon** 

Click this icon to hear a pronunciation, a musical example, or a recorded quotation.

### **audio controller**

The portion of the multimedia controller that is used to play a recording in *Bartlett's Familiar Quotations*.



## Audio tool

In *Bartlett's Quotations*, click this special tool to use the Audio Browser. The Audio Browser contains a list of all the quotations that are spoken by the author.



**Back tool**

Displays the last topic you viewed. Use this button to move back through previous topics in the order in which you viewed them. The Back tool is the same as the Back command on the Tools menu.

**Back tool**

Displays the last topic you viewed. Use this tool to move back through previous topics in the order in which you viewed them. The Back tool is the same as the Back command on the Tools menu.



**Back List tool**

Displays a list of the last 40 Bookshelf topics you have viewed, with the most recent topic listed first. You can double-click a topic name on the list to jump to it. The Back List tool is the same as the Back List command on the Tools menu.

**Back List tool**

Displays a list of the last 40 Bookshelf topics you have viewed with the most recent topic listed first. You can choose a topic from the list to display it again. The Back List tool is the same as the Back List command on the Tools menu.





**bookmark**

A placeholder you can insert at any topic so you can quickly return to that topic later. Bookmarks appear on the Bookmark menu. When you select a bookmark from the menu, Bookshelf displays the topic associated with that bookmark.

**Books screen**

Shows all the books in Bookshelf. This screen appears when Bookshelf is running but no book is open.

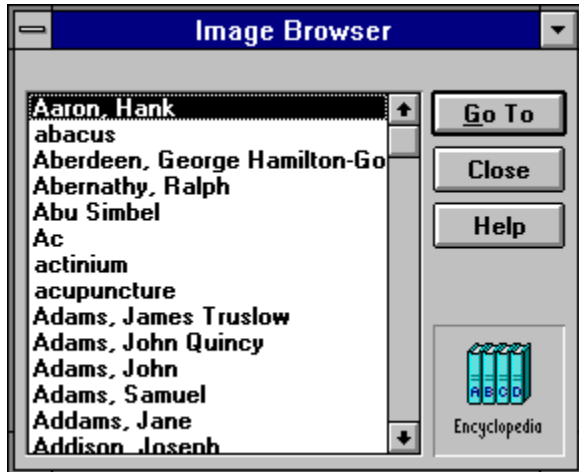
**Books tool**

Displays the Books screen, from which you can open any book. (You can also open any book using the commands on the Books menu.)



## box or dialog box

Boxes appear when you click certain tools (for example, the Index tool or the Find tool) or choose commands with ellipses (...) from menus (for example, the Define command on the Bookmark menu). Some boxes contain information, such as lists, that helps you navigate in Bookshelf. Most boxes have options for you to select so that the program can carry out your commands with precision. Some boxes, such as the Image Browser, below, have a Help button you can click to get information on the box.



## **Browse< tool**

Displays the previous topic in the current book according to its browse order. Each book has its own organization for browsing. The browse order for the encyclopedia, dictionary, and thesaurus is alphabetic by topic. *Bartlett's* browse order is chronological by author's birth date; *Concise Quotations'* browse order is alphabetic by subject matter; the almanac's order is hierarchical by topic. The Browse< tool is the same as the Browse (Previous) command on the Tools menu.



**Browse> tool**

Displays the next topic in the open book according to its browse order. Each book has its own organization for browsing. The browse order for the encyclopedia, dictionary, and thesaurus is alphabetic by topic. *Bartlett's* browse order is chronological by author's birth date; *Concise Quotations'* browse order is alphabetic by subject matter; the almanac's order is hierarchical by topic. The Browse>tool is the same as the Browse (Next) command on the Tools menu.



**check box**

A box that indicates an option you click to switch on and off. You can click as many check boxes as you want. When you click to select a check box, it contains an X. When you click again, the X is cleared and the option is no longer selected.

**click**

To press and release a mouse button once, usually the left mouse button.



**Clipboard**

The Microsoft Windows application that holds cut or copied information, which you can then insert into another file. Whenever you use a Cut, Copy, or Paste command, you are using the Clipboard.

**command button**

A button that carries out or cancels an action in a box. One command button carries out the task and closes the box. This is usually named the OK button. The Cancel button cancels the task associated with the box. Other command buttons may offer additional options.



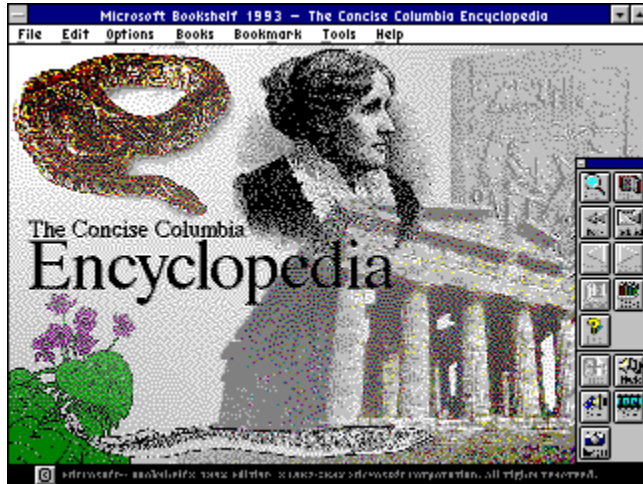
**Content tool**

Displays the Contents screen for the current book. The Content tool is the same as the Content command on the Tools menu.



## Contents screen

Appears when you open a book. From here, you can use the toolbox to locate information in the current book. To display the copyright information for a book, click the Copyright button. You can click the Contents tool to return to this screen from anywhere in the current book. Below is the Contents screen for the encyclopedia.



## Control menu

The menu in the upper-left corner of a window's or a box's title bar, indicated by a SPACEBAR icon. This menu contains commands for resizing, moving, and closing windows with the keyboard, and the Switch To command, which displays a list of all open windows.



**Control-menu box**

You can double-click this box to close the window, or click it once to display the Control menu.

## **Control-menu box**

The box located in the upper-left corner of a window or box.



You can double-click this box to close the window or box, or click it once to display the Control menu.

### **Copyright button**

There is copyright information at the bottom of each Contents screen and the Books screen. Click the copyright button at the lower-left corner of the screen for detailed copyright information.





**cross-reference**

Click a cross-reference to jump to the topic it names. Cross-references appear as colored text with a solid underline.

**cross-reference**

Click a cross-reference to jump to that topic. Cross-references appear as colored text with a solid underline.

**demo**

In Help, one of the animated introductions to the key features of Bookshelf.

**desktop**

The background of your screen when Microsoft Windows is running. Windows, icons, and boxes appear on the desktop.

**double-click**

To click an object twice in rapid succession, usually with the left mouse button.

**drag**

To hold down the left mouse button while you move the mouse to affect something on the screen. For example, dragging is used to select text and to move or resize windows and boxes.

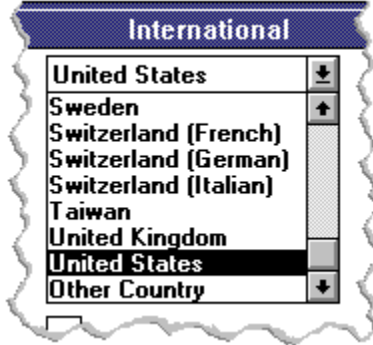
## drop-down list box

A list box that opens and closes in a dialog box.

Before you open a drop-down list box, it looks like this:



After the list box is open, it looks like this:



**Find tool**

Displays the Find box. Use this box to search for a word or phrase in any combination of books. The Find tool is the same as the Find command on the Tools menu.





## Flags tool

In the atlas, click this special tool to open the Flag Browser. You can use the Flag Browser to find the flags of the countries of the world or the states in the United States.



## Help tool

Opens the Bookshelf Help Contents screen. Click a Help topic to find information about Bookshelf. Click Using Help to learn how to use Help. (You can also use the Help menu to open Help.)



**hot**

A colored word or phrase with a dotted underline is "hot." You can click it to display a pop-up definition or explanation. A colored word or phrase with a solid underline is also hot. You can click it to jump to another part of the program. Some graphics are hot, too. Click a hot graphic to display information. When the mouse pointer is over hot text or graphics it changes into a hand.

**icon**

A miniature picture that represents a Windows application or file.



## Images tool

In *Bartlett's Quotations*, the encyclopedia, and the dictionary click this special tool to open the Image Browser. You can use the Image Browser to look through a list of all the topics with photographs and illustrations in the current book.



## **Index tool**

Opens the Index box, where you can search for topics in the index of any book in Bookshelf. You can also choose to look for topics in the comprehensive index for all of Bookshelf. The Index tool is the same as the Index command on the Tools menu.



## **index entry**

A word or phrase in the index used to look up topics in a book. Bookshelf's indexes contain the following types of index entries:

<b>Book</b>	<b>Index entries</b>
Dictionary	Defined words, biographical names, and geographic locations.
<i>Bartlett's Quotations</i>	Author names. Names are ordered by both last name and first name.
<i>Concise Quotations</i>	Subjects of quotations, the names of all authors quoted, and some book titles. Names are ordered by last name only.
Encyclopedia	Titles of all encyclopedia topics.
Atlas	Names of continents, countries, some regions, U.S. states, and most major cities.
Thesaurus	Words for which there are synonyms.
Almanac	Main subjects treated in almanac topics.

**installed printers**

Printers that have been identified to Windows using the Windows Control Panel.



**jump**

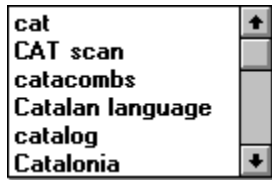
To move rapidly to another topic or part of the program. When you click hot text (or jump text) you jump to another part of Bookshelf.

**jump text**

Text with a solid underline that you can click to go to another topic.

## **list box**

Lists items that you can choose from. If all the items cannot be displayed in the box, a vertical scroll bar appears.



### **Locate tool**

In the atlas, click this special tool to pop up a locator map associated with the region you are viewing.

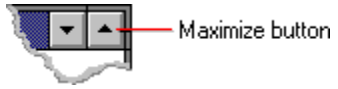


**maximize**

To enlarge a window to its maximum size by clicking the Maximize button in the upper-right corner of the window, or by choosing the Maximize command from the Control menu.

## Maximize button

Enlarges a window to take up the full screen.



**menu bar**

These menus contain commands that you can use to open a book, print a topic; copy a topic, a picture, or a sound; set preferences; write a note in a book; create a bookmark; switch to a different book; open Help; or run a Help demo.

**minimize**

To reduce a window to an icon by clicking the Minimize button in the upper-right corner of the window, or by choosing the Minimize command from the Control menu.



**Minimize button**

The Minimize button reduces a window to an icon.

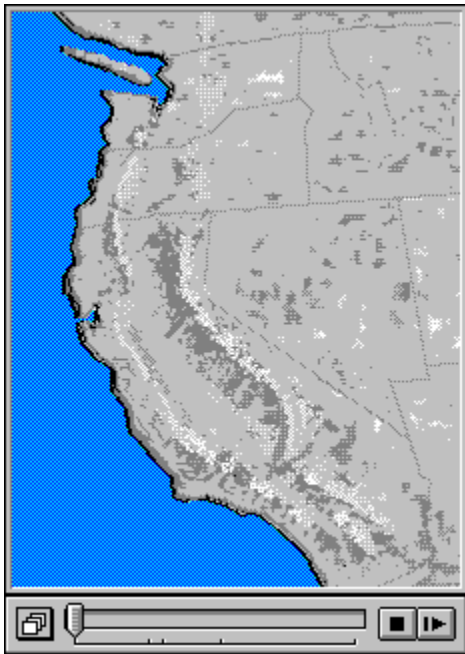
## Minimize button

The Minimize button reduces a window to an icon.



**multimedia controller**

Any controller that is used to play multimedia elements in Bookshelf.



**Multimedia group window**

The window in Program Manager that contains the Bookshelf icon, the Bookshelf Overview icon, and the ReadMe icon.

## Music tool

In the encyclopedia, click this special tool to open the Music Browser. You can use this browser to locate all the musical examples in the encyclopedia.



## **Narrated Animation tool**

In the encyclopedia, click this special tool to open the Narrated Animation Browser. You can use this browser to locate all the narrated animations in the encyclopedia.



## **Option buttons**



Can be selected one at a time in dialog boxes. The selected option button contains a black dot.

## **Outline tool**

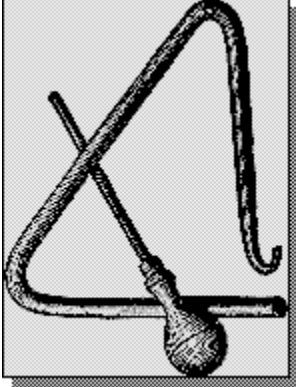
In the almanac, click this special tool to see use the Outline box. The Outline box provides at-a-glance access to all the topics in the almanac. Topics are grouped into eight categories, which are represented by buttons on the left side of the Outline box.





### **picture icon**

Some pictures in the dictionary and the encyclopedia are too large to fit on the same screen with the text, so they are reduced, placed on a gray background with a drop shadow, and indicated by the picture icon next to it. Click the picture or the picture icon to display a pop-up box showing the picture at its full size.



**pop-up text**

Text with a dotted underline that you can click to display more information in a pop-up box.

**pop-up box**

Appears on top of the active window when you click an item on the screen. This definition is in a pop-up box. Click again to close a pop-up box.

## **Program Manager**

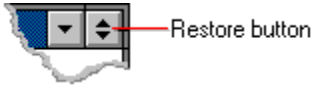
Your home base for using Windows and starting applications. When you start Windows, the Program Manager window is open on the desktop.

**Restore button**

Replaces the Maximize button in the upper-right corner of a window that has been maximized to its full size. Click this button to restore the window to its previous size.

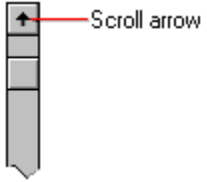
## Restore button

Replaces the Maximize button in the upper-right corner of a window that has been maximized to its full size. Click this button to restore the window to its previous size.



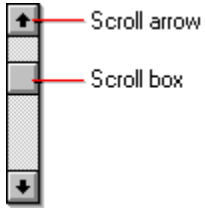
## scroll arrow

An arrow on either end of a scroll bar. Clicking a scroll arrow brings another line into view. Pointing to a scroll arrow and holding down the left mouse button scrolls through the contents of a window or list box continuously.



## scroll bar

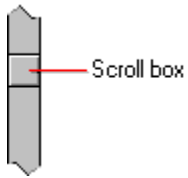
A bar that appears at the right edge of a list box or at the right or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to move the contents of the list box or window with the mouse.





**scroll box**

The rectangular box within a scroll bar that indicates your relative position within a topic or list box. You can drag the scroll box up or down to quickly scroll through a long topic or list.



### **stop-word list**

The list of words that Bookshelf will not search for. These words appear so often within the books that searching for them would result in a useless list of topics found. The words in the stop-word list are:

**1, 2, 3, a, an, and, as, at, be, but, by, do, for, from, have, he, in, it, not, of, on, or, she, that, the, there, they, this, to, we, which, with, you**

**text box**

A box in which you can type or edit text.

**Bookmark Name:**

**title bar**

The horizontal bar at the top of a window that contains the title of the window. On many windows, the title bar also contains the Control-menu box and Maximize and Minimize buttons. Boxes also have title bars.



## toolbox

Contains the tools you use to move around in Bookshelf books. The standard navigational tools are in every book's toolbox. In addition, most books have several special tools. For ease of use you can drag the toolbox to a new location, or you can hide it by choosing Hide Toolbox from the Tools menu. (The toolbox will remain hidden until you choose Show Toolbox from the Tools menu.) If you prefer, you can use the commands on the Tools menu instead of the Tools in the toolbox; they are exactly the same.

The standard toolbox is pictured below.



**topic**

A single entry in a book. A topic might be a quotation, the definition of a word, a map in the atlas, or an article in the encyclopedia.

## Topography tool

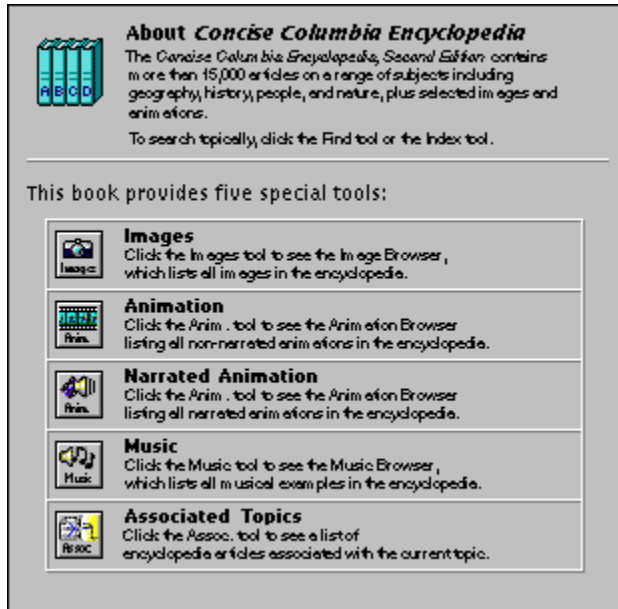
In the atlas, click this special tool to pop up a topographic map of the region you are currently viewing.



## Welcome screen

This is the screen you see when you click on any open area of a Contents screen. The Welcome screen gives you a brief introduction to the contents of the book and explains each of the special tools in the book's toolbox. Click the Welcome screen to close it.

The sample is the encyclopedia Welcome screen:



**About *Concise Columbia Encyclopedia***  
The *Concise Columbia Encyclopedia, Second Edition* contains more than 15,000 articles on a range of subjects including geography, history, people, and nature, plus selected images and animations.  
To search topically, click the Find tool or the Index tool.

This book provides five special tools:

- Images**  
Click the Images tool to see the Image Browser, which lists all images in the encyclopedia.
- Animation**  
Click the Anim. tool to see the Animation Browser listing all non-narrated animations in the encyclopedia.
- Narrated Animation**  
Click the Anim. tool to see the Animation Browser listing all narrated animations in the encyclopedia.
- Music**  
Click the Music tool to see the Music Browser, which lists all musical examples in the encyclopedia.
- Associated Topics**  
Click the Assoc. tool to see a list of encyclopedia articles associated with the current topic.

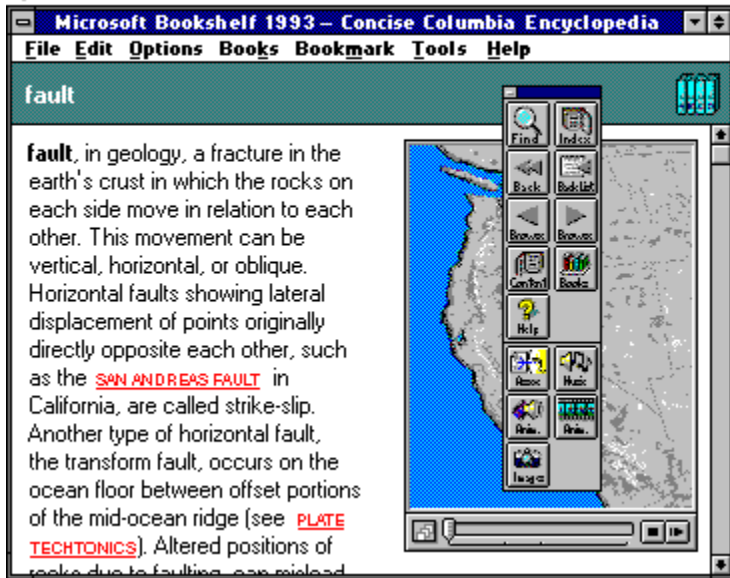




## About The Concise Columbia Encyclopedia

The Concise Columbia Encyclopedia puts a world of knowledge at your fingertips with over 15,000 short entries on a wide range of subjects. Each entry in the encyclopedia is called a topic. The encyclopedia is organized alphabetically.

To learn about a typical topic in this book, click parts of this picture.



### Welcome to the Encyclopedia

A Welcome screen comes with the Contents screen of each book in Bookshelf. You can read the Welcome screen to learn some basics about the encyclopedia and the special tools in its toolbox. The encyclopedia has five special tools: the Images tool, the Associated Topics tool, the Music tool, the Animation tool, and the Narrated Animation tool.

#### To open the encyclopedia Welcome screen:



Click anywhere on the encyclopedia Contents screen (except the toolbox, menus, or copyright symbol).

#### To close the Welcome screen:



Click anywhere on the Welcome screen, or press ESC.



If you want to start exploring the book right away, click a tool in the toolbox to close the Welcome screen and open that tool's box. For example, try clicking the Index or Find tool.

### Locating Information in the Encyclopedia

There are several ways to locate information in the encyclopedia. You can use the standard tools in the toolbox:



Look for topic entries in the index by clicking the Index tool (or by choosing Index from the Tools menu), and then selecting a topic entry.



Track down a word or phrase by clicking the [Find tool](#) (or by choosing Find from the Tools menu), and then typing the word or phrase you're seeking.



After you've found a topic, browse through nearby topics in either alphabetic or reverse alphabetic order by clicking the [Browse <](#) or [Browse >](#) tools (or by choosing Browse (Previous) or Browse (Next) from the Tools menu).

You can use the special tools that come in the encyclopedia toolbox to find multimedia elements. Use the [multimedia controller](#) to play animations and audio clips.



Look for topics that contain images by clicking the Images tool (or by choosing Images from the Tools menu), and then selecting a topic from the Image Browser.



Look for topics that contain non-narrated animations by clicking the Animation tool (or by choosing Animations from the Tools menu), and then selecting a topic from the Animation Browser.



Look for topics that contain animations with narrations by clicking the Narrated Animation tool (or by choosing Animations (Narrated) from the Tools menu), and then selecting a topic from the Narrated Animation Browser.



Look for topics that contain musical examples by clicking the Music tool (or by choosing Musical Examples from the Tools menu), and then selecting a topic from the Music Browser.



Look for other topics on the same subject by clicking the Associated Topics tool (or by choosing Associated Topics from the Tools menu), and then selecting a topic from the Associated Topics box.

When you are reading a topic you can click a [hot](#) word or phrase to [jump](#) to a related topic.

### **Enlarging Images**

In some topics in the encyclopedia, such as Hank Aaron, Oregon, and peony, you'll find images that can be enlarged. A caption above the image explains that you can click the image to get a larger, more detailed view.

### **See Also**

[Playing an Animation](#)

[Locating Information](#)

[Animation Browser Description](#)

[Narrated Animation Browser Description](#)

[Associated Topics Box Description](#)

[Image Browser Description](#)

[Music Browser Description](#)

**Control-menu box**

Double-click to close the window. Click once to display the control menu.

**topic title**

This is the title of the topic displayed on the screen.

**book title**

The title of the current book is displayed in this bar.

**Minimize button**

Click to reduce the window to an icon. (Double-click the icon to restore the window to normal size.)

**Restore button**

Replaces the Maximize button in the upper-right corner of a window that has been maximized to its full size. Click this button to restore the window to its previous size.

**up scroll arrow**

Click to scroll up through the topic. Click the arrow once to scroll up one line. Click the arrow and hold down the mouse button to scroll up through the topic continuously.



**down scroll arrow**

Click to scroll down through the topic. Click the arrow once to scroll down one line. Click the arrow and hold down the mouse button to scroll down through the topic continuously.

**scroll box**

The scroll box indicates your relative position within the topic. Drag the scroll box to scroll quickly through a long topic.

**File menu**

Click the File menu to choose one of the following commands: Print Topic, Print Setup, or Exit.

**Edit menu**

Click the Edit menu to choose one of the following commands: Copy, Annotate, Copy Picture, or Copy Audio.

**Options menu**

Click the Options menu to choose one of the following commands: Preferences or QuicKeys.

**Books menu**

Click the books menu to see a list of the Bookshelf books. Choose a book to jump to it.

**Bookmark menu**

Click the Bookmark menu to choose one of the following commands: Define or More (will appear if you have created more than nine bookmarks).

**Tools menu**

Click the Tools menu to choose one of the standard tools in Bookshelf: Find, Index, Back, Back List, Browse (Previous), Browse (Next), and Content. The encyclopedia Tools menu also includes the following special tools: Images, Animations, Animations (Narrated), Music, and Associated Topics.

Choose Hide toolbox to close the toolbox. The Show Toolbox command will appear. Choose this command to reopen the toolbox.



**Help menu**

Click the Help menu to choose one of the following commands: Help Contents, Help Demos, Using Help, or Keyboard Techniques.

**Toolbox Control-menu box**

Click to close the toolbox. (To reopen the toolbox, choose Show Toolbox from the Tools menu.)

## Content tool



Click to go to the Contents screen for the encyclopedia. To display the copyright information for this book, click the copyright button at the lower-left corner of the screen. The encyclopedia Contents screen is shown below.



## **Find tool**

Click to display the Find box. Use this box to search for a word or phrase in any combination of books. The Find tool is the same as the Find command on the Tools menu.



**Back tool**

Click to jump to the last topic you viewed. Use this tool to move back through previous topics you have viewed. The Back tool is the same as the Back command on the Tools menu.



## **Back List tool**

Click to display a list of the last 40 topics you have viewed, with the most recent topic listed first. You can double-click a topic name on the list to jump to it. The Back List tool is the same as the Back List command on the Tools menu.



**Browse < (Previous) tool**

Click to jump to the previous topic in the encyclopedia in alphabetic order. The Browse < tool is the same as the Browse (Previous) command on the Tools menu.



### **Browse > (Next) tool**

Click to jump to the next topic in the encyclopedia in alphabetic order. The Browse > tool is the same as the Browse (Next) command on the Tools menu.





## **Books tool**

Click to jump to the Books screen, from which you can open any book by clicking on it. (You can also open any book using the commands on the Books menu.)



## Help tool

Click to open Bookshelf Help for the encyclopedia.



### **Associated Topics tool**

Click to see a list of related topics. Double-click a topic title to jump to a related topic.



## Music tool

Click to see a list of audio clips of musical examples in the encyclopedia. Double-click an item on the list to jump to the topic.



## **Narrated Animation tool**

Click to see a list of narrated animations in the encyclopedia. Double-click an item on the list to jump to the topic.



## Animation tool

Click to see a list of non-narrated animations in the encyclopedia. Double-click an item on the list to jump to the topic.



## Images tool

Click to see a list of photographs and illustrations in the encyclopedia. Double-click an item on the list to jump to the topic.



## **Index tool**

Click to display the Index box, which you can use to look for a particular topic in the encyclopedia. The Index tool is the same as the Index command on the Tools menu.





**cross-reference**

Click a cross-reference to jump to that topic. Cross-references appear as colored text with a solid underline.

**multimedia controller**

When a topic contains an animation, you see the first frame of the animation and a controller. You can use the buttons on the controller to start, stop, and move around in the animation.

For more information, choose "Playing Sounds and Animations" from the Help Contents screen.

## **Section menu**

Click the Section menu and hold down the mouse button to see a list of the sections of longer animations. Drag to select and play a section on the list.

**Stop button**

Click to stop the animation.

**Slider**

The slider indicates how far along you are in the animation.

**Play/Pause button**

Click this button to start the animation. Then you can click it to pause the animation. Click it again to resume playing.


## **Animation**

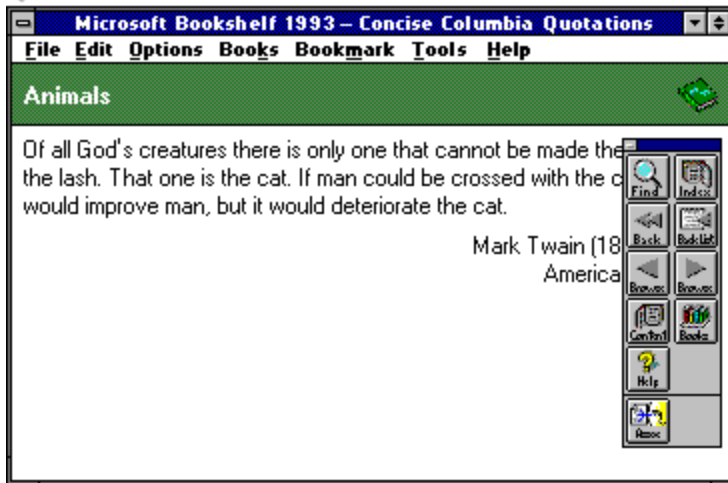
This is an example of one of the numerous animations in the encyclopedia.



## About *The Concise Columbia Dictionary of Quotations*

*The Concise Columbia Dictionary of Quotations* contains more than 6,000 quotations, most of them contemporary. Each quotation in this book is called a topic. The quotations in this book are organized alphabetically by subject matter. For example, if you needed a quote for a paper on the effects of prejudice, you could look up the subject "Prejudice" and browse through several quotations on that topic.

 To learn about a typical topic in this book, click parts of this picture.



### Welcome to *Concise Quotations*

A Welcome screen comes with the Contents screen of each book in Bookshelf. You can read the Welcome screen to learn some basics about *Concise Quotations* and the special tools in its toolbox. *Concise Quotations* has one special tool: the Associated Topics tool.

#### To open the *Concise Quotations* Welcome screen:



Click anywhere on the *Concise Quotations* Contents screen (except the toolbox, menus, or copyright symbol).

#### To close the Welcome screen:



Click anywhere on the Welcome screen, or press the ESC key.



If you want to start exploring the book right away, click a tool in the toolbox to close the Welcome screen and open that tool's box. For example, try clicking the Find or Index tool.

### Locating Information in *Concise Quotations*

There are several ways to look for information in *Concise Quotations*. You can use the standard tools in the toolbox:



Look for topic entries in the index by clicking the Index tool (or by choosing Index from the Tools menu), and then selecting a topic entry.





Track down a word or phrase by clicking the [Find tool](#) (or by choosing Find from the Tools menu), and then typing the word or phrase you're seeking.



After you've found a topic, browse through nearby topics in either alphabetic or reverse alphabetic order by clicking the Browse tools in the toolbox (or by choosing [Browse<](#) or [Browse>](#) from the Tools menu).

You can use the special tool that comes in the *Concise Quotations* toolbox to find related topics:



Examine other topics on related subjects by clicking the Associated Topics tool (or by choosing Associated Topics from the Tools menu), and then selecting a topic from the list in the Associated Topics box.

**See Also**

[Locating Information](#)

[Associated Topics Box Description](#)

**Control-menu box**

Double-click to close the window. Click once to display the Control menu.

**Minimize button**

Click to reduce the window to an icon. (Double-click the icon to restore the window to normal size.)

**Restore button**

Replaces the Maximize button in the upper-right corner of a window that has been maximized to its full size. Click this button to restore the window to its previous size.

**File menu**

Click the File menu to choose one of the following commands: Print Topic, Print Setup, or Exit.

**Edit menu**

Click the Edit menu to choose one of the following commands: Copy, Annotate, Copy Picture, or Copy Audio.

**Options menu**

Click the Options menu to choose one of the following commands: Preferences or QuicKeys.

**Books menu**

Click the Books menu to see a list of the Bookshelf books. Choose a book to jump to it.



**Bookmark menu**

Click the Bookmark menu to choose one of the following commands: Define or More (will appear if you have created more than nine bookmarks).

**Tools menu**

Click the Tools menu to choose one of the standard tools in Bookshelf: Find, Index, Back, Back List, Browse (Previous), Browse (Next), and Content. The Concise Quotations Tools menu also includes the following special tools: Associated Topics and Images.

Choose Hide Toolbox to close the toolbox. The Show Toolbox command will appear. Choose this command to reopen the toolbox.

**Help menu**

Click the Help menu to choose one of the following commands: Help Contents, Help Demos, Using Help, or Keyboard techniques.

**topic title**

This is the title of the topic displayed on the screen.

**book title**

The title of the current book is displayed in this bar.

**Toolbox Control-menu box**

Click to close the toolbox. (To reopen the box, choose Show Toolbox from the Tools menu.)

## Find tool

Click to display the Find box. Use this box to search for a word or phrase in any combination of books. The Find tool is the same as the Find command on the Tools menu.



**Back tool**

Click to jump to the last topic you viewed. Use this tool to move back through previous topics you have viewed. The Back tool is the same as the Back command on the Tools menu.





## **Back List tool**

Click to display a list of the last 40 topics you have viewed, with the most recent topic listed first. You can double-click a topic name on the list to jump to it. The Back List tool is the same as the Back List command on the Tools menu.



### **Browse < (Previous) tool**

Click to jump to the previous topic in *Concise Quotations*. The Browse < tool is the same as the Browse (Previous) command on the Tools menu.



### **Browse > (Next) tool**

Click to jump to the next topic in *Concise Quotations*. The Browse > tool is the same as the Browse (Next) command on the Tools menu.



## **Books tool**

Click to jump to the Books screen, from which you can open any book by clicking on it. (You can also open any book using the commands on the Books menu.)



## Help tool

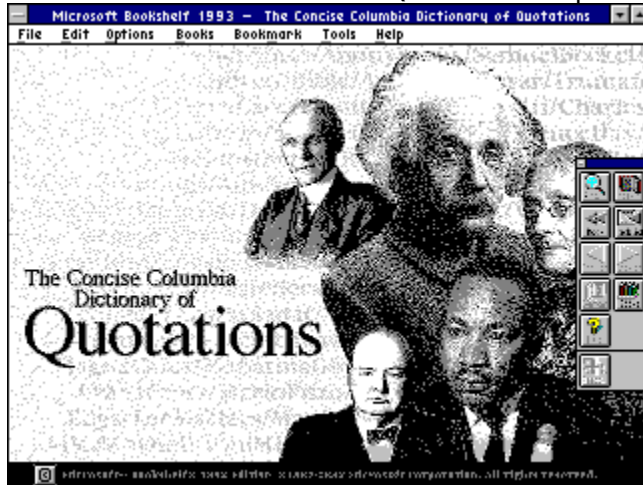
Click to open Bookshelf Help for *Concise Quotations*.



## Content tool



Click the Content tool to go to the Contents screen for *Concise Quotations*. To display the copyright information for this book, click the Copyright button in the lower-left corner. The Contents screen for *Concise Quotations* is pictured below.



## Index tool

Click the Index tool to look for a specific topic in *Concise Quotations*. For more information, choose "Locating Information" from the Help Contents screen.



### **Associated Topics tool**

Click to see the Associated Topics box. Click a topic to jump either to the first quote for a related subject or to a related quotation by a particular author.




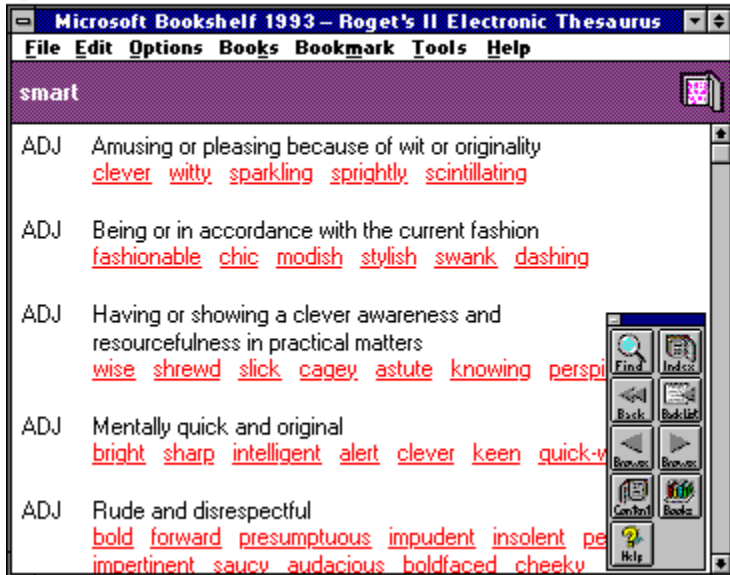




## About Roget's II Electronic Thesaurus

Roget's II Electronic Thesaurus contains a brief definition and list of synonyms for each usage of a word. Each entry in the thesaurus is called a topic. The thesaurus is organized alphabetically.

 To learn about a typical topic in this book, click parts of this picture.



### Welcome to the Thesaurus

A Welcome screen comes with the Contents screen of each book in Bookshelf. You can read the Welcome screen to learn some basics about the thesaurus.

#### To open the thesaurus Welcome screen:



Click anywhere on the thesaurus Contents screen (except the toolbox, menus, or copyright symbol).

#### To close the Welcome screen:



Click anywhere on the Welcome screen, or press the ESC key.



If you want to start exploring the book right away, click a tool in the toolbox to close the Welcome screen and open that tool's box. For example, try clicking the Index or Find tool.

### Locating Topics in the Thesaurus

There are several ways to look for synonyms in the thesaurus. You can use the standard tools in the toolbox:



Look for topic entries in the index by clicking the Index tool (or by choosing Index from the Tools menu), and then selecting a topic entry.



Track down a word or phrase by clicking the [Find tool](#) (or by choosing Find from the Tools menu), and then typing the word or phrase you're seeking.



After you've found a topic, browse through nearby topics in either alphabetic or reverse alphabetic order by clicking the [Browse <](#) or the [Browse >](#) tools (or by choosing Browse (Previous) or Browse (Next) from the Tools menu).

When you are reading a topic you can click a [hot](#) word or phrase to [jump](#) to a related topic.

**See Also**

[Locating Information](#)

[Opening a Book and Moving Around](#)

**Control-menu box**

Double-click to close the window. Click once to display the Control menu.

**up scroll arrow**

Click to scroll up through the topic. Click the arrow once to scroll up one line at a time. Click the arrow and hold down the mouse button to scroll up through the topic continuously.

**scroll box**

The scroll box indicates your relative position in the topic. Drag the scroll box to scroll quickly through a long topic.

**down scroll arrow**

Click to scroll down through the topic. Click the arrow once to scroll down one line at a time. Click the arrow and hold down the mouse button to scroll down through the topic continuously.

**topic title**

This is the title of the topic displayed on the screen.

**book title**

The title of the current book is displayed in this bar.



**Minimize button**

Click to reduce the window to an icon. (Double-click the icon to restore the window to normal size.)

**Restore button**

Replaces the Maximize button in the upper-right corner of a window that has been maximized to its full size. Click this button to restore the window to its previous size.

**File menu**

Click the File menu to choose one of the following commands: Print Topic, Print Setup, or Exit.

**Edit menu**

Click the Edit menu to choose one of the following commands: Copy, Annotate, Copy Picture, or Copy Audio. If a command is not available it is dimmed.

**Options menu**

Click the Options menu to choose one of the following commands: Preferences or QuicKeys.

**Books menu**

Click the Books menu to see a list of the Bookshelf books. Choose a book to jump to it.

**Tools menu**

Click the Tools menu to choose one of the standard tools in Bookshelf: Find, Index, Back, Back List, Browse (Previous), Browse (Next), and Content.

Choose Hide Toolbox to close the toolbox. The Show Toolbox command will appear on the Tools menu. Choose this command to reopen the toolbox.

**Bookmark menu**

Click the Bookmark menu to choose one of the following commands: Define or More (will appear if you have created more than nine bookmarks).



**Help menu**

Click the Help menu to choose one of the following commands: Help Contents, Help Demos, Using Help, or Keyboard Techniques.

**cross-reference**

Click a cross-reference to jump to that topic. Cross-references appear as colored text with a solid underline.

**Toolbox Control-menu box**

Click to close the toolbox. (To reopen the toolbox choose Show Toolbox from the Tools menu.)

## **Find tool**

Click to display the Find box. Use this box to search for a word or phrase in any combination of books. The Find tool is the same as the Find command on the Tools menu.



## **Back tool**

Click to jump to the last topic you viewed. Use this tool to move back through the topics you have viewed. The Back tool is the same as the Back command on the Tools menu.



**Back List tool**

Displays a list of the last 40 topics you have viewed, with the most recent topic listed first. You can double-click a topic name on the list to jump to it. The Back List tool is the same as the Back List command on the Tools menu.



### **Browse < (Previous) tool**

Click to display the previous topic in the thesaurus. The Browse < tool is the same as the Browse (Previous) command on the Tools menu.



### **Browse > (Next) tool**

Click to display the next topic in the thesaurus. The Browse > tool is the same as the Browse (Next) command on the Tools menu.





## **Books tool**

Click to display the Books screen, from which you can open any book by clicking it. (You can also open any book using the commands on the Books menu.)



## Help tool

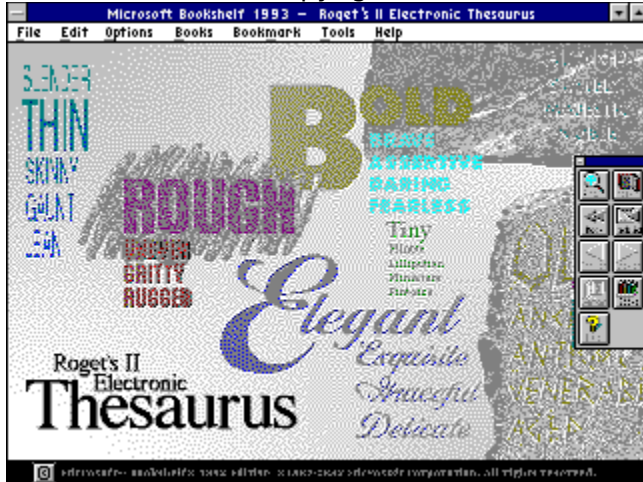
Click to open Bookshelf Help for the thesaurus.



## Content tool



Click to go to the Contents screen for the thesaurus. To display the copyright information for this book, click the Copyright button. The Contents screen for the thesaurus is shown below.



## **Index tool**

Click to display the Index box, in which you can look for a particular topic entry in the thesaurus. The Index tool is the same as the Index command on the Tools menu.





## Help Contents for Bookshelf



To go to a topic using the mouse, point to the underlined topic, and then click the left mouse button.



To go to a topic using the keyboard, press **TAB** until you highlight the topic, and then press **ENTER**.

Use the **scroll bar** or press the **PAGE DOWN** key to see entries not visible in the Help window.

[Help Demos](#)

[Using Help](#)

[What's in Bookshelf?](#)

[Opening a Book and Moving Around](#)

[Playing Sounds and Animations](#)

[Locating Information](#)

[Copying and Printing from a Book](#)

[Using Bookmarks and Annotations](#)

[Working with Windows](#)

[Commands and Their Boxes](#)

[Tools and Their Boxes](#)

[Keyboard Techniques](#)

[Glossary of Terms and Error Messages](#)



## **What's in Bookshelf?**

The special features of each book, its organization, and ways of locating information in it are described in the topics below.

[About \*The American Heritage Dictionary\*](#)

[About \*Roget's II Electronic Thesaurus\*](#)

[About \*The Concise Columbia Encyclopedia\*](#)

[About \*The Concise Columbia Dictionary of Quotations\*](#)

[About \*The Hammond Atlas\*](#)

[About \*Bartlett's Familiar Quotations\*](#)

[About \*The World Almanac and Books of Facts 1993\*](#)



## Help Demos

The Help demos are short animations that show you how to use Bookshelf. To open one of the demos, click its title below, or press TAB until the text is highlighted, then press ENTER.

[Bookshelf Overview](#) introduces you to the main features of Bookshelf.

[Windows and Mouse Basics](#) shows you how to use Microsoft Windows and the mouse.

[Using the Index Tool](#) tells you how to find a topic in any Bookshelf book's index or in the index for all books.

[Using the Find Tool](#) explains how to find a word or phrase in one or more books in Bookshelf.

To play the demos, use the demo controller, as illustrated below.



To close this Help window after you are finished viewing the demo:



Hold down the ALT key and press the F4 key, or double-click the Control-menu box in the upper-left corner of this window.

{ewl mvaff, ViewerAnimation, helpanim.mmm controlcenter}



{ewl mvaff, ViewerAnimation, helpanim.mmm controlcenter}

{ewl mvaff, ViewerAnimation, helpanim.mmm controlcenter}

{ewl mvaff, ViewerAnimation, helpanim.mmm controlcenter}



## About *The Hammond Atlas*

*The Hammond Atlas* contains political and topographic maps of all the continents, countries, and U.S. regions. Each map in this book is called a topic.

The atlas is organized in levels of successively detailed maps.



Level one offers a world map, with continents, large islands, and major regions outlined.

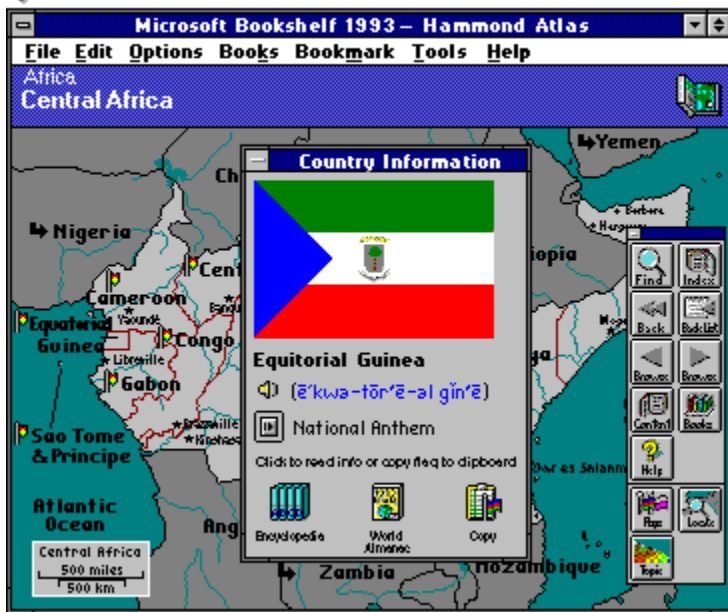


Level two offers maps of continents, large islands, and major regions. At this level are maps of a few countries, such as the United States (with states), Canada (with provinces and cities), and Japan (with cities). Topographic maps are also available.



Level three offers maps of countries (with cities) of the world and regions of the United States (with states and cities). Topographic maps are also available.

To learn about a typical topic in this book, click parts of this picture.



## Welcome to the Atlas

A Welcome screen comes with the Contents screen of each book in Bookshelf. You can read the Welcome screen to learn some basics about the atlas and the special tools in the atlas toolbox. The atlas has three special tools: the Locate tool, the Topography tool, and the Flags tool.

### To open the atlas Welcome screen:



Click anywhere on the atlas Contents screen (except the toolbox, menus, or copyright symbol).

### To close the Welcome screen:



Click anywhere on the Welcome screen, or press the ESC key.



If you want to start exploring the book right away, click a tool in the toolbox to close the Welcome screen and open that tool's box. For example, try clicking the Index or Find tool.

### **Locating Information in the Atlas**

There are several ways to look for information in the atlas. You can use the standard tools in the toolbox:



Look for map topics in the index by clicking the [Index tool](#) (or by choosing Index from the Tools menu), and then selecting a map topic.



Locate a place name by clicking the [Find tool](#) (or by choosing Find from the Tools menu), and then typing the name of the place you're seeking.

You can also use the special tools that come in the atlas toolbox to look for maps and flags:



From the Contents screen, open a map of the world by clicking the Locate tool (or by choosing Locate from the Tools menu). From a map, use the Locate tool to see the relative position of the region in the world. Click again to close the Location Map.



Look at a topographic map of the current area by clicking the Topography tool (or by choosing Topography from the Tools menu). Click again to close the topographic map.



Browse through all the flags in the world by clicking the Flags tool (or by choosing Flags from the Tools menu), and then selecting a country or state name from the Flag Browser list. To see all the flags, click All Flags in the Flag Browser. For more on the Flag Browser see the [Flag Browser Description](#).

You can learn more about a place by clicking the name of a country or a state in levels two and three of the atlas and then using Country (or State) Information box. The Country Information box for Equatorial Guinea is pictured on the screen above.

### **Navigating in the Atlas**

At the world map level, the atlas opens with a view of the world. If necessary, click to the right of the [scroll box](#) in the [scroll bar](#) at the bottom of the screen to see all the countries.

You can [jump](#) to the second level of the atlas by clicking the name of any region on the world map. Notice that the pointer changes to a hand when it is over these [hot](#) place names.

The names of some neighboring regions of level two are sometimes labelled with a black arrow. Click the black arrow to move to the map of a neighboring region.

You can [jump](#) to the third level of the atlas by clicking the name of any region or U.S. state. Again, notice that the pointer changes to a hand when it is over these hot place names.

When you click the name of a country with a detailed map in level two (such as Canada or Russia) the Country Information box opens.

In level three, just as in level two, you can move to the map of a neighboring region by clicking the black arrows. Click any country or U.S. state name to open its Information box.

In levels two and three of the atlas, click the Back tool in the toolbox to trace your route back through the levels. You can also go back through the levels of the atlas by clicking the Locate tool and then clicking the black arrows in the Location Map.

**See Also**

[Locating Information](#)

[Flag Browser Description](#)

**Control-menu box**

Double-click to close the window. Click once to display the Control menu.

**Minimize button**

Click to reduce the window to an icon. (Double-click the icon to restore the window to normal size.)



**Restore button**

Replaces the Maximize button in the upper-right corner of a window that has been maximized to its full size. Click this button to restore the window to its previous size.

**File menu**

Click the File menu to choose one of the following commands: Print Topic, Print Setup, or Exit.

**Edit menu**

Click the Edit menu to choose one of the following commands: Copy, Annotate, Copy Picture, or Copy Audio. If the command is not available it is dimmed.

**Options menu**

Click the Options menu to choose one of the following commands: Preferences or QuicKeys.

**Books menu**

Click the Books menu to see a list of the Bookshelf books. Choose a book to jump to it.

**Bookmark menu**

Click the Bookmark menu to choose one of the following commands: Define or More (will appear if you have created more than nine bookmarks).

**Tools menu**

Click the Tools menu to choose one of the standard tools in Bookshelf: Find, Index, Back, Back List, and Content. (The standard Browse tools are not available in the atlas.) The atlas Tools menu also includes the following special tools: Flags, Locate, and Topography.

Click Hide Toolbox to close the toolbox. The Show Toolbox command will appear on the Tools menu. Choose this command to reopen the toolbox.

**Help menu**

Click the Help menu to choose one of the following commands: Help Contents, Help Demos, Using Help, or Keyboard Techniques.

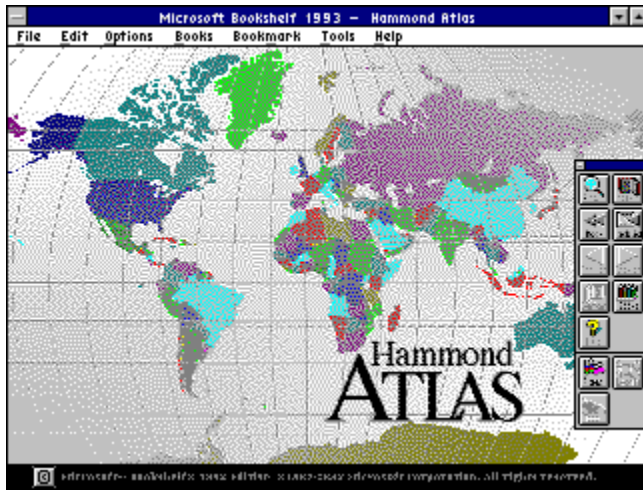


**topic title**

This is the title of the topic displayed on the screen.

## Content tool

Click to go to the Contents screen for the atlas (shown below). To display the copyright information for this book, click the Copyright button in the lower-left corner.



**book title**

The title of the open book is displayed in this bar.

**Toolbox Control-menu box**

Click to close the toolbox. (To reopen the toolbox, choose Show Toolbox from the Tools menu.)

## **Find tool**

Click to display the Find box. Use this box to search for a word or phrase in any combination of books. The Find tool is the same as the Find command on the Tools menu.



## **Back tool**

Click to jump to the last topic you viewed. Use this tool to move back through all the topics you have viewed. The Back tool is the same as the Back command on the tools menu.



## **Back List tool**

Click to display a list of the last 40 topics you have viewed, with the most recent topic listed first. You can double-click a topic name on the list to jump to it. The Back List tool is the same as the Back List command on the Tools menu.



**Browse < (Previous) tool**

Not available in the atlas.



**Browse > (Next) tool**

Not available in the atlas.

## **Index tool**

Click to look for a place name in the atlas index. Place names for continents, countries, some regions, all U.S. states, and most major cities are listed in the Index box. The Index tool is the same as the Index command on the Tools menu.



## **Books tool**

Click to jump to the Books screen, from which you can open any book by clicking it. (You can also open any book using the commands on the Books menu.)



## Help tool

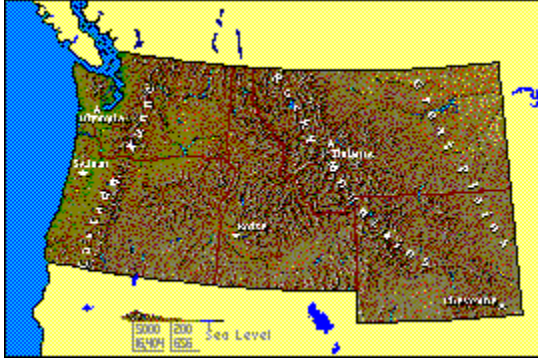
Click to open Bookshelf Help for the atlas.



## Topography tool



Click to see a topographic version of the current map. Click again to close. Below is a topographic map of the U.S. northwest states.



## Locate tool



Click to see a map showing the relative location of the current region. You can click an arrow button on the Location Map to go to a map of a larger region. Below is a location map for the United States.



## Flags tool



Click to see the Flag Browser. In the Flag Browser you can see the flags of the different countries and the U.S. states. Below is a picture of the Flag Browser.



## **Pronunciation key**

Click this hot text to see how the name of the state or country is pronounced. The pronunciation key is pictured below.





**Country Info title bar**

This box contains information about the selected country (or state).

**Control-menu box**

Double-click the Control-menu box to close the Flag Browser.

**Flag**

When the Flag Browser first opens you will see the flag of the first country on the list. To see the flag for another place on the list, click the place name, and then click Show.

**Encyclopedia icon**

Click to see information about the selected area from the encyclopedia.

**Almanac icon**

Click to display information about the selected area from the almanac.

**Copy icon**

Click to copy the flag to the Clipboard. Then you can switch to another Windows application and use the Paste command on its Edit menu to insert the flag.

**Pronunciation icon**

Click to hear a pronunciation of the name of the selected state or country.

**anthem icon**


Click to play the anthem of the selected country. Click again to stop the music before it's finished playing.

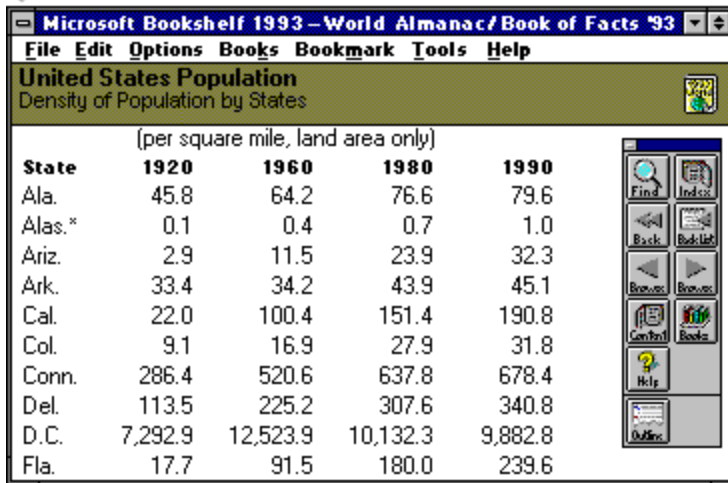




## About *The World Almanac and Book of Facts 1993*

*The World Almanac and Book of Facts 1993* is a general reference book of statistical data, contemporary facts, geographic information, and trivia. The articles in each section are called topics. The topics in this book are organized in eight categories based on subject matter: Arts & Media, Chronology 1992, Nations of the World, People, Science and Technology, Sports, The United States, and World History.

 To learn about a typical topic in this book, click parts of this picture.



State	1920	1960	1980	1990
Ala.	45.8	64.2	76.6	79.6
Alas.*	0.1	0.4	0.7	1.0
Ariz.	2.9	11.5	23.9	32.3
Ark.	33.4	34.2	43.9	45.1
Cal.	22.0	100.4	151.4	190.8
Col.	9.1	16.9	27.9	31.8
Conn.	286.4	520.6	637.8	678.4
Del.	113.5	225.2	307.6	340.8
D.C.	7,292.9	12,523.9	10,132.3	9,882.8
Fla.	17.7	91.5	180.0	239.6

### Welcome to the Almanac

A Welcome screen comes with the Contents screen of each book in Bookshelf. You can read the Welcome screen to learn some basics about the almanac and the special Outline tool in the almanac's toolbox.

### To open the almanac Welcome screen:



Click anywhere on the almanac Contents screen (except the toolbox, menus, or copyright symbol).

### To close the Welcome screen:



Click anywhere on the Welcome screen, or press the ESC key.



If you want to start exploring the book right away, click a tool in the toolbox to close the Welcome screen and open that tool's box. For example, try clicking the Index or Find tool.

### Locating Information in the Almanac

There are several ways to look for information in the almanac. You can use the standard tools in the toolbox:



Look for topics in the index by clicking the Index tool (or by choosing Index from the Tools menu), and then selecting a topic from the index.



Track down a word or phrase by clicking the [Find tool](#) (or by choosing Find from the Tools menu), and then typing the word or phrase you're seeking.



After you've found a topic, browse through nearby topics by clicking the [Browse <](#) or [Browse >](#) tools (or by choosing Browse (Previous) or Browse (Next) from the Tools menu). You can use the special tool that comes with the almanac to look for information by category:



To search for topics by category, click the [Outline tool](#). The Outline box for the World Almanac 1993 consists of category buttons on the left and a list of general topics for the current category on the right. Click a topic title to [jump](#) to it. The Outline box will leave the screen. Click the Outline tool to see it again.

Some topics contain [hot](#) footnotes in superscript. You can click these footnotes to see further information.



If this is your first session with the almanac Outline you will see the topics for the first category--Arts & Media.

**See Also**

[Locating Information](#)

[Outline Box Description](#)

**Control-menu box**

Double-click to close the window. Click once to display the Control menu.

**book title**

The title of the current book is displayed in this bar.

**Minimize button**

Click to reduce the window to an icon. (Double-click the icon to restore the window to normal size.)

**Restore button**

Replaces the Maximize button in the upper-right corner of a window that has been maximized to its full size. Click this button to restore the window to its previous size.

**File menu**

Click the File menu to choose one of the following commands: Print Topic, Print Setup, or Exit.

**Edit menu**

Click the Edit menu to choose one of the following commands: Copy, Annotate, Copy Picture, or Copy Audio. If a command is not available it is dimmed.



**Options menu**

Click the Options menu to choose one of the following commands: Preferences or QuicKeys.

**Books menu**

Click the Books menu to see a list of the Bookshelf books. Choose a book to jump to it.

**Bookmark menu**

Click the Bookmark menu to choose one of the following commands: Define or More (will appear if you have created more than nine Bookmarks).

**Tools menu**

Click the Tools menu to choose one of the standard tools in Bookshelf: Find, Index, Back, Back List, Browse (Previous), Browse (Next), and Content. The almanac Tools menu also includes the following special tool: Outline.

Choose Hide Toolbox to close the toolbox. The Show Toolbox command will appear on the tools menu. Choose this command to reopen the toolbox.

**Help menu**

Click the Help menu to choose one of the following commands: Help Contents, Help Demos, Using Help, or Keyboard Techniques.

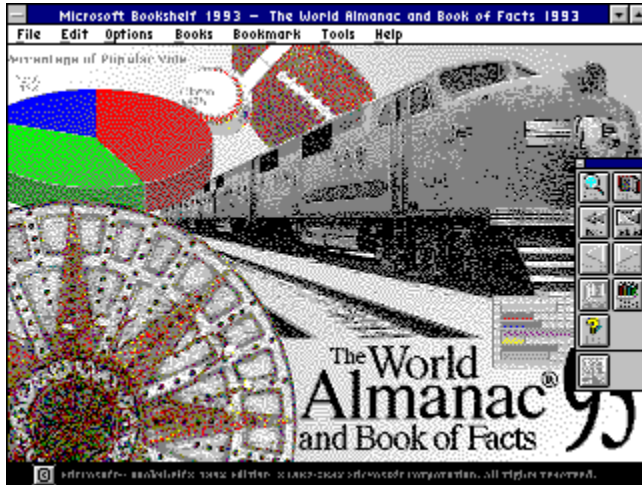
**Toolbox Control-menu box**

Click to close the toolbox. (To reopen the toolbox, choose Show Toolbox from the Tools menu.)

## Content tool



Click to go to the Contents screen for the current book. To display the copyright information for this book, click the Copyright button in the lower-left corner. The Contents screen for the almanac is shown below.



## **Index tool**

Click to display the Index box, which you can use to look for entries on a specific topic in the almanac. The Index tool is the same as the Index command on the Tools menu.





## **Find tool**

Click to display the Find box. Use this box to search for a word or phrase in any combination of books. The Find tool is the same as the Find command on the Tools menu.



## **Back tool**

Click to jump to the last topic you viewed. Use this tool to move back through the topics you have viewed. The Back tool is the same as the Back command on the Tools menu.



## **Back List tool**

Click to display a list of the last 40 topics you have viewed, with the most recent topic listed first. You can double-click a topic name on the list to jump to it. The Back List tool is the same as the Back List command on the Tools menu.



### **Browse < (Previous) tool**

Click to jump to the previous topic in the almanac. The Browse < tool is the same as the Browse (Previous) command on the Tools menu.



### **Browse > (Next) tool**

Click to jump to the next topic in the almanac. The Browse > tool is the same as the Browse (Next) command on the Tools menu.



## **Books tool**

Click to jump to the Books screen, from which you can open any book by clicking it. (You can also open any book using the commands on the Books menu.)



## Help tool

Click to open Bookshelf Help for the almanac.

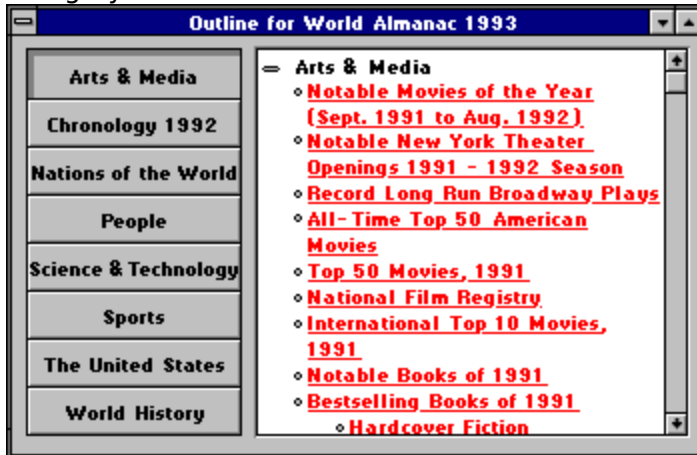


## Outline tool



Click this tool to see the Outline box for the World Almanac, which consists of the eight category buttons on the left and the outline of the current topic on the right. Click the plus sign to the left of an outline entry to see topics for that entry. Click the title of the topic you want to view.

To see a different outline, click another category button. The outline for the Arts &Media category is shown below.





**topic title**

This is the name of the displayed topic.



## **Opening a Book and Moving Around**

The books in Bookshelf open easily with a click of the mouse or a tap of a key. You can then move rapidly from topic to topic or book to book. The interactive features of Bookshelf make the process of tracking down and cross-referencing information fast and fun.

For more information, choose a topic:

[Opening a Book](#)

[Displaying a Topic](#)

[Moving in a Book](#)

[Choosing Hot Text and Graphics](#)



## Opening a Book

There are three ways to open a book--from the Microsoft Multimedia group window in Program Manager, and, within Bookshelf, from the Books menu or from the Books screen. The opening screen for a book is called the Contents screen.

**To open a book from the Microsoft Multimedia group window:**



Double-click the Bookshelf icon to display the Books screen, then click the book you want.

**To open a book from the Books menu:**

1. In Bookshelf, click the Books menu.
2. Choose the name of the book you want.

**To open a book from the Books screen:**

1. In Bookshelf, click the Books tool in the toolbox, or press CTRL+B, to display the Books screen.
2. Click the book you want to open.

**See Also**

Displaying a Topic



## Displaying a Topic

When you open a book, the first thing you see is its Contents screen, with a menu bar and a toolbox. You can start looking up any topic in the book by using either the Index tool or the Find tool. Use the Index tool if you want to search for topic titles, and use the Find tool if you're looking for a particular word or phrase.

### To locate a topic using the Index tool:

1. Click the Index tool in the toolbox or press CTRL + I (or choose Index from the Tools menu).  
The Index box opens.
2. Do one of the following:



In the text box, start typing the name of the topic you're looking for. Notice that the list scrolls to your topic as you type.



Use the vertical scroll bar to scroll through the list until you find the topic entry you want.

3. Click a topic entry, and then click OK.

The topic opens, or, if there is more than one topic associated with the topic entry, the Topics Indexed box opens.

4. If necessary, in the Topics Indexed box, click the topic you want and then click Go To. (Alternatively, you can double-click a topic to jump to it.)

The topic opens.



If you want to use another book's index or the index for all the Bookshelf books, click the scroll arrow to the right of the current index at the bottom of the Index box, and then select another index from the drop-down list.

### To find a word or phrase using the Find tool:

1. Click the Find tool in the toolbox or press CTRL+F (or choose Find from the Tools menu).  
The Find box opens.
2. Click the icons for the books you want to look in. (The default is All Books, the icon on the left.)

You can use Find to look for a word or phrase in all books or in any combination of books.

3. In the text box, type the word or phrase you are looking for. (Find doesn't distinguish between uppercase letters and lowercase letters.)

Put quotation marks around phrases. If you don't, you will find all the topics that contain each word in the phrase rather than all the topics that contain the phrase. Click the Hints button for more suggestions.

4. For "Look at" options, use the default, All Topics. If it is not selected, click All Topics to enable it. (Click it again to turn it off.)
5. Click Find. Bookshelf looks through all the topics in the selected books for your word or phrase.
6. The Topics Found box opens with a list of topics that contain your word or phrase.
7. Click the topic you want, and then click Go To. (Alternatively, double-click a topic title to jump to that topic.)

The topic opens. The Topics Found box stays open, so you can select other topics to look through. You can minimize the box to make reading the screen easier.

8. Click Close to close the Topics Found box. (Alternatively, you can double-click the Control-menu box to close the Topics Found box.)

**See Also**

[Opening a Book](#)

[Moving in a Book](#)

[Looking Up a Topic in the Index](#)

[Index Box Description](#)

[Finding a Word or Phrase](#)

[Find Box Description](#)

[Topics Found Box Description](#)



## Moving in a Book

You can use the [Browse \(Previous\)](#) and [Browse \(Next\)](#) tools to move through topics in their browse order. The browse order of the books varies: the dictionary, encyclopedia, and thesaurus topics are organized alphabetically; *Bartlett's Quotations* is organized chronologically by the author's date of birth; *Concise Quotations* is organized alphabetically by subject area; the atlas is organized as a hierarchy of successively more detailed maps; and the almanac is organized in eight major sections, with logical subsections.



When the atlas is open, the Browse tools are dimmed in the toolbox. Instead, you can browse through the atlas by clicking buttons that are associated with a particular map. For more information, see [About the Hammond Atlas](#).

To move back to an earlier screen, use the [Back tool](#) or the [Back List tool](#).

### To display the next topic in a book:



Click the [Browse > \(Next\)](#) tool, or press CTRL + > (or choose [Browse \(Next\)](#) from the Tools menu). If there is no topic to view next, the [Browse >](#) tool is dimmed.

### To display the previous topic in a book:



Click the [Browse < \(Previous\)](#) tool, or press CTRL + < (or choose [Browse\(Previous\)](#) from the Tools menu). If there is no previous topic to view, the [Browse <](#) tool is dimmed.

### To backtrack through topics in the order in which you viewed them:



Click the [Back tool](#), or press CTRL+BKSP (or choose [Back](#) from the Tools menu). If there is no previous topic to view, the [Back](#) tool is dimmed.

### To return to a topic you viewed previously:

1. Click the [Back List tool](#), or press CTRL+L (or choose [Back List](#) from the Tools menu).  
The Back List box opens, with a list of the topics you have viewed in this session. Bookshelf keeps a record of topics viewed for the current session only.  
If necessary, use the [scroll bar](#) to see more topics.
2. Double-click the title of the topic you want to view. (Alternatively, you can click the topic name and then click [Go To](#) to jump to the topic.)  
The Back List box stays open until you close it or quit Bookshelf. You may want to move or minimize the Back List box so you can see the topic more easily.
3. Click the [Close](#) button or double-click the [Control-menu](#) box in the upper-left corner to close the Back List box.

### See Also

[Back List Box Description](#)

[Choosing Hot Text and Graphics](#)

[Resizing a Window](#)

[Moving a Window](#)



## Choosing Hot Text and Graphics

In Bookshelf, you can click certain text and graphics that are hot to display additional information in a pop-up window or jump to another topic. When the mouse pointer is over hot text or graphics, the pointer changes to a hand.

### To display more information in a pop-up window:

1. Click colored text with a dotted underline.  
Or click certain pictures or graphical elements. For more information about which graphics are hot in a book, see the help information for that book.
2. Click again to close the pop-up window.

### To jump to another topic:



Click colored text with a solid underline.

**Tip** ⇨ You can change the color for pop-up text and for jump text by choosing the Preferences command from the Options menu.

### See Also

[Choosing Hot Text and Graphics with Keys](#)

[Preferences Box Description](#)

[Playing an Audio Clip](#)

[Playing an Animation](#)



## **Playing Sounds and Animations**

In the dictionary and the atlas, you can listen to the pronunciation of words and place names; in *Bartlett's*, you can hear the quoted person speak his or her own words. In the encyclopedia, you can play BOTH narrated and non-narrated animations.

For more information, choose a topic:


[Playing an Audio Clip](#)

[Playing an Animation](#)





## Playing an Audio Clip

Some topics in Bookshelf contain an audio icon: 

When you see this icon, you can click it to hear music or sound. To stop the recording before it is done, click the audio icon again.

In some topics in *Bartlett's Familiar Quotations*, you will see a multimedia controller. You can use the controller to play an audio clip of the person speaking his or her quotation.



### See Also

[Choosing Hot Text and Graphics](#)

[Playing an Animation](#)

[Copying a Pronunciation](#)

[About Bartlett's Familiar Quotations](#)

**Start/Pause button**

Click to start the recording. Click again to pause it during play.

**Stop button**

Stops the recording at its current location.

**Slider**

Tracks where you are in the recording. Drag the slider to jump to any part of the recording.



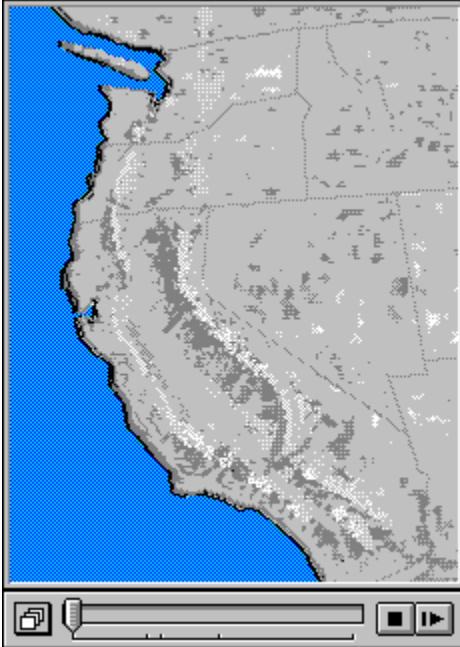
## Playing an Animation

Some Bookshelf topics in the encyclopedia contain animations. There are two kinds of animations in Bookshelf: narrated and non-narrated. You use the same [multimedia controller](#) to play either kind of animation.

### To play an animation:



Click the Play/Pause button on the multimedia controller, and then click again to restart it.



### See Also

[Choosing Hot Text and Graphics](#)

[Playing an Audio Clip](#)

**Play/Pause button**

Plays the animation or pauses it in the current frame.

**Stop button**

Stops the animation at its current frame.

**Slider**

Tracks where you are in the animation. Drag the slider to jump to any part of the animation. Depending on where you drag the slider, some sounds may not play in narrated animations.



**Slider bar**

If a narrated animation contains sections, tick marks below the slider bar indicate where each section begins.

**Section-menu button**

This appears in narrated animations only. The Section menu lets you jump to a specific section of the animation. First, point to the Section-menu button and hold down the left mouse button. This displays a list of the section titles. Then drag the highlight to the section you want to view and release the mouse button. The player jumps to that section and begins playing it immediately. The Section-menu button is dimmed if there are no sections.



## Locating Information

In Bookshelf, there are a variety of ways to locate specific information:



The [Index tool](#) helps you find topics by means of a list of index entries, similar to the index in a book.



The [Find tool](#) allows you to search throughout any or all of the seven books for a word or phrase you specify, similar to the search function in a word processing program.



QuickKeys enables you to look for a word or topic in Bookshelf from another Windows application, using either the Index tool or the Find tool.

For more information, choose a topic:

### **Using the Bookshelf Indexes**

[Looking Up a Topic in the Index](#)

[Index Box Description](#)

### **Using the Find Feature**

[Finding a Word or Phrase](#)

[Narrowing the Scope of a Find](#)

[Viewing Topics Found by a Search](#)

[Find Box Description](#)

### **Using QuickKeys to Search Through Bookshelf from Other Applications**

[Using Bookshelf Features from Other Applications](#)

[Setting QuickKeys Options](#)



## Looking Up a Topic in the Index

Each book in Bookshelf has its own set of index entries. In addition, there is a comprehensive index of all Bookshelf books. Bookshelf lets you choose the index you want to use.

### To use the indexes:

1. Click the [Index tool](#) in the [toolbox](#) or press CTRL + I (or choose Index from the Tools menu).  
The Index box opens.
2. Do one of the following:



In the text box, start typing the name of the topic you're looking for. Notice that the list scrolls to your topic as you type.



Use the vertical [scroll bar](#) to scroll through the list until you find the topic entry you want.

3. Click a topic entry, and then click OK.  
The topic opens, or, if there is more than one topic associated with the topic entry, the Topics Indexed box opens.
4. If necessary, in the Topics Indexed box, click the topic you want and then click Go To.  
(Alternatively, you can double-click a topic to jump to it.)  
The topic opens.



If you want to use another book's index or the index for all Bookshelf books, click the scroll arrow to the right of the current index at the bottom of the Index box, and then select another index from the drop-down list.

### See Also

[Opening a Book](#)

[Finding a Word or Phrase](#)

[Index Box Description](#)



## Finding a Word or Phrase

You can use Bookshelf's [Find tool](#) to search through any combination of Bookshelf books for topics that contain specific word or phrase. You simply specify which books you want to search through. For example, if you were looking for information on Jamaica, you might search through both the encyclopedia and the almanac for the word "Jamaica."

### To find a certain word or phrase:

1. Click the Find tool in the toolbox or press CTRL + F (or choose Find from the Tools menu).  
The Find box opens.

2. Click the [icons](#) for books you want to search through. You can also click the All icon to search through all of Bookshelf.

If you change your mind, click the icon again to turn off the Find feature for that book.

3. In the text box, type the word or phrase you are looking for. (Find doesn't distinguish uppercase letters from lowercase letters.)

Put quotation marks around phrases. If you don't, you will find all the topics that contain each word in the phrase rather than all the topics that contain the phrase. Click the Hints button for more suggestions.

4. For the "Look at" options there are three selections:



Click All Topics (the default) to search through all the topics in the selected books.



Click Current Topic Only to limit your search to the current topic.



Click Last Topics Found List to limit your search to the topics in the current Topics Found Box.

5. Click Find. Bookshelf looks through the topic or topics you've selected to find your word or phrase.

6. The Topics Found box opens with a list of topics that contain your word or phrase.

7. Click the topic you want, and then click Go To. (Alternatively, double-click a topic title to jump to that topic.)

The topic opens. The Topics Found box stays open, so you can select other topics to look through. You can minimize the Topics Found box to make reading the screen easier.

8. Click Close to close the Topics Found box. (Alternatively, you can double-click the Control-menu box to close the Topics Found box.)



Bookshelf will not search for words that are in its [stop-word list](#).

### See Also

[Viewing Topics Found](#)

[Narrowing the Scope of a Find](#)

[Find Box Description](#)

[Topics Found Box Description](#)



## Narrowing the Scope of a Find

When you use the Find feature to search for information, you can narrow your search in the Find box by using the find operators AND, OR, NOT, NEAR, and \*. You can enter an operator in either lowercase or uppercase letters (for example, "and" is the same as "AND"). If you use multiple search operators, they are evaluated from left to right, by default. You can use parentheses ( ) to specify a different order-- operators within parentheses are evaluated first.



In the Find box, click the Hints button for a quick reminder on how to use search operators.

### This criteria

honey AND bees

honey bees

honey OR bees

honey NOT bees

honey NEAR bees

Bee\*

honey OR bees AND hives

honey OR (bees AND hives)

### Searches for

Topics containing both the word "honey" and the word "bees."

Topics containing "honey" and "bees" (same as **honey AND bees** above). AND is the default operator. To search for the exact phrase "honey bees," you would use quotation marks: "**honey bees**".

Topics containing "honey" or "bees" or both.

Topics containing "honey" but *not* "bees."

Topics containing "honey" and "bees" if the two words are no more than 50 words apart from each other in the text.

Topics containing words that start with "bee" (for example, bees, beehive, beet). An asterisk substitution for one or more characters at the end of a word can be helpful if you are unsure of how to spell a word you want to search for.

Topics containing "honey" and "hives" or topics containing "bees" and "hives."

Topics containing just the word "honey" or topics containing "bees" and "hives."



Bookshelf will not look for words that are in its [stop-word list](#).

### See Also

[Finding a Word or Phrase](#)

[Viewing Topics Found](#)

[Find Box Description](#)



## Viewing Topics Found

When you use the Find feature to search for information, Bookshelf lists the topics that match your find request in a separate Topics Found box.

To the left of each topic title in the list is an icon that identifies the book where the topic appears.

### To view

Any topic in the list

Selected (highlighted) topic

### Do this

Double-click the topic title.

Click the Go To button.

The Topics Found box stays on top of the Bookshelf window so that you can easily browse through the list. If necessary, use the scroll bar to see more topics. You can also resize or move the Topics Found box so it doesn't obscure information in the Bookshelf window. If you want to set aside your search results temporarily, you can minimize the Topics Found box.

### To close the Topics Found box:



Click Close or double-click the Control-menu box in the Topics Found window.



You do not need to close the Topics Found window before you click the Find tool again. Bookshelf will replace the list of topics when you perform another search.

### See Also

[Finding a Word or Phrase](#)

[Narrowing the Scope of a Find](#)

[Resizing a Window](#)

[Moving a Window](#)

[Topics Found Box Description](#)



## Using Bookshelf Features from Other Applications

When you are using another Windows application, such as Word for Windows, you can look up words and phrases in Bookshelf. For example, while writing a proposal in Word for Windows, you might want to look up a synonym for a word in *Roget's Thesaurus*. To do this, you can use QuicKeys.

With QuicKeys, you can select a word or phrase in a Windows application, and then press a key combination to look it up. QuicKeys can either try to match the selected text to an index entry in a specified book or all books, or it can use the Find feature to search for the selected text within a specified book or all books.

### To use QuicKeys combinations:

1. In another Windows application, select the word or phrase you want to look up in Bookshelf.
2. Press the QuicKeys combination that will use the Index or the Find feature to look through a book or all Bookshelf books.

A QuicKeys combination consists of two or more keys that you specify in the QuicKeys Definitions box. For more information see "Setting QuicKeys Options."

If Bookshelf is not open, QuicKeys will open Bookshelf for you and look for your word or phrase.



If you select more than one word, and then press a QuicKeys combination that uses the Find feature, QuicKeys looks for the whole phrase, not for each separate word in the phrase. For example, if you were looking for "a little something," QuicKeys would look for instances where the phrase "a little something" appears, not for instances of the separate words "a," "little" and "something."

3. Depending on whether you used QuicKeys with the Index or the Find feature the following will occur:



If you used QuicKeys to look through a Bookshelf Index, the Topics Indexed box will appear, with index entries that match your word or phrase. (If there is no match, the Index will appear with entries that come close to matching your word or phrase.)



If you used QuicKeys with the Find feature, the Topics Found box will appear with a list of all the topics that contain your word or phrase. (If no topics were found, a message will let you know.)

4. In the Topics Found or Topics Indexed box, double-click an item on the list to jump to the Bookshelf topic that contains your word or phrase.

### See Also

[Setting QuicKeys Options](#)

[Narrowing Your Search](#)

[QuicKeys Definitions Box Description](#)





## Setting QuicKeys Options

In the QuicKeys Definitions box, you can set options for QuicKeys. For more information on using the QuicKeys options that you set, see "Using Bookshelf Features from Other Applications."

### To set options in the QuicKeys box:

1. In Bookshelf, choose QuicKeys from the Options menu.  
The QuicKeys Definitions box opens. The books are listed on the left. (Note that All Books is on this list, which gives you the opportunity to create a QuicKey combination that will look in all books.) Text boxes for Index or Find QuicKey combinations appear across from each book. Default QuicKey combinations appear in the Index text boxes.
2. Delete a QuicKey combination by moving the pointer to the Index or Find text box that contains the combination you want to delete, clicking an insertion point, and then pressing the SPACEBAR.
3. Add a QuicKey combination by moving the pointer to the Index or Find text box in which you want to add the combination, clicking an insertion point, and then simultaneously pressing the keys for the combination you want.

Generally, the keys you choose should have at least one modifier, such as SHIFT, ALT, or CTRL (the SHIFT or ALT key alone is not valid); see the default QuicKey combinations for examples. However, if you choose a key or a key combination that isn't valid because it doesn't have a valid modifier, Bookshelf will automatically add the CTRL key as a modifier. For example, if you press X, ctrl + x will appear in the text box. Or, if you press SHIFT + F1, CTRL + SHIFT +F1 will appear in the text box.



The following keys and key combinations cannot be used as valid QuicKeys:



F1 and F10



SHIFT or ALT alone in combination with another key



CTRL+ALT+DEL



CTRL+ALT+SHIFT+DEL



ESC, PRINT SCREEN, PAUSE, ENTER, SPACEBAR, TAB



The following characters: ( ) ' - + [ ] \ ; , /

4. Be sure there is an X in the Enable QuicKeys check box in the lower-left corner. If there is no X, click the check box to enable it. (To disable QuicKeys, click the X.)
5. Click Close to save your changes and close the box.

### See Also

[Using Bookshelf Features from Other Applications](#)

[QuicKeys Definitions Box Description](#)



## **Copying and Printing from a Book**

You can copy or print text from any topic in Bookshelf. You can also copy some Bookshelf pictures for use in your own documents. Like other reference materials, Bookshelf is protected by copyright laws. Be sure to note your source when you reuse information from the books in Bookshelf.

For more information, choose a topic:

### **Copying Information**

[Copying Text](#)

[Copying a Picture](#)

[Copying a Pronunciation](#)

### **Printing Information**

[Printing a Topic](#)

[Changing Printers and Printer Options](#)



## Copying Text

You can copy text from a Bookshelf topic onto the [Clipboard](#). From the Clipboard, you can paste the text into another application or document.

### To copy Bookshelf text onto the Clipboard:

1. Go to the topic that contains the text you want to copy.
2. From the Edit menu, choose Copy.

The text of the topic appears in the Copy box, followed by the copyright information for the book.

3. Do one of the following:



If you want to copy all of the text, click the Copy button.



If you want to copy only a portion of the text, select the text in the Copy box, and then click the Copy button.

### To paste the Clipboard contents into another application:



Choose the Paste command from the application's Edit menu.

### See Also

[Selecting and Editing in Text Boxes with Keys](#)

[Copy Box Description](#)

[Copying a Picture](#)



## Copying a Picture

You can use the Copy Picture command on the Edit menu to copy a picture from a Bookshelf topic onto the [Clipboard](#). From the Clipboard, you can paste the picture into another application or document. Some pictures cannot be copied: for example, topographic maps in the atlas and animation frames in the encyclopedia.

### To copy a Bookshelf picture onto the Clipboard:

1. Go to the topic that contains the picture you want to copy.
2. From the Edit menu, choose Copy Picture.

If a picture cannot be copied, the Copy Picture command is dimmed.

### To paste the picture into another application:



Choose the Paste command from the application's Edit menu.

### See Also

[Copying Text](#)



## Copying a Pronunciation

You can use the Copy Audio command on the Edit menu to copy a pronunciation from a Bookshelf topic onto the [Clipboard](#). From the Clipboard, you can paste the pronunciation into another application.

### To copy a Bookshelf pronunciation onto the Clipboard:

1. Go to the topic that contains the audio icon for the pronunciation you want to copy.
2. From the Edit menu, choose Copy Audio.

If a sound cannot be copied, the Copy Audio command is dimmed.

### To paste the pronunciation into another application:



Choose the Paste Special command from the application's Edit menu.

### See Also

[Copying Text](#)



## **Printing a Topic**

You can print the text of any Bookshelf topic, although the text may print differently than it appears on your screen. When you print, Windows may use a different font. In addition, special characters may be printed differently or may not print at all. Most Bookshelf pictures cannot be printed.

### **To print all the text in a topic:**

1. Go to the topic that contains the text you want to print.
2. From the File menu, choose Print Topic.

### **See Also**

[Changing Printers and Printer Options](#)



## Changing Printers and Printer Options

Bookshelf prints topics on the default printer for Windows. 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 and printer options:

1. From the File menu, choose Print Setup.
2. Under Specific Printer, select the printer that you want to change to.  
If the printer is not in the list box, switch to the Windows Control Panel, select Printers, and then activate the printer you want to use. Then switch back to Bookshelf.
3. Click the Options button in the Print Setup box if you need to change the default printer options.  
The options available depend on the type of printer you have selected.
4. Select the options you want, and then click OK to return to the Print Setup box.
5. Click OK again to close the Print Setup box.

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

### See Also

[Printing a Topic](#)

[Print Setup Box Description](#)



## **Using Bookmarks and Annotations**

You can add your own bookmarks and annotations (notes) to any topic in the Bookshelf books.

For more information, choose a topic:

[Using Bookmarks](#)

[Annotating a Topic](#)

[Copying and Pasting into Annotations](#)





## Using Bookmarks

Just as you can place bookmarks in a printed book to mark specific references, you can mark Bookshelf topics you use frequently. After you have placed a bookmark at a topic, you can move to that topic quickly from the Bookmark menu.

### To place a bookmark at the displayed topic:

1. From the Bookmark menu, choose Define.  
The Bookmark Define dialog box appears.
2. In the Bookmark Name box, leave the topic title as the bookmark name or type your own name for the bookmark, and then click OK.  
The bookmark name now appears on the Bookmark menu.

### To go to a bookmarked topic:

Open the Bookmark menu, and then do one of the following:



Click one of the first nine bookmarks, or press the number listed in front of the bookmark name.



If more than nine bookmarks have been defined and the bookmark you want is not displayed on the menu, choose More to display a box. Under Go To Bookmark, select a bookmark and then click OK, or double-click the bookmark name.

### To remove a bookmark:

1. From the Bookmark menu, choose Define.
2. In the Bookmark Define box, select the bookmark you want to remove.
3. Click the Delete button.  
The bookmark name is removed from the Bookmark menu.
4. Click the Cancel button or double-click the Control-menu box to close the dialog box.

### See Also

[Bookmark Define Box Description](#)

[Bookmark Box Description](#)



## Annotating a Topic

You can add your own annotations (notes) to a Bookshelf topic. Bookshelf displays a paper clip [icon](#) to the left of the topic title to remind you that you have added an annotation.

### To add an annotation to the current Bookshelf topic:

1. From the Edit menu, choose Annotate.
2. In the Annotation text box, type the text you want as your annotation.  
If you make a mistake, press the BACKSPACE key to erase any unwanted characters, and then continue typing. Text wraps automatically, but you can end a line before it wraps by pressing ENTER.
3. Click the Save button when you finish creating the annotation.

### To view an annotation:

1. Go to the topic where you made the annotation.
2. Click the paper clip icon.
3. In the Annotate box, click the Cancel button when you have finished reading the annotation.



You can place a bookmark at an annotation to return to it quickly.

### To remove an annotation:

1. Go to the topic where you made the annotation.
2. Click the paper clip icon.
3. In the Annotate box, click the Delete button.

### See Also

[Copying and Pasting into Annotations](#)

[Selecting and Editing in Text Boxes with Keys](#)

[Using Bookmarks](#)

[Annotate Box Description](#)



## Copying and Pasting into Annotations

You can copy selected text from a topic or from another annotation and paste that text into an Annotate box for another topic. Copying and pasting annotations is a powerful way to collect information in one place. For example, you might copy a small amount of text from the "Lincoln" topic in the encyclopedia, open an Annotation box at "Lincoln, Abraham" in the dictionary, and then paste the text from the encyclopedia into the Annotation box in the dictionary.

### To copy topic text onto the Clipboard:

1. Go to the topic that contains the text you want to copy.
2. From the Edit menu, choose Copy.

The text of the topic appears in the Copy dialog box, followed by the copyright information for the book.

3. Do one of the following:



If you want to copy all of the text, click the Copy button.



If you want to copy only a portion of the text, select the text in the Copy box, and then click the Copy button.

### To copy an annotation onto the Clipboard:

1. Go to the topic where you made the annotation you want to copy.
2. Click the paper clip icon.
3. In the Annotate box, click the Copy button to copy the entire annotation onto the Clipboard.

Or select the text in the annotation that you want to copy onto the Clipboard, and then click Copy.

4. Click the Cancel button to close the Annotate dialog box.

### To paste text into an annotation:

1. Go to the topic where you want to paste the annotation.
2. From the Edit menu, choose Annotate.
3. In the Annotate box, do one of the following:



Click the Paste button to paste the contents of the Clipboard at the beginning of the Annotation box.



Place the insertion point where you want to insert the new text, and then choose Paste.

4. Click the Save button.

### See Also

[Annotating a Topic](#)

[Copying Text](#)

[Selecting and Editing in Text Boxes with Keys](#)

[Copying and Pasting with Keys](#)

[Annotate Box Description](#)

