Using Bookshelf Dialog Boxes

Bookshelf has both <u>dialog boxes</u> and <u>Tabbed Lists</u> you can use to locate and work with information. To learn about the Tabbed Lists, click <u>Using the Tabbed Lists to Locate Information</u>.

The dialog boxes are accessible through commands on the Bookshelf menus. A command with an ellipsis indicates that it opens a dialog box. A few dialog boxes open when a button is clicked.

For more information:

<u>Print Dialog Box Description</u>
<u>Print Setup Dialog Box Description</u>
<u>Note Dialog Box Description</u>
<u>Advanced Find Dialog Box Description</u>
<u>Options Dialog Box Description</u>
<u>Flag and Country and State Information Dialog Box Description</u>
<u>Flag Browser Dialog Box Description</u>
<u>Task List Dialog Box Description</u>
<u>Copy Dialog Box Description</u>

The following dialog boxes open if you have installed Bookshelf and Microsoft Word for Windows:

<u>Copy to Word Dialog Box Description</u>
<u>Quote of the Day Dialog Box Description</u>

The following dialog boxes give you options for using the Bookshelf <u>QuickShelf</u> feature with other Windows applications:

<u>QuickShelf Customize Dialog Box Description</u>
<u>QuickShelf Keys Dialog Box Description</u>

You can click dialog box options with the mouse to select them, or you can use the keyboard. For more information:

<u>Choosing Dialog Box Options with Keys</u>

Print Dialog Box Description

The Print dialog box (choose Print Article on the File menu) is where you can select options before you print an article. If you want to print the whole article, just click the OK button. If available, you can select options such as Print Quality and Number of Copies (and Collate Copies).

Click the Setup button to change your printer settings.

Click the Cancel button, if you decide not to print. This closes the box and returns you to Bookshelf. You can also close the box by clicking the Control-menu box in the upper-left corner, and then clicking Close.

See Also

Print Setup Dialog Box Description

Choosing Dialog Box Options with Keys

Print Setup Dialog Box Description

The Print Setup box (click the Setup button in the Print dialog box) lets you change printer settings before printing. The appearance of this box will vary depending upon the printer that you're using. Some Print Setup dialog box options include:

- 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. There may be an Options button in the dialog box; click it to display the Options dialog box where you can select options for the printer selected in the Printer list. The available options depend on the type of printer selected.

Click OK to save your changes after you've made your selections, and then click OK in the Print dialog box to close the boxes.

Click the Cancel button, if you decide not to select any options. This closes the box and returns you to the Print box. You can close the Print box by clicking Cancel, or by clicking the Control-menu box in the upper-left corner, and then clicking Close.

See Also

Print Dialog Box Description

Changing Printers and Printer Options

Choosing Dialog Box Options with Keys

Note Dialog Box Description

Use the Note dialog box (choose Note on the Edit menu) to add your own notes to an article and to keep a handy list of all the articles that interest you the most. You can use this personalized list to open the articles as well as read your notes on them. When you are finished using your notes and your list, you can delete items you no longer need.

Click the Add Current Article button to place the article you are reading on the list of Articles, on the left. Notice that the article title appears at the top of the Articles list.

The Annotate box, on the right, is where you type your note. 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.

Click the OK button to save your note and close the Note box.

Click the Cancel button, if you decide not to add a note. This closes the box and returns you Bookshelf. You can also close the box   by clicking the Control-menu box in the upper-left corner, and then clicking Close.

Note Notice when you add a note that a Note icon is added to the upper-right corner of the article. You can click this icon to read your note.

Click the Go To button to jump to any article on the Articles list. Just click an article title, and then click Go To.

Click the Delete button when you no longer need your notes. Just click an article title in the articles list, and then click Delete. When you click OK, this deletes the article title from the list, the note from the Annotation box, and the Note icon from the article.

See Also

Adding a Note to an Article

Copying and Pasting into a Note

Choosing Dialog Box Options with Keys

Advanced Find Dialog Box Description

The Advanced Find dialog box (choose Advanced Find on the Tools menu) operates just like the Find Tabbed List box. You can use either to perform a full-text search for a word, phrase, or number. But Advanced Find gives you more choices, so you can pinpoint your search. For example, you can narrow your search to one article. You can even choose to go back and search again in the articles you've already looked through. In addition, when you use Advanced Find you can pick as many books as you want to search through.

In the text box, type the word, phrase, or date you want to find. Click the down arrow next to the text box to see a list of previous search requests. If you want to reuse one of them, just click a list item.

Click the Hints button to get some suggestions for narrowing the scope of your search.

For the "Select Where to Look" options there are three selections:

- Click All Articles (the default) to search through all the articles in the selected books.
- Click Current Article Only to limit your search to the article currently open in the Article Window.
- Click Last Articles Found to limit your search to the articles in the list generated by your last search.

Click the buttons for the books you want to search in. All Books is the default. You can choose any combination of books.

Remember, if you selected the Current Article Only or the Last Articles Found options, make sure your book selections match your previous selections.

Click the Cancel button if you decide not to perform a full-text search. This closes the box. You can also close Advanced Find by clicking the Control-menu box in the upper-left corner, and then clicking Close.

Click Find! to start your search. Bookshelf looks through the article or articles you've selected to find your word, phrase, or date.

The list of all the articles Bookshelf finds appears in the Find Tabbed List Area. Use the vertical scroll bar to look through the list. Drag the mouse pointer slowly over the tiny book icons at the left of the list items. This pops up the name of the book that the article is from.

Click a list item to open an article. The list of articles found stays open so you can refer back to it and choose other articles to read.

If you'd like, you can click the close box in the upper-right corner of the Contents Tabbed List to close it and make more room to read the article. Click any tab to reopen the Tabbed List Area.

See Also

Performing a Full-Text Search with Find

Find Hints: How to Narrow the Scope of a Find

Choosing Dialog Box Options with Keys

Options Dialog Box Description

The Options dialog box (choose Options on the Tools menu) is where you can make some adjustments to Bookshelf to suit your personal taste. Use the Options box to specify the colors you want for jump text and pop-up text. In addition, you can use this box to turn off both the incidental sounds that you hear when you open books and the names of the books that pop up when you move the mouse pointer over book icons and tools (these pop-up words are called *ToolTips*).   You can also change the NEAR search operator in this dialog box.

The colored text at the top of the box is the Jump and Hotspot example text. When you change the colors of the text, these examples will change color too, and give you a preview of your choices.

To change the Jump Hotspot Color or the Pop-Up Hotspot Color, click the down arrow next to the text box to display a list of colors. Scroll through the list, and click the color you want. The default colors are Light Magenta for jump text and Light Green for pop-up text.

To turn off the following options click the X in the check box (to turn them back on, click the check box again):

• Interface Sounds--the whirring sounds you hear when you choose certain features of Bookshelf.
• ToolTips--the pop-up names of icons and unlabeled buttons you see when you slowly move the mouse pointer over them.
• Normal Menus--this turns off the textured, colored background behind the Bookshelf menu bar.

To change the NEAR seach operator from 50 to another number, click an insertion point to the right of the 50, BACKSPACE over it, and then type another number. Type a lower number to search articles for words that are closer to each other than 50 words.

Click the OK button to save your changes, and close the Options dialog box.

Click the Cancel button, if you decide not to make any changes. This closes the box and returns you to Bookshelf. You can also close the box by clicking the Control-menu box in the upper-left corner, and then clicking Close.

See Also

Find Hints: How to Narrow the Scope of a Find
Choosing Dialog Box Options with Keys

Flags and Country and State Information Dialog Box

Description

To open this box, click a flag in the atlas. In this box you may have several options available--including seeing the flag of the place on the current map, listening to an anthem, listening to the place name pronounced, opening an article in the almanac or the encyclopedia, or copying the flag. Click the close box in the upper-left corner of each box to close it. (You can also click outside the boxes to close them.)

The following options may be available in the Flags box:

Audio icon with the phonetic pronunciation next to it--Click to hear the place name pronounced.

Audio icon labeled National Anthem--Click to hear the national anthem of the country.

Encyclopedia icon--Click to open an encyclopedia article on the current place. When you're finished, click the close box in the upper-left corner.

Almanac icon--Click to open an almanac article on the current place. When you're finished, click the close box in the upper-left corner.

Copy Flag icon--Click to copy the flag onto the Clipboard. From there you can paste the flag into another Windows application.

See Also

About The Hammond Atlas

Choosing Dialog Box Options with Keys

Flag Browser Dialog Box Description

Use the Flag Browser (choose Flags on the Tools menu when the atlas is open) to look up flags of the countries of the world and the U.S. states.

In the text box, type the name of the country or state whose flag you would like to see.The list will scroll to the name as you type. (You can also use the scroll bar to browse through the list.) Click the name on the list to see the flag, or click the Show button.

To copy the flag you are looking at onto the Clipboard, click the Copy Flag button. Then you can paste the flag into another application.

To close the box, click the Close button.

Click the Help button to display this topic.

See Also

About The Hammond Atlas

Choosing Options in Boxes

Task List Dialog Box Description

The Windows Task List box is where you switch quickly between open applications. Use this box when you move back and forth between applications using QuickShelf. The Task List also has options for arranging windows and closing down tasks. You open the Task List box by clicking the Control-menu box in the upper-left corner of a window, and then clicking Switch To.

Select this option	To do this
Task list	List 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	Activate the window for the application or task selected in the task list.
End Task button	Close the application or task selected in the task list.
Cancel button	Cancel the command and closes the box.
Arrange Icons button	Line up icons for open applications in a row at the bottom of the screen.
Cascade button	Resize and layer open group windows so that each title bar is visible.
Tile button	Arrange and resize open windows side by side so that all are completely visible and occupy equal screen space.

See Also

Selecting Windows

Choosing Options in Dialog Boxes

Copy Dialog Box Description

The Copy dialog box is where you can copy text, pronunciations, or pictures onto the Clipboard so you can paste them into other applications or into Bookshelf's Note feature. This box appears when you click the Copy button. You can use the Copy button to copy the text of an entire article. If you want to copy a portion of an article, be sure to select the text before you click Copy.

The Copy dialog box gives you four options:

• Copy Selected Text. This option will be dimmed unless you select text before clicking Copy.
• Copy All Text. This is the default.
• Copy Picture. This will be dimmed if there is no picture that can be copied in the article.
• Copy Pronunciation. This will be dimmed if there is no pronunciation that can be copied in the article.

Click an option to select it. If you click an option that is already selected you will deselect it. Just click it again to select it. Click OK to activate your choice and close the box, or click Cancel to close the box without making any selections.

See Also

Infinite Links: Using the Right-Click Shortcut Menu

Choosing Dialog Box Options with Keys

Copying Text

Copying a Picture

Copying an Audio Clip or Pronunciation

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.

An error occurred while Bookshelf information was being pasted into Word. Please check your document.

An error occurred while loading Microsoft Bookshelf. Make sure that the Bookshelf CD-ROM disc is in the drive.

An invalid argument was passed to a search function.

An unknown error occurred.

A subexpression was used as an operand to the THRU operator. The THRU operator supports only simple terms as operands.

A subexpression within parenthesis begins or ends with an operator.

A word in the search query is too long. Search words can have a maximum of 255 characters.

Bookshelf could not find WINWORD.EXE.

Bookshelf was unable to start Word.

Cannot read the Bookshelf Note file.

Could not open MCI device.

Could not open multimedia-controller window.

Could not open multimedia-element window.

Could not open multimedia window.

Could not open the document.

Could not write the Bookshelf Note file.

Error occurred attempting to open the specified multimedia device.

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

Insufficient disk space to perform search. Delete some files to free disk space and try again.

Invalid value for NEAR. Enter a number from 1 to 999.

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

Multimedia controller requires windows with multimedia.

No associated topics found.

No See Also articles found.

The operands to the THRU operator are of different data-types.

There is not enough memory to load this annotation.

There is not enough memory to complete the operation.

There is not enough memory to save this annotation.

The search failed.

The search failed. A disk-seek error occured.

The search failed. Bookshelf could not create a required file.

The search failed. Bookshelf could not open a required file because too many files are open.

The search failed due to a disk-read error.

The search failed due to an out-of-memory error.

The search query is too long or too complex.

The search failed.

The search failed. Bookshelf could not open a required file.

The search query contains an improper data value (for example, an invalid date or out-of-range number),

The search query contains a word consisting of only a wildcard (*). Search words cannot begin with a wildcard, and the wildcard must be the last character in the word.

The search query has too many terms.

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

The search query is missing a left parenthesis mark.

The search query is missing a quotation mark.

The search query is missing a right parenthesis mark.

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

The search query or a subexpression within parentheses begins or ends with a search operator.

The word(s) [   ] could not be found in the Table of Contents.

This topic is too large to send.

This version of Bookshelf is incompatible with the multimedia controller.

Unable to search.

You cannot enter any more text in the annotation. The annotation cannot be more than 30,000 characters in length.

You are trying to play an animation, a video, 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 save your work and close one or more applications, and then try again. If you still cannot play the animation, video, or audio 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. If necessary, quit and restart Windows.

The topic (Bookshelf article) text is on the Clipboard. Try pasting it into Word.

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.

Bookshelf may not be installed properly. Try reinstalling.

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.

Please contact Microsoft Product Support, and give them the error code in your message.

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

Make sure WINWORD.EXE is in the directory specified by the Programdir option in the %s section of your %s file.   If necessary, reinstall Word and Bookshelf.

Check the Word document. If necessary, quit and restart Windows.

A new document window can't be opened in Word until you close other open document windows.

Try again. If necessary reinstall Word and Bookshelf.

You have selected a word in another application and used QuickShelf to look it up in Bookshelf, but the Table of Contents for the book you are looking in does not contain that word.

Check your CD-ROM drive to be sure you're using the Bookshelf disc. Make sure the disc is inserted properly. Click your disc and CD-ROM drive to be sure they are functioning properly.

Try setting up a different search query. For some suggestions on how to use search operators see the following "Help topic--Find Hints: How to Narrow the Scope of a Find."

Your find query failed. Try closing one or more applications or features. Keep your query simple, type fewer words or operators in the text box. Avoid using very common words in your query.

Try setting up a different search query. Remember to keep it simple. THRU can be used to search for things like "aa THRU z" or "1 THRU 4", but not "aa THRU (dog and cat)".

Try setting up a different search query. Remember to keep it simple. THRU can be used to search for things like "aa THRU z" or "1 THRU 4", but not "aa THRU (dog and cat)".

You entered a NEAR value that was outside of the accepted range. Try again.

Your disk may be full, the temporary directory may have too many files, or the temporary directory may be on a read-only drive. Try restarting Windows.

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 disk error. Check the CD-ROM disc and your hard disk drive for errors.

Your Find query is too long. 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 begin or end with an operator (AND, OR, NOT, or NEAR). You did not type a word either before or after the operator, or you typed a word that is too common to search for. Try typing a specific word before or after 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   an opening parenthesis mark. Add the parenthesis mark and try again.

Your Find query is missing a closing parenthesis mark. Add the parenthesis mark and try again.

You have typed a word in your Find query that is too long to search for. Keep words in queries under 255 characters.

Check your search query to make sure the date or number you have typed is a proper value.

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.

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.

Your annotation is too long. Please shorten it, and try again. If you are copying text from a Bookshelf article into your annotation, try being more selective.

Your disk may be full. Some changes may not be reflected. Delete some files and try again.

Please close the Note dialog box and try again. If this does not work, try closing other applications to free up memory.

The file may be corrupt. Please cancel the Note dialog box.

Cancel the Note dialog box. Try closing other applications to free up memory.

There is no list of related articles for this article.

You are trying to use the Find feature to do a full-text search in Bookshelf when there is not enough disk space available.

You are trying to play an animation or video, but there is no 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 or video, 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 or video, check your installation of Windows.

The QuickShelf Toolbar Contents

QuickShelf is a floating Toolbar that consists of   several buttons you can <u>click</u> to look in the Bookshelf Tables of Contents or perform <u>full-text searches</u> using Bookshelf's Find feature. QuickShelf is located at the top of your other Windows applications, near the <u>title bar</u>. Move the mouse pointer slowly over the QuickShelf Toolbar to <u>pop up</u> the name of each button.

When you first install Bookshelf, QuickShelf consists of buttons for Encyclopedia Contents and for Dictionary Contents, plus the QuickShelf menu button at the far right. You can click the menu button to see choices for organizing QuickShelf to your own specifications. QuickShelf is designed to be customized to suit your needs. The first thing you'll probably want to do is add   buttons for the books you use most regularly, to increase QuickShelf's look-up power.

When you click the QuickShelf menu button on the right you will see the following commands: Customize, QuickShelf Keys, Help, About Microsoft QuickShelf, and Exit. Click a command to choose it.

• The Customize command opens the Customize dialog box, where you can add books and features to QuickShelf in the Toolbar Tab. Click the View Tab to change some of the settings in QuickShelf, such as the size of the buttons on the Toolbar.
• The QuickShelf Keys command opens the QuickShelf Keys dialog box, where you can create custom key combinations to make using QuickShelf even faster.
• The Help command opens Help for QuickShelf.
• The About Microsoft QuickShelf gives you basic information about the product, including copyright information.

Exit closes the QuickShelf Toolbar.

A right-click on the QuickShelf Toolbar displays a shortcut menu. The Customize command is the same as the Customize command on the QuickShelf menu. A click on one of the button commands changes the size of your QuickShelf buttons. The Minimize command reduces QuickShelf to an icon. The Help command displays QuickShelf Help.
For more information, click a topic:

<u>Accessing Bookshelf from Other Applications Using QuickShelf</u>

<u>QuickShelf Customize Dialog Box Description</u>

<u>QuickShelf Keys Dialog Box Description</u>

Accessing Bookshelf from Other Applications Using QuickShelf

You can click a button on the QuickShelf Toolbar while you are working in another Windows application (such as Microsoft Word for Windows) to look up words and phrases in any book in Bookshelf.

For example, while writing a proposal in Word, you can use QuickShelf to look up a synonym for a word in the thesaurus.

• QuickShelf can either look up the word you want in the Table of Contents in a specified Bookshelf book or all of Bookshelf's books.

• QuickShelf also can use the Find feature to perform a full-text search for the selected text within a specified book or all books.

A Floating Toolbar

QuickShelf is a floating Toolbar that appears near the title bar of your Windows applications. With QuickShelf, you highlight a word or phrase in another Windows application, and then click a QuickShelf button to look it up in Bookshelf. QuickShelf comes with buttons for looking up words and phrases in the dictionary and the encyclopedia--plus, you can add more buttons, so you can use Contents and Find to look in all the Books in Bookshelf, from any other application.

Always Available

When you set up Bookshelf, you also set up QuickShelf. Setup places the QuickShelf icon in your Startup Window in Windows Program Manager; this means that QuickShelf starts every time you start Windows on your computer. To change the location of the QuickShelf icon in Windows Program Manager, consult your Windows documentation.

Tip ⇨ Familiarize yourself with QuickShelf by moving the mouse pointer slowly over it to pop up the names of the buttons.

To add buttons to the QuickShelf Toolbar:

1. Click the button at the far right of the Toolbar to display the QuickShelf menu.
2. Click the Customize Command.
3. In the Customize dialog box, click the Toolbar Tab, if necessary.

   This is where you select the books you want to add to the Toolbar, and the feature--either Contents or Find--you want to use to look things up in them.

4. Click as many boxes as you want to add books and features. (Click an X to delete the book and feature, if you change your mind.)

   Each click adds a button to the Toolbar. A button for a book using the Contents feature has a book icon. A button for a book using the Find feature has a book and magnifying glass icon.

5. Click OK to save your changes and close the box. (If you don't want to make changes at this time, click Cancel.)

   Look at the QuickShelf Toolbar, you will see the new buttons.

• A right-click on the QuickShelf Toolbar displays a shortcut menu. The Customize command is the same as the Customize command on the QuickShelf menu. A click on one of the button commands changes the size of your QuickShelf buttons. The Minimize command reduces QuickShelf to an icon. The Help command displays QuickShelf Help.

To use the QuickShelf Toolbar:

1. In another Windows program, select a word or phrase.
2. Move the mouse pointer over the buttons on the QuickShelf Toolbar to locate the book you want to look in and the feature you want to use.
3. Click a button on QuickShelf. If Bookshelf is not open, QuickShelf will open Bookshelf for you and look for your word or phrase.

   If you click a Find button, you will see a message that lets you know Bookshelf is

searching for your word or phrase.

4. Bookshelf opens to the book you were looking in.

• If you used the Contents feature, the Contents Tab opens with your word or phrase in the text box and the article on your word or phrase displayed in the Article Window.

• If you used the Find feature, the Find Tab opens with your word or phrase in the text box, and the list of articles that contain your word or phrase in the list box. The first article on the list is displayed in the Article Window.

5. In either <u>Tabbed List</u> box, click an item on the list to jump to a Bookshelf article.

6. To return to the other application, click the <u>Control-menu box</u> in the upper-left corner of Bookshelf, click Switch To, click the other application's name in the list, and then click the Switch To button.

To use key combinations:

1. In another Windows application, select the word or phrase you want to look up in Bookshelf.

2. Press the key combination that will use the Contents or the Find feature to look through a book or all Bookshelf books.

   A key combination consists of two or more keys that you specify in the Key Combination Definitions box. For more information see "Setting Options for Key Combinations."

   If Bookshelf is not open, QuickShelf will open Bookshelf for you and look for your word or phrase.

• If you select more than one word, and then press a key combination that uses the Find feature, QuickShelf looks for the whole phrase, not for each separate word in the phrase. For example, if you were looking for "a little something," QuickShelf 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 a key combination with the Table of Contents or the Find feature the following will occur:

• If you used a key combination to look through a Bookshelf Table of Contents, the Contents Tabbed List box will appear, with article titles that match your word or phrase. (If there is no match, the Contents Tabbed List will appear with entries that come close to matching your word or phrase.)

• If you used a key combination with the Find feature, the Find Tabbed List will appear with a list of all the articles that contain your word or phrase. (If no articles were found, a message will let you know.)

4. In either Tabbed List box, click an item on the list to <u>jump</u> to a Bookshelf article that contains your word or phrase.

5. To return to the other application, click the Control-menu box in the upper-left corner of Bookshelf, click Switch To, click the other application's name in the list, and then click the Switch To button.

See Also

<u>QuickShelf Customize Dialog Box Description</u>

<u>QuickShelf Toolbar Contents</u>

<u>QuickShelf Keys Dialog Box Description</u>

• The QuickShelf Customize Dialog Box Description

The Customize dialog box is where you tailor QuickShelf to your specific needs. You can customize the QuickShelf Toolbar to look things up in the books you use most. You can also choose to look things up using Contents or Find or both. In addition, you can reset QuickShelf options to make the buttons larger, or turn off the ToolTip popups, or hide QuickShelf.

The Customize dialog box consists of two tabs--the Toolbar Tab and the View Tab. The Toolbar Tab is the <u>default</u>. It's where you add buttons to the Toolbar. Click the View Tab to change the other QuickShelf settings, such as the size of the keys.

To customize the QuickShelf buttons on the Toolbar:
1. Click the button at the far right of the Toolbar to display the QuickShelf menu.
2. Click the Customize command.
3. In the Customize dialog box, click the Toolbar Tab, if necessary.
   This is where you select the books you want to add to the Toolbar, and the feature--either Contents or Find--you want to use to look things up in them.
4. Click as many boxes as you want to add books and features. (Click an X to delete the book and feature, if you change your mind.)
   Each click adds a button to the Toolbar. A button for a book using the Contents feature has a book <u>icon</u>. A button for a book using the Find feature has a magnifying glass and book icon.
5. Click OK to save your changes and close the box. (If you don't want to make changes at this time, click Cancel.)
   Look at the QuickShelf Toolbar, you will see the new buttons.

To customize the look of QuickShelf:
1. Click the button at the far right of the Toolbar to display the QuickShelf menu.
2. Click the Customize command.
3. In the Customize dialog box, click the View Tab, if necessary.
4. Change the Toolbar Button Size by clicking one of the button options. A dot appears. (To remove the button option, just click the dot.)
5. To hide the Toolbar, click the X next to Toolbar is Always Visible. (To always have immediate access to the Toolbar, click the check box again. The X will appear.)
   The Toolbar will not disappear if you click the X next to Toolbar is Always Visible, but it may get covered by other Windows applications as you use them. To see the QuickShelf Toolbar, hold down the ALT key and press TAB until it appears.
6. To turn off the ToolTips (the names that pop up as you move the mouse pointer over the buttons) click the X next to Show ToolTips.
   To show the ToolTips again, just click the check box again. The X will appear.
7. To save all your changes and close the box, click OK. (To close the box without making any changes, click Cancel.)

• A right-click on the QuickShelf Toolbar displays a shortcut menu. The Customize command is the same as the Customize command on the QuickShelf menu. A click on one of the button commands changes the size of your QuickShelf buttons. The Minimize command reduces QuickShelf to an icon. The Help command displays QuickShelf Help.

See Also
<u>Accessing Bookshelf from Other Applications with QuickShelf</u>

• QuickShelf Keys Dialog Box Description

In the QuickShelf Keys box, you can set options for key combinations you use with QuickShelf. The books are listed on the left. (Note that All Books is on this list, which gives you the opportunity to create a key combination that will look in all books.)

Text boxes for Contents or Find key combinations appear across from each book. Use the Contents edit boxes to create key combinations that look through the Table of Contents of a Bookshelf book from another windows application. Use the Find edit boxes to type key combinations that will have the Find feature look through specific Bookshelf books from another windows application.

• If you assign a QuickShelf key that is the same as a keyboard shortcut, such as CTRL+C (for copying) or CTRL+P (for printing), the QuickShelf key will override the keyboard shortcut.

For more information on using the key combinations that you set, see "Accessing Bookshelf from Other Applications Using QuickShelf."

To set options in the QuickShelf Keys dialog box:

1. Click the far right QuickShelf button, and from the QuickShelf menu, choose QuickShelf Keys.
   The QuickShelf Keys dialog box opens.
2. Delete a key combination by moving the pointer to the Contents or Find text box that contains the combination you want to delete, clicking an insertion point, and then pressing the SPACEBAR.
3. Add a key combination by moving the pointer to the Contents 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 key 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 + F2, CTRL + SHIFT +F2 will appear in the text box.
• The following keys and key combinations cannot be used as valid key combinations:
• 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 QuickShelf Keys check box in the lower-left corner. If there is no X, click the check box to enable it. (To disable QuickShelf Keys, click the X.)
5. Click Close to save your changes and close the dialog box.

See Also

Accessing Bookshelf from Other Applications with QuickShelf

QuickShelf Customize Dialog Box Description

QuickShelf Toolbar Contents

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

full-text search

A search for a word or phrase through the entire text of every article in the open book, or in all books (depending on the search criteria you choose). When you use the Find Tab or the Advanced Find command on the Tools menu, you perform a full-text search. Doing a full-text search is different than looking in the Table of Contents, using the Contents Tab. When you use Contents, you look through the Contents List, not the entire text of articles.

icon

A miniature picture that represents something, such as a program in Windows Program Manager. Double-click an icon to open the program. Icons in the Program Manager Startup Window start automatically when you start Windows.

Icons also represent books and features on the QuickShelf Toolbar buttons. Click a button with a book icon to look up your word or phrase in that books Table of Contents. Click a button with an icon of a magnifying glass and book to use the Find feature to perform a full-text search on your word or phrase.

jump

To move rapidly to another article. When you click hot text (or jump text) you jump to another article in Bookshelf.

pop-up

When you move the mouse pointer over icons and unlabeled buttons you will pop up a label for the icon or button. This label is called a *tooltip*.

Program Manager

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

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.

•Bookshelf Word Integration Contents

When you install Bookshelf and Microsoft Word for Windows, you discover that the programs are integrated. You can enjoy the Bookshelf Quote of the Day whenever you start Word. And when you read Bookshelf you can copy articles, or portions of articles directly into Word.

For more information click:

<u>Copy to Word Dialog Box Description</u>
<u>Quote of the Day Dialog Box Description</u>

•Copy to Word Dialog Box Description

The Copy to Word dialog box is where you can copy all or part of the text of a Bookshelf article to Microsoft Word for Windows in a single process. When you have installed both Bookshelf and Word, Bookshelf can copy your text and paste it into Word right where you want it. If you are currently running Word, all the open Word documents will be listed for you. Bookshelf will paste the text into any Word document you select. If Word is not open, Bookshelf will open it for you and paste text from an article into a new document.

To copy text directly into Word:

1. Go to the article with the text you want to copy. If you want to copy only a portion of the article, select that text.
2. From the Edit menu, choose Copy to Word. Or press CTRL + W.
3. Make a selection from the Copy To list.
• New document. Click this if Word is not currently open, or if Word is open and you want to create a new document.
• Current location. Click this if you want to copy text into an open Word document right where you left the insertion point.
• End of [document name]. Click this if you want to add your text to the end of the named document.
4. Click Copy to copy and paste the text and close the box. Click Cancel if you decide not to copy. Click Help for information on the dialog box.

See Also

Choosing Dialog Box Options with Keys

Selecting and Editing in Text Boxes with Keys

Using the Buttons on the Article Window

•Quote of the Day Dialog Box Description

When you have both Bookshelf and Microsoft Word for Windows installed, you can enjoy the Bookshelf Quote of the Day every time you start Word. This feature gives you a randomly chosen quotation each day.

Most of the quotations are short, but if the quotation is longer, click the down arrow on the scroll bar at the right to read the entire quotation.

If you want to look at another quotation, just click the Another Quote button. You can read as many quotations as you like this way.

If you want to use the quotation in your Word document, just click Paste Quote to paste it into Word. The pasted quotation includes a Bookshelf copyright citation. It is always important to cite your sources.

There is an X in the check box next to Display Quotation Daily. This means that you will always see the Quote of the Day when you start Word. If you do not want to see the Quote of the Day, just click the X to turn off this feature. To turn it back on, click the check box again.

Click Help to display the explanation you are reading. Click Close to close the dialog box.

•Keyboard Shortcuts

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, Tabs, and Buttons with Keys](#)

[Selecting Text with Keys](#)

[Selecting Windows with Keys](#)

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

[Scrolling with Keys](#)

[Choosing Dialog 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 <u>hot</u> to display additional information. You can choose text with a dotted underline to display a <u>pop-up</u> window containing a description, or you can choose text with a solid underline to <u>jump</u> to another article. 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	To
TAB	Select hot text or graphics. Repeat to select the next hot item.
SHIFT + TAB	Select hot text or graphics, moving in reverse order.
ENTER	Open or close a pop-up box on hot text that has been tabbed to.

• You can select any word in the article window with the mouse pointer, and then press ENTER to use the <u>Infinite Links</u> menu.

•Choosing Menus, Commands, Tabs, and Buttons with Keys

The <u>Article Window</u> and the <u>Tabbed Lists</u> are accessible by pressing the TAB key. The Tab focus starts in the Article Window and moves to the Tabbed List Area.

SHIFT + TAB will always allow the user a way to back up at any point in the Tab order.

In the Article window, starting at the upper-left of the first screen, the user presses the Tab key to move from hotspot to hotspot in a left to right and down sequence.

Use the following keys to choose a menu or command:

Press	To
ALT + letter key	Choose the menu whose underlined letter matches the one you type.
letter key	Choose the menu item whose underlined letter matches the one you type (when a menu is open).
F1	Open Help.
LEFT or RIGHT ARROW	Move among menus (when a menu is open).
UP or DOWN ARROW	Move among commands (when a menu is open).
ENTER	Choose the selected menu item.
ESC	Cancel the selected menu.

You can choose a Tabbed List Tab using the keyboard:

Press	To choose
CTRL + I	Contents Tab
CTRL + F	Find Tab
CTRL + G	Gallery Tab
CTRL + B	Back List Tab

You can choose a button using the keyboard:

Press	To choose
CTRL + C	Copy button
CTRL + P	Print button
CTRL + Z	Back button
CTRL + <	<Page button
CTRL + >	>Page button
ALT + N	Next button
ALT + P	Previous button

• If you assign a QuickShelf key that is the same as a keyboard shortcut, such as CTRL+C (for copying) or CTRL+P (for printing), the QuickShelf key will override the keyboard shortcut.

See Also
<u>QuickShelf Keys Dialog Box Description</u>
<u>Choosing Dialog Box Options with Keys</u>

•Selecting Text with Keys

While you read an article, you can access Bookshelf information on any word right from the Article Window. When you first open an article, the article has the TAB focus. Use the arrow keys to go to the word you want to select. Select the word by holding down the SHIFT key and pressing ENTER. The infinite links shortcut menu opens. Use this menu to look up a definition, copy a word onto the Clipboard, or perform a full-text search on your word in any book in Bookshelf.

To instantly see any word's dictionary definition using the infinite links menu:

1. Open the article, and use the arrow keys to go to the word you want to see defined.

   Do not press TAB before you do this or you will lose the TAB focus. If you lose the TAB focus, simply reopen the article.

2. Hold down the SHIFT key and press ENTER to see the infinite links shortcut menu.

   This menu contains several commands--you can look up the word's definition, or copy the current article, or use the Find In feature to do a full-text search. When the list first opens, Define is highlighted on the menu.

3. Press ENTER.

   A definition appears. This is the same definition that you would read in the dictionary.

4. When you are finished reading the definition, press ENTER to close the definition box.

To instantly copy a word onto the Clipboard using the infinite links menu:

1. Open the article, and use the arrow keys to go to the word you want to copy.
2. Hold down the SHIFT key and press ENTER to see the infinite links shortcut menu.
3. Use the down arrow key to go to Copy on the menu, and then press ENTER.

   This copies the text onto the Clipboard.

4. In another application, or in Bookshelf's Note dialog box, press CTRL+ V.

   This pastes the word into the other application or the Note.

To instantly copy text to Word:

1. If you have installed both Bookshelf and Word for Windows, you can use this feature.
2. Open the article, and use the arrow keys to go to the text you want to copy.
3. Hold down the SHIFT key and press ENTER to see the infinite links shortcut menu.
4. Use the down arrow key to go to Copy to Word on the menu, and then press ENTER.

   The Copy to Word dialog box opens.

5. Use the down arrow key to go to the Help button. TAB to the Copy To list and then use the arrow keys to highlight an option on the Copy To list. Press ENTER to make the selection.

• New document. Press ENTER for this option, if Word is not currently open, or if Word is open, and you want to create a new document.

• Current location. Press ENTER for this option, if you want to copy text into an open Word document at the place where you left the insertion point.

• End of [document name]. Press ENTER for this option, if you want to add your text to the end of the named document.

6. Use the down arrow key to go to the last list item. TAB to the buttons, and use the arrow keys to move among the buttons. Press ENTER at the Copy button to copy and paste the text and close the box. Press ENTER at the Cancel button, if you decide not to copy. Press ENTER at the Help button, for information on the dialog box.

To instantly do a full-text search using the infinite links menu:

1. Open the article, and use the arrow keys to go to the word you want to seach for.
2. Hold down the SHIFT key and press ENTER to see the infinite links shortcut menu.
3. Use the down arrow key to go to Find In on the menu, and then press ENTER.

   This activates a full-text search on your word in the book that you have chosen.

4. On the menu of books use the arrow keys to highlight any book title, or All Books, and then press ENTER.

5. The list of articles that contain your word appears in the <u>Find Tabbed List</u> Box. The first article on that list opens in the Article Window.

   The word that you right-clicked on is highlighted in the article.
6. To look at other articles in the Find Tabbed List, just use the arrow keys to move up and down the list, and then press ENTER to open a specific article.
7. To return to the article you were reading when you opened the infinite links menu, press CTRL + Z.

See Also

<u>Looking Up an Article</u>

<u>Getting a Definition from any Article in Bookshelf</u>

<u>Choosing Hot Text and Graphics</u>

<u>Performing a Full-Text Search with Find</u>

•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 <u>title bar</u> is highlighted.

Press	To
ALT + ESC	Switch to the next application window or <u>icon</u>.
ALT + TAB	Switch to the next application window, restoring applications that are running as icons.
CTRL + ESC	Display the Task List dialog box.
ALT + F6	Switch back and forth between a dialog box and an article screen.

•Resizing, Moving, and Closing Windows with Keys

Use the commands on the <u>Control menu</u> 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	To
<u>R</u>estore	Restore a maximized window to its previous size, or make an <u>icon</u> a window after it has been minimized.
<u>M</u>ove	Move the window. Use the arrow keys to move the window to the desired location, and press ENTER.
<u>S</u>ize	Customize the size of the window. Use the arrow keys to move the window borders to the desired size, and press ENTER.
Mi<u>n</u>imize	Shrink the window to an icon.
Ma<u>x</u>imize	Enlarge the window so that it takes up the full screen.
<u>C</u>lose (or press ALT + F4)	Close the window.

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

See Also
<u>Selecting Windows with Keys</u>

•Scrolling with Keys

Use the following keys to scroll through an article or list:

Press	To scroll
UP ARROW or DOWN ARROW key	Up or down one line in an article
UP ARROW or DOWN ARROW key	Up or down one line in a Tabbed List
RIGHT ARROW or LEFT ARROW key	Right or left in an article
PAGE UP or PAGE DOWN	Up or down one window
CTRL + PAGE UP or CTRL + PAGE DOWN	Left or right one window
HOME	To the beginning of an article
END	To the end of an article

•Choosing Dialog Box Options with Keys

Use the following keys to move around in <u>boxes</u>:

Press	To
TAB	Move from option to option.
SHIFT+ TAB	Move from option to option in reverse order.
ALT + underlined letter of label	Move to an option or group.

Use the following keys to enter text in <u>text boxes</u>:

Press	To
Arrow keys	Move the insertion point left, right, up, or down.
SHIFT + Arrow key	Select text.
BACKSPACE	Delete the character to the left of the insertion point, or delete selected text.
DELETE	Delete the character to the right of the insertion point, or delete selected text.

Use the following keys to select <u>option buttons</u> and <u>check boxes</u>:

Press	To
Arrow keys	Select an option within a group of options.
SPACEBAR	Select or clear a check box (add or remove an X).

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

Press	To
ALT + DOWN ARROW	Open a drop-down list box.
Arrow keys	Select an item in a list box.
HOME	Move to the first item in a list box.
END	Move to the last item in a list box.
PAGE UP or PAGE DOWN	Scroll up or down in a list box, one window at a time.
ENTER	Choose the selected item in the list box and carry out the command.

Use the following keys to choose <u>command buttons</u>:

Press	To
ENTER	Carry out the command of a selected button, or carry out the command of the default button (the button with the heaviest border).
ESC or ALT + F4	Close a box without completing the command (same as Cancel button).

See Also
<u>Selecting and Editing in Text Boxes with Keys</u>

•Selecting and Editing in Text Boxes with Keys

Use the following keys to select and edit text in a <u>text box</u>:

Press	To
Arrow keys	Move the cursor left, right, up, or down.
HOME	Move to the beginning of the line.
END	Move to the end of the line.
CTRL + RIGHT or LEFT ARROW key	Move the cursor right or left one word.
CTRL + HOME	Move to the first character in a text box.
CTRL + END	Move to the last character in a text box.
PAGE UP or PAGE DOWN	Scroll up or down a window at a time.
SHIFT + Arrow key	Select text.
SHIFT + movement key	Extend the selection using any movement key, including arrow keys, HOME, END, CTRL + RIGHT/LEFTARROW, PAGE UP, PAGE DOWN, CTRL + HOME, CTRL + END.
BACKSPACE	Delete the character to the left of the cursor, or delete selected text.
DELETE	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:

Press	To
CTRL + C	Copy selected portion of the displayed article onto the Clipboard.
CTRL + V	Paste the contents of the Clipboard into the Bookshelf Note dialog box, or into another Windows application.

See Also

Adding a Note to an Article

•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 Dialog 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 <u>title bar</u> is highlighted.

To select a window using the mouse:

• <u>Click</u> any part of the window except the <u>Minimize</u> and <u>Maximize</u> buttons.

   The window is brought to the front, its title bar is highlighted, and its <u>scroll bars</u> 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 <u>Control-menu box</u>, and then choose the Switch To command.

• Double-click the Windows <u>desktop</u>.

• Press CTRL + ESC.

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

See Also

<u>Selecting Windows with Keys</u>

<u>Task List Box Description</u>

•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 <u>icon</u>, 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 <u>Maximize button</u> in the upper-right corner of the window. The Maximize button has an up arrow.

To restore a maximized window to its previous size:

•   Click the <u>Restore button</u> in the upper-right corner of the window. The Restore button has a double arrow.

To minimize a window to an icon:

•   Click the <u>Minimize button</u> in the upper-right corner of the window. The Minimize button has a down arrow.

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 windows size.

2. <u>Drag</u> 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

<u>Resizing, Moving, and Closing Windows with Keys</u>

•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 <u>Control-menu box</u> in the upper-left corner of the window.

See Also

<u>Resizing, Moving, and Closing Windows with Keys</u>

•Using Scroll Bars

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

To scroll	Do this
Up or down one line	Click one of the <u>scroll arrows</u>.
One window	Click the scroll bar above or below the <u>scroll box</u> on vertical scroll bars, or to the left or right of the scroll box on horizontal scroll bars.
Continuously	Point to one of the scroll arrows and hold down the mouse button until the information you want comes into view.
To any position	<u>Drag</u> 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
<u>Scrolling with Keys</u>

•Choosing Options in Boxes

Boxes contain the following types of options.

To use this option	Do this
text box	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.
list box	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.
drop-down list box	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.
check box	Click a check box to select or clear it.
option buttons	Click an option button to select it.
command button	Click a command button to choose it. If a command button is dimmed, it is not available at that time.

See Also

Choosing Box Options with Keys

Selecting and Editing in Text Boxes with Keys

• About *The American Heritage Dictionary*

The American Heritage Dictionary, third edition, has more than 350,000 entries and meanings, including brief biographies, geographic definitions, and pronunciations. In the dictionary, each word and its definitions is called an <u>article</u>. The dictionary articles are organized alphabetically. To see <u>copyright</u> information, open to the dictionary <u>Contents screen</u> and click the <u>>Page</u> button.

This edition of *The American Heritage Dictionary* includes 10,000 new words; enhanced usage, regional, and historical notes in the definitions; more synonym lists; and expanded illustrative uses. There are now over 2,000 images and 80,000 words pronounced in the dictionary.

Now, when you're reading an article in another Bookshelf book and you want to know a word's meaning fast, just highlight any word, then <u>click</u> it to <u>pop up</u> a definition from the dictionary.

In addition, the full power of the Bookshelf dictionary is now available from any application in Windows simply by clicking a button on the <u>QuickShelf</u> feature.

The Dictionary Article Window
When the dictionary opens you see its <u>main window</u>. The <u>Article Window</u> is the part of the main window where you read an individual dictionary definition, or article. Each article in the dictionary consists of a single main word (the *headword*) to be defined, followed by its definitions and, sometimes, by helpful notes about usage, regionalisms, and synonyms. If the headword has multiple meanings, the headword will be followed by a superscript number noting the meaning number (see, for example, the word "grave"). Each different meaning has its own dictionary article.

A   headword is accompanied by its phonetic pronunciation and part of speech. Click the phonetic pronunciation to see a pronunciation key. (You can click pronunciation symbols and words in the key to hear them spoken.) When you see an <u>audio icon</u> near the headword of an article, you can click it to hear the word pronounced.

Highlighted words in the article are <u>hot text</u> and can be clicked to <u>jump</u> to other dictionary articles. You can see hot text in the explanatory notes at the end of definitions, too. When you click hot text in a note you will jump directly to the notes region of the other article.

Click the Back button at the bottom of the Article Window to go back to articles you've just looked through.

In some articles in the dictionary, such as astronaut, piano, and weave, you'll find pictures that can be enlarged. You can click the picture to get a larger, more detailed view. Click again to close the enlarged image.

Locating Articles in the Dictionary
There are several ways to look for words in the dictionary:

• The fastest way to use the dictionary from anywhere in Bookshelf is to <u>double-click</u> a word. The definition from the dictionary will pop up. To close, click the close box in the definition window's upper-left corner.

• Bookshelf can look for a word or phrase in the dictionary Table of Contents list. Just click the Dictionary <u>icon</u> in the Book Bar, then type the word or phrase you're looking for in the <u>Contents Tabbed List</u> (if it's closed, click the Contents Tab to open it), and then click an article title when it appears in the list to see the definition.

• Perform a <u>full-text search</u> on a word or phrase in the dictionary by clicking Dictionary icon in the <u>Book Bar</u>. Then click the <u>Find Tab</u> to open the Find Tabbed List box, type the word or phrase you're seeking, and then click the Find button. Bookshelf will find all the articles in the dictionary where your word or phrase appears. Click a list item to open the article.

• Click the <u>Back List Tab</u> to see a list of articles you've already looked at since you turned on Bookshelf. Click an article title in the list to go back to it, if you want.

• After you've found an article, browse through nearby articles in either alphabetic or

reverse alphabetic order by clicking the <u><Page</u> or the <u>>Page</u>buttons at the bottom of the article window. You can also click the <u>Previous</u> or the <u>Next</u> buttons at the bottom of the Tabbed List Box to browse through articles in the current Tabbed List.

• When you are reading an article you can click a <u>hot</u> word or phrase to <u>jump</u> to a related article.

• Need a definition fast? You can <u>right-mouse click</u> any word in Bookshelf, and then choose Find In and Dictionary from the menus that appear, to perform a full-text search on that word in the dictionary.

To use QuickShelf to open the dictionary from another application:

1. In another Windows program, such as Word, highlight a word or phrase.
2. Move the mouse pointer over the buttons on the QuickShelf toolbar to pop up the titles of the dictionary buttons.
3. Click the Dictionary Contents button on QuickShelf. If Bookshelf is not open, QuickShelf will open Bookshelf for you and look for your word or phrase.

   Alternatively, you can click the QuickShelf Dictionary Find button. You will see a message that lets you know Bookshelf is searching for your word or phrase.

   You may need to add dictionary buttons to the QuickShelf Toolbar. This is easy to do. See the cross-reference after Step 4.

4. Bookshelf opens the dictionary.

• If you clicked the Dictionary Contents button, the Contents Tab opens with your word or phrase in the text box and the article on your word or phrase displayed in the Article Window.

• If you clicked the Dictionary Find button, the Find Tab opens with your word or phrase in the text box, and the list of articles that contain your word or phrase in the list box. The first article on the list is displayed in the Article Window.

For more information on QuickShelf see:

<u>Accessing Bookshelf from Other Applications Using QuickShelf</u>

What's in the Dictionary Tabbed Lists

The Dictionary Contents Tabbed List

The Dictionary Table of Contents lists all the articles in the dictionary. If Contents isn't open, just click the Contents Tab. Start to type the word or phrase you're looking for in the <u>text box</u> at the top of the Contents list and watch as the list scrolls to your word. Click the article title in the list to open the article. Notice that the list items are marked with either a tiny arrow <u>picon</u> or a tiny book icon. The book icon indicates a single article, the picon indicates a general category that includes several articles. When you click a list item with an arrow picon, the first article in its sublist will appear.

The Dictionary Find Tabbed List

When you want to search through all the definitions in the dictionary that contain a certain word or phrase, use the Find Tab. Using Find is a handy way to add to the information you collect using the Table of Contents. Just click the Find Tab, type the word or phrase in the text box, and then click the Find button. Bookshelf will give you a list of all the articles with the item you're looking for. Click a list item to see the article.

The Dictionary Gallery Tabbed List

When you want to browse through all the multimedia items in the dictionary, click the Gallery Tab. In the Dictionary Gallery click the Picture button. The list of all the dictionary articles that have pictures appears. Use the <u>scroll bar</u> to browse through the list. Click a list item to open the article.

To close the Dictionary:

• Click another book icon on the Book Bar.
• Choose a different book from the Books menu.
• To close the dictionary and all of Bookshelf, too, click the <u>Control-menu box</u> in the upper-

left corner of the Bookshelf window, and then click Close.

See Also

• About *The People's Chronology*

The People's Chronology is a social/historical compendium that begins at 3 million years B.C. and ends in 1991. With information organized chronologically into 30 categories--from political events to nutrition, from crime to communications--this award-winning reference work is both an at-a-glance portrait of the world and a chronicle of the people and events that have shaped it.

The chronology is organized by year and subject. Each entry in the chronology is called an article. To see copyright information, open to the chronology Contents screen and click the >Page button.

You can now use the chronology from any application in Windows simply by clicking a button on the QuickShelf feature.

The Chronology Article Window

When the chronology opens you see its main window. The Article Window is the part of the main window where you read about an individual historical event or circumstance in the chronology. Each article in the chronology consists of a heading with a subject-matter description, a date (for example, Food and Drink, 1601), and an informative paragraph. Click the Back button at the bottom of the Article Window to go back to articles you've just looked through.

Locating Articles in the Chronology

There are several ways to look up historical information in the chronology.

• Bookshelf can look for a word, phrase, or date in the chronology Table of Contents list. Just click the Chronology icon in the Book Bar, then type the word, phrase, or date you're looking for in the Contents Tabbed List (if it's closed, click the Contents Tab to open it), and then select an article title when it appears in the list.

• Start a full-text search on a word, phrase, or date in the chronology by clicking the Chronology icon in the Book Bar, and then clicking the Find Tab to open the Find Tabbed List box. Then type the word, phrase, or date you're seeking in the text box, and click the Find button. Bookshelf will find all the articles in the chronology where your word, phrase, or date appears.

• Click the Back List Tab to see a list of articles you've already looked at since you turned on Bookshelf. Click an article title in the list to go back to it, if you want.

• After you've found an article, browse through nearby articles by clicking the <Page or the >Page buttons at the bottom of the Article Window. You can also click the Previous or the Next buttons at the bottom of the Tabbed List Box to browse through articles in the current Tabbed List.

• Need a historical fact in a hurry? You can right-mouse click any word in Bookshelf, and then choose Find In and Chronology from the menus that appear, to perform a full-text search on that word in the chronology.

To use QuickShelf to open the chronology from another application:

1. In another Windows program, such as Word, highlight a word or phrase.
2. Move the mouse pointer over the buttons on the QuickShelf Toolbar to pop up the names of   the chronology buttons.
3. Click the Chronology Contents button on QuickShelf. If Bookshelf is not open, QuickShelf will open Bookshelf for you and look for your word, phrase, or date.

    Alternatively, you can click the Chronology Find button. You will see a message that lets you know Bookshelf is searching for your word or phrase.

    You may need to add chronology buttons to the QuickShelf Toolbar. This is easy to do. See the cross-reference after Step 4.
4. Bookshelf opens the chronology.

• If you clicked the Chronology Contents button, the Contents Tab opens with your word, phrase, or date in the text box and the article on your word or phrase displayed in the Article

Window.
• If you clicked the Chronology Find button, the Find Tab opens with your word, phrase, or date in the text box, and the list of articles that contain your word, phrase, or date in the list box. The first article on the list is displayed in the Article Window.
For more information on QuickShelf see:

   Accessing Bookshelf from Other Applications Using QuickShelf

What's in the Chronology Tabbed Lists

The Chronology Contents Tabbed List
The Chronology Table of Contents lists all the articles in the chronology, by date and subject matter. If Contents isn't open, just click the Contents Tab. Start to type the word, phrase, or date in history you're looking for in the text box at the top of the Contents list, and then watch as the list scrolls to your word. Click the article title in the list to open the article. Notice that the list items are marked with either a tiny arrow picon or a tiny book icon. The book icon indicates a single article, the arrow picon indicates a general category that includes several articles. When you click a list item with an arrow picon, the first article in its sublist will appear.

The Chronology Find Tabbed List
When you want to search through all the articles in the chronology that contain a certain word, phrase, or date, use the Find Tab. Using Find is a handy way to add to the information you collect using the Table of Contents. Just click the Find Tab, type the word, phrase, or date in the text box, and then click the Find button. Bookshelf will give you a list of all the articles with the item you're looking for. Click a list item to see the article.

The Chronology Gallery Tabbed List
When you want to browse through all the multimedia items in the chronology, click the Gallery Tab. In the chronology Gallery, click the Picture button or the Animation and Video button to see a list of all the articles that contain these multimedia items. Use the scroll bar to browse through the list. Click a list item to open the article.

To close the Chronology:
• Click another book icon on the Book Bar.
• Choose a different book from the Books menu.
• To close the chronology and all of Bookshelf, too, click the Control-menu box in the upper-left corner of the Bookshelf window, and then click Close.

See Also
      How the Main Window Works
      How to Find Your Way Around Bookshelf
      Using the Buttons on the Article Window

•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.

Advanced Find
All Books screen
animation/video button
arrow keys
article
article title
Article Window
audio icon
Audio button
audio controller
Back button
Back List Tab
Back List Tabbed List
Book Bar
book icon
Box
check box
click
Clipboard
command button
Contents screen
Contents Tab
Contents Tabbed List
Controller
Control menu
Control-menu box
Copyright information
cross-reference
default
demo
desktop
dialog box
dimmed
double-click
drag
drop-down list box
Find Tab
Full-text search
Gallery Tab
Help menu
hot

Window

Advanced Find

The command on the Tools menu that you use instead of the Find Tab when you want to precisely focus your search for a specific word, phrase, or date. Like the Find Tab, you use Advanced Find to perform a full-text search in any or all of Bookshelf books. You simply specify the word or phrase you're looking for, and Bookshelf generates a list of all the articles in which your word or phrase appears.

However, with Advanced Find you can narrow your search to one article. You can even choose to go back and search again in the articles you've already looked through. In addition, when you use Advanced Find you can pick as many books as you want to search through.

All Books screen

Shows all the books in Bookshelf. This is Bookshelf's opening screen--it also appears when you click the All Books icon in the Book Bar.

Animation & Video button

In the Gallery Tabbed List, click this button to see a list of all the Bookshelf articles in the open book with animation or video.

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.

article

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

article title

An Item in a Tabbed List. Click an article title to open the article.

An article title in the Tables of Contents is used to look up articles in a book. Bookshelf's Tables of Contents contain the following types of article titles:

Book	Contents entries
Dictionary	Defined words, biographical names, and geographic locations.
Quotations	Subjects of quotations, the names of all authors quoted (by first and last name), and some book titles.
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 articles.
Chronology	Dates and main subjects treated in chronology articles.

Article Window

The Bookshelf window where you read an article in a book. The article window is always open to the right of the Tabbed List Area. When you click an item in a tabbed list, the article opens in the Article Window. While you're reading an article you can always see the book icons in the Book Bar, so you can keep track of your place in Bookshelf, and you can choose other books to read.

Audio button

In the Gallery Tabbed List box, click this media button to see a list of all the articles in the open book that have audio clips.

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 the quotation book.

Back button

Displays the last article you viewed. Use this button to move back through articles you previously viewed.

Back List Tabbed list

A list of up to 40 Bookshelf articles you have viewed with the most recent article listed first. You can click an article on the list to display it again. You can open the Back List by clicking the Back List Tab or by choosing the Back List command on the Tools menu.

Back List Tab

Click the Back List Tab to display a list of the last 40 Bookshelf articles you have viewed, with the most recent article listed first. You can click an article name on the list to jump to it. The Back List Tab can also be opened by choosing the Back List command on the Tools menu or by pressing CTRL + B.

Book Bar

A convenient shelf of seven book icons, plus the All Books icon, across the top of Bookshelf. Click an icon to open a book. Notice that the icon changes to an open book icon--this way you always can check and see which book you have open. When you move the mouse pointer slowly over the book icons without clicking, you can pop up the name of each book.

Book icon

A miniature representation of a Bookshelf book. Book icons are located on the Book Bar that runs across the top of Bookshelf. Click a book icon to open a book. It changes to an open book icon.

The very small book icons that you see next to article titles in Tabbed Lists let you know which book the article is in.

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.

Contents Tab

Click to display the Contents Tabbed List box. Use this box to look up a word or phrase in the Table of Contents for the open book. The Contents Tab is the same as the Contents command on the Tools menu and the CTRL + I keyboard shortcut.

Contents Tabbed List

Displays the Table of Contents for the open book. Type a word or phrase in the text box at the top to look it up in the Table of Contents. The list will scroll toward your word as you type. Click an article title on the list to open the article.

Contents screen

Appears when you first open a book. From here, you can use the Tabbed Lists to locate information in the book. To display the book's copyright information, click the >Page button.

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, and then click Close.

copyright information

You can find copyright information by clicking the >Page button at the bottom of each book's Contents screen (this is the first screen you see when you open a book). Copyright information for all of Bookshelf is available by clicking >Page on the All Books screen or the Copyright Information command on the Help menu.

cross-reference

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

default

A choice the program already has made for you. The default is usually the most common way to perform a function. You can change the default setting, if you want.

demo

The animated introduction 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.

dialog box

Dialog boxes appear when you choose commands with ellipses (...) from menus (for example, the Advanced Find command on the Tools menu). When you right-mouse click on a word, you will see a list of commands, those with ellipses have dialog boxes that you can use. Most dialog boxes have options for you to select so that the program can carry out your commands with precision. Some dialog boxes have a Help button you can click for information about the box.

dimmed

When the letters on a button are "grayed out," this means the feature is not available.

double-click

To click an object twice in rapid succession, usually with the left mouse button. A double-click on a word lets you see a definition from Bookshelf's dictionary.

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.

Find Tab

Click to display the Find Tabbed List box. Use this box to search for a word or phrase in any combination of books. The Find Tab is the same as the Find command on the Tools menu or the CTRL + F keyboard shortcut.

full-text search

A search for a word or phrase through the entire text of every article in the open book, or in all books (depending on the search criteria you choose). When you use the Find Tab or the Advanced Find command on the Tools menu, you perform a full-text search. Doing a full-text search is different than looking in the Table of Contents, using the Contents Tab. When you use Contents, you look through the Contents List, not the entire text of articles.

Gallery Tab

Click to display the Gallery Tabbed List box. Use this box to look up media elements such as animations, video clips, audio clips, and pictures in any combination of books. The Gallery Tab is the same as the Gallery command on the Tools menu or the CTRL + G keyboard shortcut.

Help menu

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 an underline is "hot." You can click it to display a pop-up definition or explanation. A colored word or phrase of a different color 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 something, such as a Bookshelf book. Click a book icon in the Book Bar to open a book. Icons also represent Windows applications or files. You can click audio icons to hear audio clips, such as pronunciations or musical examples.

Infinite Links

The menu you see when you right-click on a word in an article. Using this menu you can access Bookshelf information on any word right from the Article Window. By clicking items on this menu, you can look up a definition (the same definition you'd see if you were using the dictionary), copy a word onto the Clipboard, or perform a full-text search on your word in any book in Bookshelf.

installed printers

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

jump

To move rapidly to another article. When you click hot text (or jump text) you jump to another article in Bookshelf.

jump text

Colored text with an underline that you can click to go to another article.

list box

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

Locator button

In the atlas, click this button to pop up a Location Map associated with the region you are viewing.

main window

The main window consists of the Book Bar, the Menu Bar, the Tabbed List Area, and the Article Window. Bookshelf is arranged so you can use these areas together easily when looking things up. Because you can always see these main areas, you can perform the most common activities--looking things up, browsing search results, and changing books--without any complex navigation.

Make using Bookshelf easier by taking some time to explore the way the parts of the main window work:

• The Book Bar, across the top of the Article Window, is where you choose a book and keep track of the open book.
• The Menu Bar, at the top left, is where you can choose a book or perform different functions with the text, such as adding a note, copying, using Advanced Find, or getting Help!
• The Tabbed Lists Area, to the left, is where you look for information, using one of Bookshelf's four convenient "look up" tabs: Contents, Find, Gallery, and Back List.
• The Article Window, to the right, is where you read an article in the open book. This is where definitions, quotations, thesaurus synonyms, encyclopedia entries, atlas maps, almanac lists, and chronology topics appear.

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.

media button

In the Gallery Tabbed List box, you click a media button to see a list of all the articles in the open book that contain that media type. The media buttons are All Media, Animations and Videos, Audio, and Pictures.

menu bar

The part of the main window, located at the upper-left of Bookshelf, that contains commands to help you use Bookshelf.

These commands can be used to open a book; print an article; copy an article, a picture, or a sound; set options; write a note in a book; perform a focused full-text search; switch to a different book; or open Help.

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.

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.

NEAR

NEAR is a word you use to make your search more precise. (This is what is known as a *search operator*.) When you use the Find Tab to perform a full-text search on a word or phrase, and you use the word NEAR (as in, for example, bees NEAR honey), Bookshelf searches in each article for all occurrences of the word "bee" within 50 words of the word "honey." You can change 50 to some other number in the Options dialog box.

Next button

The button at the bottom of the Tabbed List Area that you click to open the next article in the list (the article below the currently highlighted article).

Note command

This command opens the Note dialog box, where you can add your own note to an article. You can also keep a list of articles that interest you in the Note dialog box and use the list to go back to the articles. You can also press CTRL + N to open the Note dialog box.

Note Dialog Box

This is where you can add your own note to an article. You can keep a list of articles that interest you in the Note dialog box and use the list to go back to the articles. You can also press CTRL + N to open the Note dialog box.

Option buttons

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

<Page button

Displays the previous topic in the open book according to its browse order. (You can also press CTRL + <.) Each book has its own organization for browsing. The browse order for the encyclopedia and dictionary is alphabetic by article. The quotation book's browse order is alphabetic by subject matter and then alphabetic by author within each subject; the almanac's order is hierarchical by topic. The thesaurus browse order is by classes of subject matter.

>Page button

Displays the next topic in the open book according to its browse order. (You can also press CTRL+>.) Each book has its own organization for browsing. The browse order for the encyclopedia and   dictionary is alphabetic by article. The quotation book's browse order is alphabetic by subject matter and then alphabetic by author within each subject; the almanac's order is hierarchical by topic. The thesaurus browse order is by classes of subject matter.

picon

A tiny arrow-button icon found to the left of some list items in the Tabbed Lists. An arrow icon picon indicates a general list item. Click this general list item to see a list of related article titles.

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. Click the reduced picture to display a pop-up box showing the picture at its full size.

pointer or mouse pointer

The cursor shaped like an arrow that normally appears on your screen. To work with objects on the screen, move this pointer over a screen object or text and then click the left-mouse button. The pointer turns into a hand when it moves over hot text or a hot screen object.

pop-up text

Colored, underlined text that you can click to display more information in a pop-up box. Pop-up text is distinguished from jump text by its color. For more information, choose the Options command on the Tools menu.

pop-up box (or window) and pop up (the verb)

When you click hot text of a certain color you pop up a box that supplies you with a definition. (See the Options command on the Tools menu for more information about pop-up color.)

This definition is in a pop-up box. Click again to close a pop-up box.

When you move the mouse pointer over icons and unlabeled buttons you will pop up a label for the icon or button. This label is called a *ToolTip*.

Previous button

The button at the bottom of the Tabbed List Area you can click to open the previous article in the list (the article above the currently highlighted article).

Program Manager

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

QuickShelf

The new way to look things up in Bookshelf from any program in Windows. QuickShelf is a floating Toolbar that you can use while you're working with other applications.   Highlight a word or phrase in the other application, click a button on the QuickShelf Toolbar, and Bookshelf looks up your word or phrase for you.

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.

Right click

Using the right mouse button, to press down and release the button. A right click on a word displays the Infinite Links menu, where you can look up a definition (the same definition you'd see if you were using the dictionary), copy a word onto the Clipboard, or perform a full-text search on your word in any book in Bookshelf.

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.

To scroll	Do this
Up or down one line	Click one of the scroll arrows.
One window	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.
Continuously	Point to one of the scroll arrows and hold down the mouse button until the information you want comes into view.
To any position	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.

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.

See Also button

This button appears at the bottom of the article window in the encyclopedia and thesaurus. Click it to see a list of related articles. Click any article on the list to open it. To close the See Also dialog box, click the close button in

short cut menu
The infinite links menu that appears when you right-mouse click on a word in Bookshelf.

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

Tabbed List

Any one of four lists that help you look up information in Bookshelf. The Tabbed Lists are located to the left of the article window. To open a Tabbed List click one of these tabs: Contents, Find, Gallery, or Back List.

text box
A box in which you can type or edit text.

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.

Tools menu

The menu on the Menu bar that you use to as an alternative way to open the Tabbed Lists, or to perform an advanced full-text search, or to change Bookshelf settings.

Topography button

In the atlas, click this button under the article window to pop up a topographic map of the region you are currently viewing.

Window

The rectangular area on your screen in which you view an application or a file. You can have several windows open at one time and arrange them to suit your needs. You can move them and resize them, and you can view more than one window at a time.

• 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. Plus, the encyclopedia has many animations and audio musical examples, as well as more than 1,300 pictures. Each entry in the encyclopedia is called an article. The encyclopedia is organized alphabetically. To see copyright information, open to the encyclopedia Contents screen and click the >Page button.

Now you can take advantage of this powerful encyclopedia from any application in Windows simply by clicking a button on the QuickShelf feature.

The Encyclopedia Article Window

When the encyclopedia opens you see its main window. The Article Window is the part of the main window where you read an encyclopedia article. The title, or the headword, is at the top of the article. Sometimes a headword is accompanied by its phonetic pronunciation. Click the phonetic pronunciation to see a pronunciation key (and hear standard pronunciations). When you see an audio icon next to a word in an article title, you can click it to hear the word pronounced. Look for musical example audio icons you can click, too.

Highlighted words in the article are hot text and can be clicked to jump to other encyclopedia articles.

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

You can click the See Also button at the bottom of the encyclopedia Article Window to browse through a list of related articles. (The See Also button is the same as the See Also command on the Tools menu.) Just click a list item to jump to the article. If a related-article list is not available, this button is dimmed. Click the Back button to go back to articles you've just looked through.

Locating Articles in the Encyclopedia

There are several ways to look for information in the encyclopedia.

• Bookshelf can look for a word or phrase in the Encyclopedia Table of Contents list. Just click the Encyclopedia icon in the Book Bar, then type the word or phrase you're looking for in the Contents Tabbed List (if it's closed, click the Contents Tab to open it), and then select an article title when it appears in the list.

• Start a full-text search on a word or phrase in the encyclopedia by clicking the Encyclopedia icon in the Book Bar, and then clicking the Find Tab to open the Find Tabbed List box. Then type the word or phrase you're seeking in the text box, and click the Find button. Bookshelf will find all the articles in the encyclopedia where your word, phrase, or date appears.

• Click the Back List Tab to see a list of articles you've already looked at since you turned on Bookshelf. Click an article title in the list to go back to it, if you want.

• After you've found an article, browse through nearby articles in either alphabetic or reverse alphabetic order by clicking the <Page or the >Page buttons at the bottom of the article window. You can also click the Previous or the Next buttons at the bottom of the Tabbed List Box to browse through articles in the current Tabbed List.

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

• You can right-mouse click any word in Bookshelf, and then choose Find In and Encyclopedia from the menus that appear, to perform a full-text search on that word in the encyclopedia.

To use QuickShelf to open the encyclopedia from another application:

1. In another Windows program, such as Word, highlight a word or phrase.

2. Move the mouse pointer over the buttons on the QuickShelf toolbar to pop up the names of   the encyclopedia buttons.

3. Click the Encyclopedia Contents button on QuickShelf. If Bookshelf is not open, QuickShelf

will open Bookshelf for you and look for your word or phrase.

Alternatively, you can click the Encyclopedia Find button. You will see a message that lets you know Bookshelf is searching for your word or phrase.

You may need to add encyclopedia buttons to the QuickShelf Toolbar. This is easy to do. See the cross-reference after Step 4.

4. Bookshelf opens the encyclopedia.

• If you clicked the Encyclopedia Contents button, the Contents Tab opens with your word or phrase in the text box and the article on your word or phrase displayed in the Article Window.

• If you clicked the Encyclopedia Find button, the Find Tab opens with your word or phrase in the text box, and the list of articles that contain your word or phrase in the list box. The first article on the list is displayed in the Article Window.

For more information on QuickShelf see:

Accessing Bookshelf from Other Applications Using QuickShelf

What's in the Encyclopedia Tabbed Lists

The Encyclopedia Contents Tabbed List

The encyclopedia Table of Contents lists all the articles in the encyclopedia, in alphabetic order.   If Contents isn't open, just click the Contents Tab. Start to type the word or phrase you're looking for in the text box at the top of the Contents list, and then watch as the list scrolls to your word. The Contents feature locates your word or phrase in the title of the article. Click the article title in the list to open the article. Notice that the list items are marked with either a tiny arrow picon or a tiny book icon. The book icon indicates a single article, the arrow picon indicates a general category that includes several articles. When you click a list item with an arrow picon, the first article in its sublist will appear.

The Encyclopedia Find Tabbed List

When you want to search through all the articles in the encyclopedia that contain a certain word or phrase use the Find Tab. Using Find is a handy way to add to the information you collect using the Table of Contents. Just click the Find Tab, type the word or phrase in the text box, and then click the Find button. Bookshelf will give you a list of all the articles with the item you're looking for. The Find feature locates your word or phrase anywhere in any article. Click a list item to see the article.

The Encyclopedia Gallery Tabbed List

When you want to browse through all the multimedia items in the encyclopedia, click the Gallery Tab. The encyclopedia has lots of media to explore. In the Encyclopedia Gallery, click any of the media buttons to see a list of all the articles that contain multimedia elements. Use the scroll bar to browse through the list. Click a list item to open the article.

To close the Encyclopedia:

• Click another book icon on the Book Bar.

• Choose a different book from the Books menu.

• To close the encyclopedia and all of Bookshelf, too, click the Control-menu box in the upper-left corner of the Bookshelf window, and then click Close.

See Also

Playing an Animation, Video Clip, or Demo

How the Main Window Works

How to Find Your Way Around Bookshelf

Using the Buttons on the Article Window

• About *The Columbia Dictionary of Quotations*

The Columbia Dictionary of Quotations has more than 18,000 lively remarks, judgments, and observations on 1,500 subjects, most of them contemporary.

In the quotations book, each quotation is called an <u>article</u>. The quotations book articles are organized alphabetically by subject, and within each subject articles are organized alphabetically by the person quoted. For example, if you needed a quote on the subject of "Technology" you could browse through numerous quotations on that topic from A. J. Ballard to Henry David Thoreau.

To see <u>copyright</u> information, open to the quotations book <u>Contents screen</u> and click the <u>>Page</u> button.

Now you can take advantage of this powerful quotation book from any application in Windows simply by clicking a button on the <u>QuickShelf</u> feature.

The Quotations Book Article Window

When the quotations book opens you see its <u>main window</u>. The Article Window is the part of the main window where you read a quotation.

Locating Articles in the Quotations Book

There are several ways to look for words in the quotations book.

• Bookshelf can look for a word or phrase in the Quotations Table of Contents list. Just click the Quotations <u>icon</u> in the Book Bar, then type the word or phrase youre looking for in the <u>Contents Tabbed List</u> (if its closed, click the Contents Tab to open it), and then select an article title when it appears in the list.

• Perform a full-text search on a word or phrase in the quotations book by clicking the Quotations icon in the Book Bar, and then clicking the <u>Find Tab</u> to open the Find Tabbed List box, typing the word or phrase you're seeking in the <u>text box</u>, and then clicking the Find button. Bookshelf will find all the articles in the quotations book where your word or phrase appears.

• Click the <u>Back List Tab</u> to see a list of articles you've already looked at since you turned on Bookshelf. Click an article title in the list to go back to it, if you want.

• After you've found an article, browse through nearby articles in either alphabetic or reverse alphabetic order by clicking the <u><Page</u> or the <u>>Page</u> buttons at the bottom of the article window. You can also click the <u>Previous</u> or the <u>Next</u> buttons at the bottom of the Tabbed List Box to browse through articles in the current Tabbed List.

• Need a quotation fast? You can <u>right-mouse click</u> any word in Bookshelf, and then choose Find In and Quotations from the menus that appear, to perform a full-text search on that word in the quotations book.

To use QuickShelf to open the quotations book from another application:

1. In another Windows program, such as Word, highlight a word or phrase.
2. Move the mouse pointer over the buttons on the QuickShelf toolbar to <u>pop up</u> the names of   the quotation book buttons.
3. Click the Quotation Contents button on QuickShelf. If Bookshelf is not open, QuickShelf will open Bookshelf for you and look for your word or phrase.
   Alternatively, you can click the Quotation Find button. You will see a message that lets you know Bookshelf is searching for your word or phrase.
   You may need to add quotations book buttons to the QuickShelf Toolbar. This is easy to do. See the cross-reference   after Step 4.
4. Bookshelf opens the quotations book.
• If you clicked the Quotations Contents button, the Contents Tab opens with your word or phrase in the text box and the article on your word or phrase displayed in the Article Window.
• If you clicked the Quotations Find button, the Find Tab opens with your word or phrase in the text box, and the list of articles that contain your word or phrase in the list box. The first

article on the list is displayed in the Article Window.
For more information on QuickShelf see:

    Accessing Bookshelf from Other Applications Using QuickShelf

What's in the Quotations Tabbed Lists

The Quotations Book Contents Tabbed List

The Quotations Table of Contents lists all the articles in the quotations book. If Contents isn't open, just click the Contents Tab. Start to type the word or phrase you're looking for in the text box at the top of the Contents list and watch as the list scrolls to your word. Click the article title in the list to open the article. Notice that the list items are marked with either a tiny arrow picon or a tiny book icon. The book icon indicates a single article, the picon indicates a general category that includes several articles. When you click a list item with an arrow picon, the first article in its sublist will appear.

The Quotations Find Tabbed List

When you want to search through all the quotations that contain a certain word or phrase, use the Find Tab. Using Find is a handy way to add to the information you collect using the Table of Contents. Just click the Find Tab, type the word or phrase in the text box, and then click the Find button. Bookshelf will give you a list of all the articles with the item you're looking for. The Find feature locates your word or phrase anywhere in any article. Click a list item to see the article.

The Quotations Gallery Tabbed List

When you want to browse through all the multimedia items in the quotations book, click the Gallery Tab. In the quotations book Gallery click the Picture button. The list of all the quotations that have pictures appears. Use the scroll bar to browse through the list. Click a list item to open the article.

To close the quotations book:

- Click another book icon on the Book Bar.
- Choose a different book from the Books menu.
- To close the quotations book and all of Bookshelf, too, click the Control-menu box in the upper-left corner of the Bookshelf window, and then click Close.

See Also

    How the Main Window Works

    How to Find Your Way Around Bookshelf

    Using the Buttons on the Article Window

• About *Longman's Original Roget's Thesaurus*

Bookshelf 1994 features the powerful and widely accepted *Longman's Original Roget's Thesaurus*. Using this thesaurus could greatly improve the reach of your writing. Each entry is far deeper and contains many more related terms than the typical thesaurus.

The thesaurus is organized by classes of subject matter. This means that when you are reading an article you can browse through related topics by using the <u><Page</u> or the <u>>Page</u> buttons. The thesaurus Table of Contents is organized alphabetically by word or phrase. Each entry in the thesaurus is called an <u>article</u>. To see copyright information, open to the thesaurus <u>Contents screen</u> and click the >Page button.

Now you can take advantage of this powerful thesaurus from any application in Windows simply by clicking a button on the <u>QuickShelf</u> feature.

The Thesaurus Article Window

When the thesaurus opens you see its <u>main window</u>. The Article Window is the part of the main window where you read an individual thesaurus entry, or article. Each entry in the thesaurus consists of a single main word (the *keysense* word) followed by groups of words and phrases that have meanings similar to that of the keysense word. Highlighted words in the entry are <u>hot text</u> and can be clicked to <u>jump</u> to other, similar entries in the thesaurus.

You can click the See Also button at the bottom of the thesaurus Article Window to browse through related articles. (The See Also button is the same as the See Also command on the Tools menu.) If a related-article list is not available, this button is <u>dimmed</u>. Click the Back button to go back to articles you've just looked through.

Locating Articles in the Thesaurus

There are several ways to look for words in the thesaurus.

• Bookshelf can look for a word or phrase in the Thesaurus Table of Contents list. Just click the Thesaurus <u>icon</u> in the Book Bar, then type the word or phrase you're looking for in the <u>Contents Tabbed List</u> (if it's closed, click the Contents Tab to open it), and then select an article title when it appears in the list.

• Perform a <u>full-text search</u> on a word or phrase in the thesaurus by clicking the <u>Find Tab</u> to open the Find Tabbed List box, typing the word or phrase you're seeking, and then clicking the Find button. Bookshelf will find all the articles in the thesaurus where your word or phrase appears.

• Click the <u>Back List Tab</u> to see a list of articles you've already visited and go back to them if you want.

• After you've found an article, browse through nearby articles in the same category by clicking the <Page or the >Page buttons at the bottom of the Article Window. You can also click the <u>Previous</u> or the <u>Next</u> buttons at the bottom of the Tabbed List Box to browse through articles in the current Tabbed List. The Table of Contents is in alphabetic order.

• When you are reading an article you can click a <u>hot</u> word or phrase to <u>jump</u> to a related topic.

• Need a synonym in a hurry? You can <u>right-mouse click</u> on any word in Bookshelf, and then choose Find In and Thesaurus from the menus that appear, to perform a full-text search on that word in the thesaurus.

To use QuickShelf to open the thesaurus from another application:

1. In another Windows program, such as Word, highlight a word or phrase.
2. Move the mouse pointer over the buttons on the QuickShelf toolbar to <u>pop up</u> the names of the thesaurus buttons.
3. Click the Thesaurus Contents button on QuickShelf. If Bookshelf is not open, QuickShelf will open Bookshelf for you and look for your word or phrase.
   Alternatively, you can click the Thesaurus Find button. You will see a message that lets you know Bookshelf is searching for your word or phrase.

You may need to add thesaurus buttons to the QuickShelf Toolbar. This is easy to do. See the cross-reference after Step 4.

4. Bookshelf opens the thesaurus.

• If you clicked the Thesaurus Contents button, the Contents Tab opens with your word or phrase in the text box and the article on your word or phrase displayed in the Article Window.

• If you clicked the Thesaurus Find button, the Find Tab opens with your word or phrase in the text box, and the list of articles that contain your word or phrase in the list box. The first article on the list is displayed in the Article Window.

For more information on QuickShelf see:

Accessing Bookshelf from Other Applications Using QuickShelf

What is in the Thesaurus Tabbed Lists

The Thesaurus Contents Tabbed List

When you want to look up a word in the thesaurus, use the Table of Contents. If Contents isn't open, just click the Contents Tab. Start to type the word or phrase you're looking for in the text box at the top of the Contents list and watch as the list scrolls to your word. Click the article title in the list to open the article. Notice that the list items are marked with either a tiny arrow picon or a tiny book icon. The book indicates a single article, the picon indicates a general category that includes several books.

The Thesaurus Find Tabbed List

When you want to search through the articles in the thesaurus that contain a certain word or phrase, use the Find Tab. Using Find is a handy way to add to the information you collect using the Table of Contents. Just click the Find Tab, type the word or phrase in the text box, and then click the Find button. Bookshelf will give you a list of all the articles with the item you're looking for. Click a list item to see the article.

To close the Thesaurus:

• Click another book icon on the Book Bar.

• Choose a different book from the Books menu.

• To close the thesaurus and all of Bookshelf, too, click the Control-menu box in the upper-left corner of the Bookshelf window, and then click Close.

See Also

How the Main Window Works

How to Find Your Way Around Bookshelf

Using the Buttons on the Article Window

•Help Contents for Bookshelf

To go to a Help topic using the mouse, point to the underlined article title, and then <u>click</u> the left mouse button.

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

Use the <u>scroll bar</u> or press the PAGE DOWN key to see entries not visible in the Help window.

• Click colored text with a dotted underline to <u>pop up</u> a definition in Help. Click colored text with a solid underline to <u>jump</u> to that topic in Help.

<u>How to Use Help</u>

<u>What's in the Seven Books of Bookshelf?</u>

<u>Using Bookshelf: A Guide to the Basics</u>

<u>Using Bookshelf Dialog Boxes</u>

<u>Accessing Bookshelf from Other Applications Using QuickShelf</u>

<u>Working with Windows</u>

<u>Keyboard Shortcuts</u>

<u>Bookshelf Tips and Tricks</u>

<u>Frequently Asked Questions</u>

<u>Glossary of Terms and Error Messages</u>

•What's in the Seven Books of 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 *Longman's Original Roget's Thesaurus*

About *The Concise Columbia Encyclopedia*

About *The Columbia Dictionary of Quotations*

About *The Hammond Atlas*

About *The People's Chronology*

About *The World Almanac and Books of Facts 1994*

•How to Use 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	Do this
Jump to a related Help topic	Click a topic title with colored text and a solid underline.
Display a pop-up description	Click a word or phrase with colored text and a dotted underline.
Browse through Help topics	Click the << button or >> button.
Go back to last Help topic	Click the Back button.
Use a list of previous topics	Click the History button and then choose a Help topic from the list.
Scroll through text	Use the scroll bar or press the PAGE DOWN key.
Use the Help Search feature	Click the Search button, choose an entry, choose a related Help topic, and then click Go To.
Display the Help Table of Contents	Click the Contents button.

To quit Help:

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

See Also

Keyboard Shortcuts

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.

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.

• About *The Hammond Atlas*

The Hammond Atlas contains up-to-date political and topographic maps of the continents, countries, and U.S. regions. In addition, the atlas has flags of countries and the states in the United States, plus many national anthems you can listen to. The atlas is linked to the encyclopedia and the almanac, so access to detailed information about a particular region is only a click away. To see <u>copyright</u> information, open to the atlas <u>Contents screen</u> and click the <u>>Page</u> button.

The atlas is organized in levels of successively detailed maps. Each entry in the atlas is called an <u>article</u>.

• 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.

You can now use the atlas from any application in Windows simply by clicking a button on the <u>QuickShelf</u> feature.

The Atlas Article Window

When the atlas opens you see its <u>main window</u>. The <u>Article Window</u> is the part of the main window where you explore the maps and the other information you can find in the atlas. Move the mouse pointer over a place name. When it turns into a hand, <u>click</u> it to hear the name of the place pronounced.

Click a flag in any map to display a Country or State Information box. In this box you may have several options available--such as seeing the flag, listening to the anthem, copying the flag, opening an article in the almanac or the encyclopedia, or listening to the place name pronounced. Click the close box in the upper-left corner to close the boxes. (You can also click outside the boxes to close them.)

You can click the Flags command on the Tools menu to browse through all the flags in the Bookshelf atlas and copy flags to other programs.

Use the buttons on the atlas article window to see specialized maps. Click the Topography Map button in the upper-right corner to see a topographic map of the region you are currently examining. (This button is the same as the Topography command on the Tools menu.) Click again to close the map. Click the Locator button on the bottom of the Article Window to see the relative position of the region in the world. Click again to close the Location Map. (This button is the same as the Locator Map command on the Tools menu.)

Locating Maps in the Atlas

There are several ways to look for maps in the atlas.

• Try navigating in the atlas by clicking on the maps. When you first open the atlas, click the Locator button at the bottom of the Article Window to open the map of the world. (This button is the same as the Locator command on the Tools menu.) Click a place, such as the United States, to zoom in closer. Click a region in the United States to see maps of individual states. To move elsewhere on the map, click one of the black direction arrows.

Tip ⇨ Notice that the mouse pointer changes to a hand when it is over an area you can click to see another map or a dialog box.

• Bookshelf can look for a place name in the atlas Table of Contents list. Just click the Atlas <u>icon</u> in the <u>Book Bar</u>, then type the name of the place you're looking for in the <u>Contents Tabbed List</u> (if it's closed, click the Contents Tab to open it), and then select an map title when it appears in the list.

• Start a <u>full-text search</u> on a place name in the atlas by clicking the Atlas icon in the Book Bar, and then clicking the <u>Find Tab</u> to open the Find Tabbed List box. Then type the name of the place you're seeking in the <u>text box</u>, and click the Find button. Bookshelf will find all the

maps in the atlas where your place name appears.

- Click the Back List Tab to see a list of articles you've already looked at since you turned on Bookshelf. Click an article title in the list to go back to it, if you want.
- After you've found a map, browse through maps of nearby geographic locations by clicking the <Page or the >Page buttons at the bottom of the article window. You can also click the Previous or the Next buttons at the bottom of the Tabbed List Box to browse through map titles in the current Tabbed List.
- Do you want to see a topographic map of a region? First open the map of the region, then click the Topographic map button in the upper-right corner of the Article Window to see a topographic map. Click again to close the map.
- Need a map in a hurry? You can right-mouse click any place name in Bookshelf, and then choose Find In and Atlas from the menus that appear, to perform a full-text search on that word in the atlas.

To use QuickShelf to open the atlas from another application:

1. In another Windows program, such as Word, highlight a word or phrase, such as a place name.
2. Move the mouse pointer over the buttons on the QuickShelf Toolbar to pop up the titles of the atlas buttons.
3. Click the Atlas Contents button on QuickShelf. If Bookshelf is not open, QuickShelf will open Bookshelf for you and look for your place name.

   Alternatively, you can click the Atlas Find button. You will see a message that lets you know Bookshelf is searching for your place name.

   You may need to add atlas buttons to the QuickShelf Toolbar. This is easy to do. See the cross-reference after Step 4.
4. Bookshelf opens the atlas.

- If you clicked the Atlas Contents button, the Contents Tab opens with your place name in the text box and the map showing the place displayed in the Article Window.
- If you clicked the Atlas Find button, the Find Tab opens with your place name in the text box, and the list of articles that contain your place name in the list box. The first map on the list is displayed in the Article Window.

For more information on QuickShelf see:

   Accessing Bookshelf from Other Applications Using QuickShelf

What's in the Atlas Tabbed Lists and   Article Window

The Atlas Contents Tabbed List

 The atlas Table of Contents lists all the maps in the atlas, in alphabetic order. If Contents isn't open, just click the Contents Tab. Start to type the name of the place you're looking for in the text box at the top of the Contents list, and then watch as the list scrolls to your word. Click the article title in the list to open the article. Notice that the list items are marked with either a tiny arrow picon or a tiny book icon. The book icon indicates a single article, the arrow picon indicates a general category that includes several articles. When you click a list item with an arrow picon, the first article in its sublist will appear.

The Atlas Find Tabbed List

When you want to see a list of all the maps in the atlas that use a certain name use the Find Tab. Using Find is a handy way to add to the information you collect using the Table of Contents. Just click the Find Tab, type the place name in the text box, and then click the Find button. Bookshelf will give you a list of all the maps with the item you're looking for. Click a list item to see the article.

The Atlas Gallery Tabbed List

When you want to browse through all the multimedia items in the atlas, click the Gallery Tab. In the Atlas Gallery, click the All Media button to see a list of all the maps that contain the different multimedia items. Use the scroll bar to browse through the list. Click a list item to

open the article.

To close the atlas:

- Click another book icon on the Book Bar.
- Choose a different book from the Books menu.
- To close the atlas and all of Bookshelf, too, click the <u>Control-menu box</u> in the upper-left corner of the Bookshelf window.

See Also

<u>Flag Browser Dialog Box Description</u>

<u>How the Main Window Works</u>

<u>How to Find Your Way Around Bookshelf</u>

<u>Using the Buttons on the Article Window</u>

• About *The World Almanac and Book of Facts 1994*

The World Almanac and Book of Facts 1994 is a general reference book of statistical data, contemporary facts, geographic information, and trivia. The entries in each section are called articles. The articles in this book are organized in different categories based on subject matter, such as Arts & Media, Chronology 1993, Nations of the World, People, Science and Technology, Sports, The United States, and World History.

Some articles contain <u>hot</u> footnotes in superscript. You can click these footnotes to see further information. To see <u>copyright</u> information, open to the almanac <u>Contents screen</u> and click the <u>>Page</u> button.

Now you can take advantage of the almanac from any application in Windows simply by clicking a button on the <u>QuickShelf</u> feature.

The Almanac Article Window

When the almanac opens you see its <u>main window</u>. The <u>Article Window</u> is the part of the main window where you read an almanac article. The title is at the top of the article. Directly above the title is the subject-matter category. To see other articles in the same category click the <u>>Page</u> or <u><Page</u> buttons at the bottom of the Article Window.

Locating Articles in the Almanac

There are several ways to look for information in the almanac.

• Bookshelf can look for a word or phrase in the Almanac Table of Contents list. Just click the Almanac <u>icon</u> on the <u>Book Bar</u>, then type the word or phrase you're looking for in the <u>Contents Tabbed List</u> (if it's closed, click the Contents Tab to open it), and then select an article title when it appears in the list.

• Start a <u>full-text search</u> on a word or phrase in the almanac by clicking the Almanac icon in the Book Bar, and then clicking the <u>Find Tab</u> to open the Find Tabbed List box. Then type the word or phrase you're seeking in the <u>text box</u>, and click the Find button. Bookshelf will find all the articles in the almanac where your word or phrase appears.

• Click the <u>Back List Tab</u> to see a list of articles you've already looked at since you turned on Bookshelf. Click an article title in the list to go back to it, if you want.

• After you've found an article, browse through other articles in the same subject category by clicking the <Page or the >Page buttons at the bottom of the article window. You can also click the <u>Previous</u> or the <u>Next</u> buttons at the bottom of the Tabbed List Box to browse through articles in the current Tabbed List.

• When you are reading an article you can click a <u>hot</u> word or phrase to <u>jump</u> to a related topic.

• You can <u>right-mouse click</u> any word in Bookshelf, and then choose Find In and Almanac from the menus that appear, to perform a <u>full-text search</u> on that word in the almanac.

To use QuickShelf to open the almanac from another application:

1. In another Windows program, such as Word, highlight a word or phrase.
2. Move the mouse pointer over the buttons on the QuickShelf toolbar to <u>pop up</u> the names of   the almanac buttons.
3. Click the Almanac Contents button on QuickShelf. If Bookshelf is not open, QuickShelf will open Bookshelf for you and look for your word or phrase.

    Alternatively, you can click the Almanac Find button. You will see a message that lets you know Bookshelf is searching for your word or phrase.

    You may need to add almanac buttons to the QuickShelf Toolbar. This is easy to do. See the cross-reference after Step 4.
4. Bookshelf opens the almanac.

• If you clicked the Almanac Contents button, the Contents Tab opens with your word or phrase in the text box and the article on your word or phrase displayed in the Article Window.

• If you clicked the Almanac Find button, the Find Tab opens with your word or phrase in the text box, and the list of articles that contain your word or phrase in the list box. The first

article on the list is displayed in the Article Window.
For more information on QuickShelf see:

Accessing Bookshelf from Other Applications Using QuickShelf

What's in the Almanac Tabbed Lists

The Almanac Contents Tabbed List

The almanac Table of Contents lists all the articles in the almanac, in alphabetic order.   If Contents isn't open, just click the Contents Tab. (Be sure first to click the Almanac icon in the Book Bar.) Start to type the word or phrase you're looking for in the text box at the top of the Contents list, and then watch as the list scrolls to your word. The Contents feature locates your word or phrase in the title of the article. Click the article title in the list to open the article. Notice that the list items are marked with either a tiny arrow picon or a tiny book icon. The book icon indicates a single article, the arrow picon indicates a general category that includes several articles. When you click a list item with an arrow picon, the first article in its sublist will appear.

The Almanac Find Tabbed List

When you want to search through all the articles in the almanac that contain a certain word or phrase use the Find Tab. Using Find is a handy way to add to the information you collect using the Table of Contents. Just click the Find Tab, type the word or phrase in the text box, and then click the Find button. Bookshelf will give you a list of all the articles with the item you're looking for. The Find feature locates your word or phrase anywhere in any article. Click a list item to see the article.

The Almanac Gallery Tabbed List

When you want to browse through all the multimedia items in the almanac, click the Gallery Tab. The almanac has lots of media to explore. In the almanac Gallery, click any of the media buttons to see a list of all the articles that contain multimedia elements. Use the scroll bar to browse through the list. Click a list item to open the article.

To close the almanac:

- Click another book icon on the Book Bar.
- Choose a different book from the Books menu.
- To close the almanac and all of Bookshelf, too, click the Control-menu box in the upper-left corner of the Bookshelf window, and then click Close.

See Also

Playing an Animation or Video Clip
How the Main Window Works
How to Find Your Way Around Bookshelf
Using the Buttons on the Article Window

•Using Bookshelf: A Guide to the Basics

The books in Bookshelf open easily with a <u>click</u> of the mouse or a tap of a key. You can then move rapidly from article to article or book to book. The interactive features of Bookshelf make the process of looking up and cross-referencing information fast and fun.

• To close this or any other Help window, click the <u>Control-menu box</u> in the upper-left corner, and then click Close.

For more information, click a topic:

<u>How the Main Window Works</u>

<u>How to Find Your Way Around Bookshelf</u>

<u>Using the Menu Commands to Get the Most Out of Bookshelf</u>

<u>Using the Book Bar to Open Books</u>

<u>Using the Tabbed Lists to Locate Information</u>

    <u>Looking Up an Article in the Table of Contents</u>

    <u>Performing a Full-Text Search with Find</u>

    <u>Find Hints: How to Narrow the Scope of a Find</u>

    <u>Using Advanced Find</u>

    <u>Looking for Multimedia Items in the Gallery</u>

    <u>Using the Back List to Reread Articles</u>

<u>Using the Article Window to Explore Information</u>

    <u>Getting a Definition from any Article in Bookshelf</u>

    <u>Infinite Links: Using the Right-Click Shortcut Menu</u>

    <u>Choosing Hot Text and Graphics</u>

    <u>Using the Buttons on the Article Window</u>

<u>Playing Sounds, Animations, Video Clips, and the Demo</u>

<u>Copying and Printing from a Book</u>

<u>Adding a Note to an Article</u>

    <u>Copying and Pasting into a Note</u>

•How the Main Window Works

The main window consists of the Book Bar, the Menu Bar, the Tabbed List Area, and the Article Window. Bookshelf is arranged so you can use these areas together easily when looking things up. You choose a book in the Book Bar, look up information in the Tabbed List Area, and read it in the Article Window. Because you can always see these main areas, you can perform the most common activities--looking things up, browsing search results, reading articles, and changing books--without any complex navigation.

Make using Bookshelf easier by taking some time to explore the way the parts of the main window work:

• The Book Bar, across the top of the Article Window, is where you choose a book and keep track of the open book.
• The Menu Bar, at the top left, is where you can choose a book or perform different functions with the text, such as adding a note, copying, using Advanced Find, or getting Help!
• The Tabbed List Area, to the left, is where you look for information, using one of Bookshelf's four convenient "look up" tabs: Contents, Find, Gallery, and Back List.
• The Article Window, to the right, is where you read an article in the open book. This is where definitions, quotations, thesaurus synonyms, encyclopedia entries, atlas maps, almanac lists, and chronology topics appear.

See also

Opening a Book

Looking Up an Article

Moving in a Book

•How to Find Your Way Around Bookshelf

When you use Bookshelf you'll want to do a few basic things. You'll want to open a book, look for information, and move quickly through the book to find the things you need. The following Help topics answer your basic questions about getting started in Bookshelf.

• To close this or any other Help window, click the Control-menu box in the upper-left corner, and then click Close.

Click a title to jump to the Help topic.

Opening a Book

Looking Up an Article

Moving in a Book

•Opening a Book

Bookshelf gives you multiple pathways to its information. Depending on where you are and what you are doing, you have several choices for opening a book.

You can open a book in Bookshelf by:

• Clicking a Book icon in the Book Bar.
• Clicking an article title in a Tabbed List.
• Clicking a book in the Books menu.
• Using the right mouse button to Right-click on any word in Bookshelf and then using a short-cut menu to open a related article in another book.

You can open a book from another Windows program by:

• Highlighting a word, and then using the QuickShelf feature to look up what you need in Bookshelf.
• The opening screen for a book is called the Contents screen.

To open a book using the Book Bar:

• Click a book icon on the Book Bar at the top of the Bookshelf screen, to open its Contents screen and its Table of Contents Tabbed List.

To open a book using a Tabbed List:

1. Click a tab to open one of the four Tabbed Lists.

   The Contents Tab is the default.

2. Depending upon which Tabbed List you want to use, do one of the following:

• In Contents, use the text box to type the word or phrase you want to look up. Notice how the list scrolls to your word as you type. You can also use the vertical scroll bar to scroll through the list until you see the article title you want.
• In Find, use the text box to type the word or phrase you want to use for your full-text search. Then click the Find button.
• In Gallery, click a media button, and then scroll through the list until you see an article title that you want to open.
• In Back List, scroll through the list of article titles.

3. In your list, you may see items marked with a tiny arrow picon. Click one of these items to see related article titles in several books.

4. Click a list item marked with a small book icon to open the article.

   Look at the book icons in the Book Bar--the open book is indicated by the Open Book icon.

Tip ⇨ If you move the mouse pointer slowly over the small book icons in the list, the names of the books will pop up.

To open a book using the Books menu:

1. Click the Books menu.
2. Click the name of the book you want.

To open a book with a right-mouse click:

1. Right-mouse click on any word in Bookshelf.
2. On the short-cut infinite links menu that appears, click Find In, and then click the book you want.

To open a book from outside of Bookshelf:

1. In another Windows program, highlight a word or phrase.
2. Move the mouse pointer over the buttons on the QuickShelf toolbar to locate the book you want to look in and the feature (either Contents or Find) you want to use.
3. Click a button on the QuickShelf toolbar. If Bookshelf is not open, QuickShelf will open Bookshelf for you and look for your word or phrase.

   If you click a QuickShelf Find button, you will see a message letting you know Bookshelf is searching for your word or phrase.

4. Bookshelf opens to the book you were looking in.

• If you used the Contents feature, the Contents Tab opens with your word or phrase in the

text box and the article on your word or phrase displayed in the Article Window.

• If you used the Find feature, the Find Tab opens with your word or phrase in the text box, and the list of articles that contain your word or phrase in the list box. The first article on the list is displayed in the Article Window.

5. In either Tabbed List box, click an item on the list to <u>jump</u> to a Bookshelf article.

6. To return to the other application, click the <u>Control-menu box</u> in the upper-left corner of Bookshelf, click Switch To, click the other application's name in the list, and then click the Switch To button.

• You may need to add buttons to the QuickShelf toolbar. It is easy to do. To see how, click <u>Accessing Bookshelf From Other Applications Using QuickShelf</u>.

See Also

<u>Looking Up an Article</u>

•Looking Up an Article

Make looking things up in Bookshelf easier by taking some time to explore the way the <u>main window</u> works. The main window is divided into four parts:

• The <u>Article Window</u> to the right.
• The <u>Tabbed Lists</u> to the left.
• The <u>Book Bar</u> across the top of the Article window.
• The <u>Menu Bar</u> at the top left, above the Book Bar.
The main window is arranged so you can work with these four areas easily when using Bookshelf. Because you can always see each main area, you can perform the most common activities--such as looking things up, browsing search results, or changing books--without losing your bearings.

Click a <u>book icon</u> in the Book Bar to open a book. You can click All Books to look in all the <u>articles</u> in Bookshelf. Notice when you click a book icon it changes to an open book icon. This open book lets you know which book you're in.

To start looking articles up in the book you've opened, click a tab. (The <u>default</u> tab is the <u>Contents Tab</u>.) When you click a tab, you open one of the four Tabbed Lists. Each Tabbed List gives you a different way to access Bookshelf's information:

• Use the Contents Tab to look up articles in the Table of Contents for each book or All Books.
• Use the <u>Find Tab</u> if you want to perform a <u>full-text search</u> using a particular word or phrase.
• Use the <u>Gallery Tab</u> to browse through all of Bookshelf's multimedia items.
• Use the <u>Back List Tab</u> to see a list of up to 40 articles you've already looked up since you started Bookshelf, and go back to them if you want.

To look up an article using the Contents Tab:
1. In the Book Bar, open a book by clicking a book icon.
2. If the <u>Contents Tabbed List</u> is not open, click the Contents Tab.
    The Contents Tabbed List opens.
3. Do one of the following:
• In the <u>text box</u>, start typing the word or phrase that describes the article you're looking for. Notice that the list scrolls to your word as you type.
• Use the vertical <u>scroll bar</u> to scroll through the list until you find the list item you want.
        Notice that list items are marked with tiny arrow <u>picons</u> or tiny book icons. An arrow picon to the left of a list item indicates a grouping of similar articles. A tiny book icon tells you which book the list item is in.
4. Click a list item to open an article.
    For list items marked with an arrow picon, the first article in the subgroup opens.
5. Click the close box in the upper-right corner to close the Contents Tabbed List. (To open the Tabbed Lists again, just click any tab.)

• The Table of Contents stays open while you're exploring in the Article Window. If you want to see another article in the same book, just repeat the procedure you used, above.   If you want to look in the Table of Contents for another book, or the Table of Contents for all of Bookshelf, click another book icon or the All Books icon in the Book Bar, and the Contents Tabbed List will change to the list for the book you choose.

To perform a full-text search for a word or phrase using the Find Tab:
1. In the Book Bar, open a book by clicking a book icon.
2. Click the Find Tab.
    The Find Tabbed List opens.
3. In the text box, type the word or phrase you want to use for your full-text search. (Find doesn't distinguish between uppercase letters and lowercase letters.)
    Put quotation marks around phrases. If you don't, you will find all the articles that contain each word in the phrase rather than all the articles that contain the phrase. Read the Find

Hints topic in Help for more suggestions (see the See Also list, below).

4. Click the Find button. Bookshelf looks through all the articles in the selected books for your word or phrase.

5. Bookshelf displays the list of all the articles it found in the Find Tabbed List.

Notice that list items are marked with tiny arrow picons or tiny book icons. An   arrow picon to the left of a list item indicates a grouping of similar articles. A tiny book icon tells you which book the list item is in.

6. Click an article title on the list.

The article opens. The Find Tabbed List stays open, so you can select other articles to look through.

7. Click the close box in the upper-right corner to close the Find Tabbed List. (To open the Tabbed Lists again, just click any tab.)

Tip ⇨ If you want to focus your full-text search even more precisely, try using the <u>Advanced Find</u> command on the Tools menu.

See Also

<u>Opening a Book</u>

<u>Moving in a Book</u>

<u>Looking Up an Article in the Table of Contents</u>

<u>Performing a Full-Text Search with Find</u>

<u>Find Hints: How to Narrow the Scope of a Find</u>

<u>Using Advanced Find</u>

•Moving in a Book

Once you've opened a book, Bookshelf gives you several ways to move through it. Try using the <u>Tabbed Lists</u>, the buttons on the Tabbed Lists and <u>Article Windows</u>, and the <u>hot</u> text in the <u>articles</u>. A   really handy shortcut to new articles is to <u>right-click</u> on any word and then choose a selection from the <u>infinite links</u> menu. In addition you can:

- Look up another article title (use the <u>Contents Tab</u>).
- Perform a <u>full-text search</u> on a word, phrase, or number (use the <u>Find Tab</u>).
- Browse through articles with multimedia (use the <u>Gallery Tab</u>).
- Revisit articles you've already read (use the <u>Back List Tab</u>).
- Jump to a related article (click hot text in the article).
- Browse through articles in the Tabbed List you have open (click the <u>Previous</u> and <u>Next</u> buttons in the Tabbed List box).
- Browse through articles in sequence in the open book (click the <u><Page</u>   and <u>>Page</u> buttons in the Article Window).
- Go back to the article you just read (click the <u>Back button</u> in the Article Window).

To display the next article in a book:

- Click the >Page button at the bottom of the Article Window, or press CTRL + >. If there is no article to view next, the >Page button is <u>dimmed</u>.

To display the previous article in a book:

- Click the <Page button at the bottom of the Article Window, or press CTRL + <. If there is no previous article to view, the <Page button is dimmed.

To backtrack through articles in the order in which you viewed them:

- Click the Back button at the bottom of the Article Window, or press CTRL + Z.   If there is no previous article to view, the Back button is dimmed.

To return to an article you viewed previously:

1. Click the Back List Tab or press CTRL+ B.

   The Back List Tabbed List opens, with a list of up to 40 of the articles you have viewed since you started Bookshelf. Bookshelf keeps a record of articles viewed for the current session only.

   If necessary, use the <u>scroll bar</u> to see more articles.

2. Click the title of the article you want to view.

   The Back List Tabbed List stays open on the left side of the screen until you close it or open another Tabbed List.

3. Click the Close button at the upper-right of the Tabbed List box to close it.

To display the previous article in a Tabbed List:

- Click the Previous button at the bottom of the Tabbed List.

To display the next article in a Tabbed List:

- Click the Next button at the bottom of the Tabbed List.

See Also

<u>Using the Buttons on the Article Window</u>

<u>Choosing Hot Text and Graphics</u>

<u>Resizing a Window</u>

<u>Moving a Window</u>

• Using Menu Commands to Get the Most Out of Bookshelf

This Help topic briefly describes the commands on each Bookshelf menu. The Bookshelf menu is located at the upper left of the screen, above the Book Bar.

The Control-menu commands are also explained. The Control menu is a Windows feature. It's located at the upper-left corner of all windows and many dialog boxes.

• When reading this Help topic remember, clicking colored text with an underline will display a pop-up definition. Clicking underlined text of another color will cause a jump to another Help topic. You can quickly return to a Help topic by clicking the Help Back button. (You can change the colors of the pop-up and jump text by choosing the Options command on the Tools menu.)

To close this or any Help topic, click the Control-menu box in the upper-left corner of the Help window, and then click Close.

You choose a command by clicking it with the mouse or by using a keyboard shortcut. (For more information on using keyboard shortcuts, see Choosing Menus, Commands and Tabs with Keys.)

File Menu Commands

Print Article | Displays the Print Dialog Box, where you can choose options to print the article you have open (assuming you have a printer installed and turned on). Click the Setup button to change printers and printer settings in the Print Setup Dialog Box. A message box appears telling you the article is being printed. For more information, see Print Dialog box Description and Print Setup Dialog Box Description.

Exit | Closes Bookshelf.

Edit Menu Commands

Copy | Copies the highlighted portion of the displayed article onto the Clipboard. If nothing is highlighted, the Copy command copies the entire article onto the Clipboard.

Copy Picture | Places a copy of the displayed picture onto the Clipboard. (This command is available only when the displayed article contains a picture you can copy.) For more information, see Copying a Picture.

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 article contains a sound you can copy.) For more information, see Copying an Audio Clip or Pronunciation.

Copy to Word | Sends copied items directly to a location you choose in a Word document via the Copy to Word dialog box. For more information, see Copy to Word Dialog Box Description.

Note | Displays a dialog box in which you can add your own notes to the displayed article and keep a list of articles of interest to you. For more information, see Note Dialog Box Description.

Tools Menu Commands

Table of Contents | Displays the Contents Tabbed List Box, in which you can look up   an article in the Table of Contents list for the open book, or for All Books. For more information, see Looking Up an Article in the Table of Contents.

Find | Displays the Find Tabbed List Box, in which you can perform

	a <u>full-text search</u> on a word or phrase in the open book, or in All Books. For more information, see <u>Performing a Full-Text Search with Find</u>.
Gallery	Displays the Gallery Tabbed List Box, in which you can browse through Bookshelf's animations, video clips, audio clips, and pictures. For more information, see <u>Looking for Multimedia Items in the Gallery</u>.
Back List	Displays the Back List Tabbed List Box, which contains a list of up to 40 topics you have read in the current Bookshelf session. For more information, see <u>Using the Back List to Reread Articles</u>.
Advanced Find	Displays the Advanced Find dialog box, in which you can select options to focus your full-text search. For more information, see <u>Advanced Find Dialog Box Description</u>.
Options	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>Options Box Description</u>.
See Also	When the thesaurus or encyclopedia is open, you will see this command. Use it to open a list of cross-references for the current article.This command is the same as the See Also button. For more information, see <u>Using the Buttons of the Article Window</u>.
Flags	When the atlas is open, you will see this command. Use it to open a dialog box where you can browse through the flags of the countries of the world and the states of the United States. For more information, see <u>Flag Browser Dialog Box Description</u>.
Locator	When the atlas is open, you will see this command. Use it to see the relative position of the place on the current map. This command is the same as the Locator button. For more information, see <u>About *The Hammond Atlas*</u>.
Topography	When the atlas is open, you will see this command. Use it to see a topographic map of the place on the current map. This command is the same as the Topography button in the upper-right corner of the Atlas Article Window. For more information, see <u>About *The Hammond Atlas*</u>.

Books Menu Commands

[*book title*]	Lists the title of each book in Bookshelf, plus All Books. Choose a book to display its <u>contents screen</u> in the Article Window.

Help Menu Commands

Copyright Information	Gives you Bookshelf <u>copyright</u> information. To see copyright information on each book, click >Page on the book's Contents screen.
Help Contents	Opens the Help window and displays the Help Contents screen.
Bookshelf Demo	Starts the Bookshelf Demo, which gives you an overview of Bookshelf basics.
Using Help	Opens the Help window and displays information about how to use Help.

Keyboard Shortcuts	Opens the Help window and displays a list of Help keyboard topics. Keyboard topics contain tables of keys and their functions in Bookshelf.
About Microsoft 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 many 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 minimized or maximized.
Move	Lets you move the window or box using arrow keys. (If the window 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 icon.
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 Task List Dialog Box Description.

For more information see the following topics:

How the Main Window Works

Opening a Book

Looking Up an Article

Moving in a Book

•Using the Book Bar to Open Books

When you want to look up information in Bookshelf, the Book Bar is where you begin. You click a book icon in the Book Bar, then look up information in the Tabbed List Area, and read it in the Article Window. The icons on the Book Bar give you an easy way to open books and then change between books. The Book Bar is a part of every screen in Bookshelf--this means you can click a book icon at any time to open and look things up in that book. It's a simple and intuitive process that makes looking for information easy.

The Book Bar consists of the "Microsoft Bookshelf '94" text, an All Books icon, and a book icon representing each book in Bookshelf. The Book Bar is located directly under the Bookshelf title and menu bar. Move the mouse pointer over the icons on the Book Bar to pop up their names. From left to right the books are in this order: All Books, dictionary, thesaurus, quotations, encyclopedia, atlas, chronology, and almanac.

When the book icon is in the open state, it changes to an open book icon. There can only be one book open at a time. Each time you start Bookshelf, the open book will be All Books. Look for the title of the open book below the open book icon.

You can open books from the Article Window and the Tabbed Lists, as well as from the Book Bar. If you open a book from the Article Window or from a Tabbed List, the book's icon in the Book Bar will change to an open book icon. In other words, no matter where you open a book, you can always check the Book Bar to see the open book.

To open a book using the Book Bar:

1. Click a book icon on the Book Bar.
2. The book's Contents screen opens in the Article Window on the right. The book's Table of Contents Tab opens on the left.

   If you have been using a tabbed list other than Contents, for example Find, and you click a different book icon in the Book Bar, the Find Tab will open instead of the Contents Tab.
3. In Contents, use the text box to type the word or phrase you want to look up. Notice how the list scrolls to your word as you type. You can also use the vertical scroll bar to scroll through the list until you see the article title you want.

   In your list, you may see items marked with a tiny arrow picon. Click one of these picons to see a list of related article titles. The first article on the list opens in the Article Window.
4. Click a list item marked with a small book icon to open an article.

For more information, see the following topics:

How the Main Window Works

Opening a Book

Looking Up an Article

Moving in a Book

•Using the Tabbed Lists to Locate Information

The <u>Tabbed List</u> area is where you look up information in Bookshelf. This area always stays open to the left of the <u>Article Window</u>   so you can quickly and easily locate more information. There are four tabs. Each tab gives you a different way to explore Bookshelf:

•   The <u>Contents Tab</u> helps you find articles by means of a Table of Contents list, similar to the Table of Contents in a book.There is a separate Table of Contents for each book, plus there is a comprehensive Table of Contents for all the books in Bookshelf.

•   The <u>Find Tab</u> allows you to search throughout any or all of the seven books for a word, phrase, or number you specify, similar to the search function in a word-processing program.

•   The <u>Gallery Tab</u> gathers together all the multimedia in Bookshelf--pictures, animations, video clips, and audio clips.

•   The <u>Back List Tab</u> provides you a handy list of all the articles (up to 40) you've looked at since you started Bookshelf.

Choose a list item from a tabbed list by <u>clicking</u> it. You can also choose a list item by pressing TAB until the list has the tab focus, pressing the up and down arrows, and then pressing ENTER.

Drag the mouse pointer slowly over the items in the list. Notice that long list items extend past the edge of the list box, so you can read the whole list item before choosing to open it.

At the bottom of the Tabbed Lists there are two buttons, <u>Previous</u> and <u>Next</u>. Click the Previous button to open the article for the list item above the currently highlighted item. Click the Next button to open the article for the list item below the currently highlighted item.

• You can close a tabbed list by clicking the close button in the upper-right corner. To reopen, just click any tab.

For more information, choose a topic:

Using the Bookshelf Tables of Contents
<u>Looking Up an Article in the Table of Contents</u>

Using the Find Feature
<u>Performing a Full-Text Search with Find</u>
<u>Find Hints: How to Narrow the Scope of a Find</u>
<u>Using Advanced Find</u>

Using the Gallery to Locate Multimedia Items
<u>Looking for Multimedia Items in the Gallery</u>

Using the Book List to Locate Articles
<u>Using the Back List to Reread Articles</u>

Using the Tabbed Lists with the Other Parts of the Main Window
<u>How the Main Window Works</u>
<u>Opening A Book</u>
<u>Looking Up an Article</u>
<u>Moving in a Book</u>

•Looking Up an Article in the Table of Contents

Each book in Bookshelf has its own Table of Contents. In addition, there is a comprehensive Table of Contents of all Bookshelf books. The Tables of Contents are always available by clicking the Contents Tab on the Tabbed Lists area. Each time you start Bookshelf, the All Books comprehensive Table of Contents is already open and ready to use.

• Try dragging the mouse pointer slowly over the items in the Contents list. Notice that long list items extend past the edge of the list box, so you can read the whole list item before choosing to open it.

To look up an article using the Contents Tab:

1. Click a book icon in the Book Bar at the top of the screen to choose a book to look in, or choose All Books.

   All Books is the default, so the Table of Contents for all the books is open when you start Bookshelf.

2. If the Contents Tab list isn't already open, click the Contents Tab to open it.

   You can also open Contents by choosing Table of Contents from the Tools menu, or by pressing CTRL + I .

3. Do one of the following:

• In the text box above the Contents list, start typing the name of the article you're looking for. (Contents does not distinguish uppercase letters from lowercase letters.) Notice that the list scrolls to your article as you type.

• Use the vertical scroll bar to look through the list until you find the article entry you want. Drag the mouse pointer slowly over the tiny book icons at the left of the list items. This pops up the name of the book that the article is from.

4. Click a list item to open an article.

   If you click a list item marked with a tiny book icon, that article opens. If you click a list item marked with a tiny arrow picon (which indicates a group of articles on the same topic), the first article in the group opens.

   The Contents list stays open so you can refer back to it and choose other articles to read.

5. If you'd like, you can click the close box in the upper-right corner of the Contents Tabbed List to close it and make more room to read the article. Click any tab to reopen the Tabbed List Area.

Tip ⇨ To take full advantage of Bookshelf's "look up" power, after you use the Contents Tab to look up article titles, try using the Find Tab to perform a full-text search on a word through any or all the Bookshelf books. You may find even more articles!

See Also

Opening a Book

Performing a Full-Text Search with Find

•Performing a Full-Text Search with Find

You can use Bookshelf's <u>Find Tab</u> to perform a <u>full-text search</u> in any or all of Bookshelf books. You simply specify the word or phrase you're looking for, and Bookshelf generates a list of all the <u>articles</u> in which your word or phrase appears.

When you want to select more options to focus your search, choose the <u>Advanced Find</u> command from the <u>Tools menu</u>.

Tip ⇨ Try using Find after you've looked for a word or phrase in the <u>Table of Contents</u> list. It may give you more articles to consider.

To perform a full-text search using the Find Tab:

1. <u>Click</u> a <u>book icon</u> in the <u>Book Bar</u> at the top of the screen to choose a book to look in, or choose All Books to search in all the books.

   All Books is the <u>default</u>.

2. If the Find Tab list isn't already open, click the Find Tab to open it.

   You can also open Find by choosing Find from the Tools menu, or by pressing CTRL + F.

3. In the text box, start typing the word, phrase, or number you're searching for. (Find doesn't distinguish uppercase letters from lowercase letters.)

4. Click the Find! button to start your search.

   Bookshelf searches through the book or books you've selected and comes up with a list of all the articles that contain your search word, phrase, or number. Use the vertical <u>scroll bar</u> to look through the list. <u>Drag</u> the mouse pointer slowly over the tiny <u>book icons</u> at the left of the list items. This <u>pops up</u> the name of the book that the article is from.

   Notice that when you drag the mouse pointer over the list items, long list items extend past the edge of the list box, so you can read the whole item before choosing to open it.

5. Click a list item to open an article.

   The list of articles found stays open so you can refer back to it and choose other articles to read.

6. If you'd like, you can click the close box in the upper-right corner of the Find Tabbed List to close it and make more room to read the article. Click any tab to reopen the <u>Tabbed List</u> Area.

Tip ⇨ Put quotation marks around phrases that you enter in the <u>text box</u>. If you don't, you will find all the articles that contain each word in the phrase rather than all the articles that contain the phrase. For more suggestions, see the Help topic, "Find Hints: How to Narrow the Scope of a Find."

• Bookshelf will not search for words that are in its <u>stop-word list</u>.

See Also

<u>Find Hints: How to Narrow the Scope of a Find</u>

<u>Using Advanced Find</u>

•Find Hints: How to Narrow the Scope of a Find

You can narrow the scope of a full-text search when you enter words or numbers in the Find feature. Try 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.

These criteria	Search for
honey AND bees	Articles containing both the word "honey" and the word "bees."
"bees love honey"	Articles containing the whole phrase bees love honey. (The quotation marks are part of the search criteria.)
honey bees	Articles containing "honey" and "bees" (same as **honey AND bees** above). AND is the default operator.
honey OR bees	Articles containing "honey" or "bees" or both.
honey NOT bees	Articles containing "honey" but *not* "bees."
honey NEAR bees	Articles containing "honey" and "bees" if the two words are no more than 50 words apart from each other in the text.
Bee*	Articles 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.
hon?y	Articles containing words that start with "hon" and end with "y," with another letter in between. This is a useful substitution when you don't know how to spell a word.
honey OR bees AND hives	Articles containing "honey" and "hives" or articles containing "bees" and "hives."
honey OR (bees AND hives)	Articles containing just the word "honey" or articles containing "bees" and "hives."

• Bookshelf will not look for words that are in its <u>stop-word list</u>.
To close this Help window, click the <u>Control-menu box</u> in the upper-left corner of Help, and then click Close.

See Also
<u>Performing a Full-Text Search with Find</u>
<u>Using Advanced Find</u>

•Using Advanced Find

You use the Advanced Find feature instead of the Find Tab when you want to precisely focus your search for a specific word, phrase, or date. Like the Find Tab, you use Advanced Find to perform a full-text search in any or all of Bookshelf books. You simply specify   the word or phrase you are looking for, and Bookshelf generates a list of all the articles in which your word or phrase appears.

However, with Advanced Find you can narrow your search to one article. You can even choose to go back and search again in the articles you've already looked through. In addition, when you use Advanced Find you can pick as many books as you want to search through.

To perform a full-text search using Advanced Find:

1. From the Tools menu, choose Advanced Find.

   The Advanced Find dialog box opens.
2. In the text box, type the word, phrase, or date you want to find.

   Click the Hints button to get some suggestions for narrowing the scope of your search.
3. For the "Select Where to Look" options there are three selections:
• Click All Articles (the default) to search through all the articles in the selected books.
• Click Current Article Only to limit your search to the article currently open in the Article Window.
• Click Last Articles Found to limit your search to the articles in the list generated by your last search.
4. Click the buttons for the books you want to search in. All Books is the default.

   Remember, if you selected the Current Article Only or the Last Articles Found options, make sure your book selections match your previous selections.
5. Click Find! Bookshelf looks through the article or articles you've selected to find your word, phrase, or date.

   The list of all the articles Bookshelf finds appears in the Find Tabbed List Area. Use the vertical scroll bar to look through the list. Drag the mouse pointer slowly over the tiny book icons at the left of the list items. This pops up the name of the book that the article is from.
6. Click a list item to open an article.

   The list of articles found stays open so you can refer back to it and choose other articles to read.
7. If you'd like, you can click the close box in the upper-right corner of the Contents Tabbed List to close it and make more room to read the article. Click any tab to reopen the Tabbed List Area.

See Also
Performing a Full-Text Search with Find
Find Hints: How to Narrow the Scope of a Find

•Looking for Multimedia Items in the Gallery

You can use the Gallery Tab to explore Bookshelf's many multimedia elements. Depending upon which book you're looking in or which article you're reading you can enjoy animations, video clips, musical examples, pronunciations of words, pictures, and maps. Multimedia elements are an important part of the fun of using Bookshelf. The Gallery brings all the media elements together. This is where you can, for example, browse through all the animations in the encyclopedia.

To look for media elements using the Gallery:

1. Click a book icon in the Book Bar at the top of the screen to choose a book to look in, or choose All Books to search in all the books.

   All Books is the default.

2. Click the Gallery Tab to open the Gallery Tabbed List.

   You can also open the Gallery by choosing Gallery from the Tools menu, or by pressing CTRL+ G.

3. In the Gallery, click one of the four media type buttons: All Media, Audio, Animation & Video, and Picture.

   If the book you selected has this type of media, a list of all the articles that contain that media type appears. Try dragging the mouse pointer over the list items. Notice that long list items extend past the edge of the list box, so you can read the whole item before choosing to open it.

   You can browse through the list by using the scroll bar, or you can move quickly through the list by typing the first letter of the article you are looking for.

4. Click an item on the list to open the article and explore its multimedia.

   The list of articles stays open so you can refer back to it and choose other articles to look through.

5. If you'd like, you can click the close box in the upper-right corner of the Gallery Tabbed List to close it and make more room for the article. Click any tab to reopen the Tabbed List Area.

See Also

Playing an Animation or Video Clip

Playing an Audio Clip

Copying a Picture

Copying an Audio Clip or Pronunciation

•Using the Back List to Reread Articles

You can use the Back List Tab to look through a list of up to 40 <u>articles</u> you have read since you started the current session of Bookshelf.

To reread articles you've read in the current Bookshelf session:

1. <u>Click</u> the Back List Tab to open the Back List Tabbed List.

   The list of articles you have just looked through appears. Try dragging the mouse pointer over the list items. Notice that long list items extend past the edge of the list box, so you can read the whole item before choosing to open it.

2. Click an article title to open the article again.

   The list of articles stays open so you can refer back to it and choose other articles to look through.

3. If you'd like, you can click the close box in the upper-right corner of the Back List Tabbed List to close it and make more room for the article. Click any tab to reopen the Tabbed List Area.

See Also

<u>Using the Buttons on the Article Window</u>

·Using the Article Window to Explore Information

The Article Window is where you read the information that you look up in Bookshelf.

You choose a book in the Book Bar, look up information using the Tabbed Lists, and read it in the Article Window. These parts of the main window are always open, so you can see the relationship between the Article Window and the two other main screen areas.

The Article Window is even more fun than ever to use, because you can explore new shortcuts to Bookshelf's information. Double-click on any word in Bookshelf to see its definition in the dictionary. To learn more about this feature, click "Getting a Definition from any Article in Bookshelf," below. Right-click on any word or phrase in an article to open the Infinite Links shortcut menu that lets you jump quickly to related articles. For more information, click "Infinite Links: Using the Right-Click Shortcut Menu," below.

For more information see:

How the Main Window Works

Looking Up an Article

Getting a Definition from any Article in Bookshelf

Infinite Links: Using the Right-Click Shortcut Menu

Choosing Hot Text and Graphics

Using the Buttons on the Article Window

•Getting a Definition from any Article in Bookshelf

There is now a really fast way to look up definitions in the dictionary while you're reading an article in Bookshelf. You simply double-click on any word in an article and its definition appears. This is the same definition that appears when you use the dictionary.

To instantly get a word's definition:

• Double-click on a word in an article in Bookshelf. When you're finished reading the definition, close it by clicking the close box in the upper-left corner.

• You can also right-click on a word to open the infinite links menu. Click Define to get the word's definition.

See also

Looking Up an Article

Infinite Links: Using the Right-Click Shortcut Menu

Choosing Hot Text and Graphics

Using the Buttons on the Article Window

•Infinite Links: Using the Right-Click Shortcut Menu

When you're reading an article, you can access Bookshelf information on any word right from the Article Window. Just right-click on any word to open the infinite links shortcut menu. Use this menu to look up a definition, copy a word onto the Clipboard, copy text to Word for Windows, or perform a full-text search on your word in any book in Bookshelf.

To instantly see any word's dictionary definition using the infinite links menu:

1. Using the mouse, right-click on a word in the Article Window to display the infinite links menu.

   This menu contains several items--you can look up the word's definition, or copy the current article, or use the Find In feature to do a full-text search.

2. Click Define on the menu.

   A definition appears. This is the same definition that you would read in the dictionary.

3. When you are finished reading the definition, click the close box in the upper-left corner of the dialog box to close it.

To instantly copy a word onto the Clipboard using the infinite links menu:

1. Right-click on a word in the Article Window.

2. Click Copy on the menu.

   This copies the word onto the Clipboard.

3. In another application, or in Bookshelf's Note dialog box, click Paste or press CTRL+ V.

   This pastes the word into the other application or the Note.

To instantly copy text to Word:

1. If you have installed both Bookshelf and Word for Windows, you can use this feature.

2. Open the article, and right-click the text you want to copy.

3. Click Copy to Word on the menu.

   The Copy to Word dialog box opens.

4. Click to choose an option from the Copy To list:

• New document. Click this option, if Word is not currently open, or if Word is open and you want to create a new document.

• Current location. Click this option, if you want to copy text into an open Word document right where you left the insertion point.

• End of [document name]. Click this option, if you want to add your text to the end of the named document.

5   Click the Copy button to copy and paste the text and close the box. Click the Cancel button, if you decide not to copy. Click the Help button, for information on the dialog box.

To instantly do a full-text search using the infinite links menu:

1. Right-click on any word in the Article Window.

2. Click Find In on the menu.

3. From the menu of books click any book title, or All Books.

   This activates a full-text search on your word in the book that you've chosen.

4. The list of articles that contain your word appears in the Find Tabbed List Box. The first article on that list opens in the Article Window.

   The word that you right-clicked on is highlighted in the article.

5. To look at other articles in the Find Tabbed List, just click any article title in the list.

6. To return to the article you were reading when you right-clicked on the word, click the Back button at the bottom of the Article Window. This will take you back to articles that you have previously read.

See Also

Looking Up an Article

Getting a Definition from any Article in Bookshelf

Choosing Hot Text and Graphics

•Choosing Hot Text and Graphics

In Bookshelf, you can <u>click</u> certain text and graphics that are <u>hot</u> to display additional information in a <u>pop-up window</u> or <u>jump</u> to another article. 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 an underline, and you will see a pop-up definition.

   Or click certain pictures to see an enlarged picture. These pictures are labeled "Click to enlarge." You can find them in the encyclopedia and the dictionary.

2. Click again to close the pop-up window.

To jump to another article:

• Click colored text (the color will be different from that of pop-up text) with an underline.

Tip ⇨ You can change the color for pop-up text and for jump text by choosing the Options command from the Tools menu and then selecting different colors from the Bookshelf Options dialog box.

See Also

<u>Choosing Hot Text and Graphics with Keys</u>

<u>Options Dialog Box Description</u>

<u>Playing an Audio Clip</u>

<u>Playing an Animation, Video Clip, or the Demo</u>

•Using the Buttons on the Article Window

The standard buttons at the bottom of the Article Window help you navigate through the Bookshelf books and copy and print articles. (The buttons at the top of the screen are Windows buttons--the <u>Control Menu box</u>, the <u>Minimize button</u> and the <u>Maximize button</u>.)

The thesaurus and encyclopedia have a See Also button you can use to look for cross-references. The atlas has a Locator button you can use to see the relative location of places in the world; the atlas also has a Topography Map button you can use to see a topographic map of each location. (These buttons are the same as the commands of the same name that appear on the Tools menu when you open these books.)

• Some buttons open <u>dialog boxes</u>. To close a dialog box without selecting any options, click the <u>Control-menu</u> box in the dialog box's upper-left corner, and then click Close. With some dialog boxes, a click on the close box will close it.

Using the Copy Button

Use the Copy button to copy text, pronunciations, or pictures onto the <u>Clipboard</u> so you can paste them into other applications or into Bookshelf's Note feature. (There are also Copy commands on the Edit menu.) You can use the Copy button to copy the text of an entire article. If you want to copy a portion of an article, be sure to select the text before you click Copy.

When you click Copy you will see a dialog box that gives you four options:

• Copy Selected Text. This option will be dimmed unless you select text before clicking Copy.
• Copy All Text. This is the <u>default</u>.
• Copy Picture. This will be dimmed if there is no picture that can be copied in the article.
• Copy Pronunciation. This will be dimmed if there is no pronunciation in the article.

Click an option to select it. If you click an option that is already selected you will deselect it. Just click it again to select it. Click OK to activate your choice and close the box, or click Cancel to close the box without making any selections.

Using the Print Button

Use the Print button to print an article from Bookshelf. This is the same as the Print Article command on the File menu. When you click the Print button, the Print dialog box appears. Usually you can just click OK to start your print job. Click Cancel to close the box without making any selections. Click Setup to use the Printer Setup dialog box.

Using the Back Button

Click the Back button to backtrack through articles in reverse order.   If there is no previous article to view, the Back button is dimmed.

Using the <Page Button

Click the <Page button to display the previous article in the open book's browse order. If there is no previous article to view, the >Page button is dimmed.

Using the >Page Button

Click the >Page button to display the next article in the open book's browse order. If there is no article to view next, the >Page button is dimmed.

Using the See Also Button

In the thesaurus and encyclopedia, click the See Also button, at the bottom of the Article Window, to open a dialog box with a short list of articles on a related subject. Click any article on the list to jump to it and close the box. Click the close box in the upper-left corner of the dialog box to close it without selecting an article. (This button is the same as the See Also command that appears on the Tools menu when you open these books.)

Using the Locator Button

In the atlas, click the Locator button, at the bottom of the Article Window, to open the Location maps. If you click Locator on the atlas' contents screen, you will see a map of the world. Click a region to see a map. Click Locator when you're viewing a map of a country or a state in the United States to see a Location map that gives you the country's or state's

relative location in the world. Click the arrows on the Location map to see another region. To close the Location map, click the screen anywhere outside the map. (This button is the same as the Locator command that appears on the Tools menu when you open the atlas.)

Using the Topography Map Button

In the atlas, click the Topography Map button, at the upper-right of the Article Window, to open a topographic map of the same region as the current map you are viewing. To close the Topographic Map, click the screen anywhere outside the map. Topographic maps cannot be copied or printed. (This button is the same as the Topography button that appears on the Tools menu when you open the atlas.)

See Also

Moving in a Book

About The American Heritage Dictionary

About The Columbia Dictionary of Quotations

About The Roget's Thesaurus

About The Hammond Atlas

Copying and Printing from a Book

•Playing Sounds, Animations, Video Clips and the Demo

In the quotation book, you can hear some of the quoted persons speaking their memorable phrases. In the encyclopedia, you can play animations, videos, and musical examples. To play the Bookshelf Demo, choose the command of that name from the Help menu.

For more information, choose an article:

•Playing an Audio Clip

Some articles in Bookshelf contain an audio <u>icon</u>:

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

In some articles in the quotation book, you will see a simple multimedia controller. You can use the controller to play an audio clip of the person speaking his or her quotation.

To play an audio clip:

- To start the audio clip, click the arrow button on the right.
- To pause the audio clip, click the arrow button again. Click it one more time to restart the audio clip.
- To stop the audio clip, click the square button.
- To keep track of the progress of the audio clip, watch the slider glide down the slider bar.

See Also

<u>Choosing Hot Text and Graphics</u>

<u>Playing an Animation, Video Clip, or the Demo</u>

<u>Copying a Pronunciation</u>

•Playing an Animation, Video Clip, or the Demo

You can find animations in the Bookshelf encyclopedia. There are video clips in the encyclopedia and the chronology. You can find the Bookshelf Demo on the Help menu. You can play animations, video clips, or the demo on a simple multimedia controller. It is easy to use.

To play an animation, a video clip, or the demo:

- To start the animation, video, or demo, <u>click</u> the arrow button on the right.
- To pause the animation or demo, click the arrow button again. Click it one more time to restart the animation.
- To stop the animation, video, or demo click the square button.
- To keep track of the progress of the animation, video, or demo watch the slider glide along the slider bar.
- To keep track of sections of a narrated animation, watch as the slider goes past the tick marks on the controller. Each tick mark indicates a section.

On narrated animations you can use the Section-menu button to the left of the slider. 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. (You can also <u>drag</u> the slider to a tick mark on the controller to go to a section.)

The Section-menu button is <u>dimmed</u> if there are no sections.

See Also

<u>Choosing Hot Text and Graphics</u>

<u>Playing an Audio Clip</u>

•Copying and Printing from a Book

You can copy or print text from any article 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 an article:

Copying Information

Infinite Links: Using the Right-Click Shortcut Menu

Copying Text

Copying a Picture

Copying an Audio Clip or Pronunciation

Copying an Article to Word

Copy Dialog Box Description

Copy to Word Dialog Box Description

Printing Information

Printing an Article

Changing Printers and Printer Options

•Copying Text

You can copy text from a Bookshelf article onto the <u>Clipboard</u>. From the Clipboard, you can paste the text into another application or document. You can also copy text from Bookshelf into the Bookshelf Note feature.

• There's a really fast way to copy a word. Simply <u>right-click</u> on the word and then <u>click</u> the Copy command on the menu that appears.

To copy Bookshelf text onto the Clipboard:

1. Go to the article that contains the text you want to copy.
2. Select the text you want to copy. If you want to copy the whole article, you don't need to select it.
3. From the Edit menu, choose Copy, or press CTRL + C. (Or, click the Copy button on the Article Window, click Copy Selected Text or Copy All Text, and then click OK.)

    The text is copied onto the Clipboard.

To paste the Clipboard contents into another application:

• Choose the Paste command from the application's Edit menu, or press CTRL + V.
• To copy and paste text into Microsoft Word in a single process, click Copy to Word on the Edit menu. Or, select the text, and right-click to open the <u>infinite links</u> menu. Then click Copy to Word.

See Also

<u>Infinite Links: Using the Right-Click Shortcut Menu</u>

<u>Copying an Article to Word</u>

<u>Selecting and Editing in Text Boxes with Keys</u>

<u>Copy Dialog Box Description</u>

<u>Copying and Pasting into a Note</u>

<u>Using the Buttons on the Article Window</u>

<u>Copying a Picture</u>

•Copying a Picture

You can use the Copy Picture command on the Edit menu to copy a picture from a Bookshelf article 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 article that contains the picture you want to copy.
2. From the Edit menu, choose Copy Picture. Or click the Copy button on the Article Window, click Copy Picture, and then click OK.

   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

Copy Dialog Box Description

Using the Buttons on the Article Window

•Copying an Audio Clip or Pronunciation

You can use the Copy Audio command on the Edit menu to copy an audio clip, such as a pronunciation, from a Bookshelf article onto the Clipboard. From the Clipboard, you can paste the audio clip into another application.

To copy a Bookshelf audio clip onto the Clipboard:
1. Go to the article that contains the audio icon for the sound or pronunciation you want to copy.
2. From the Edit menu, choose Copy Pronunciation. Or, click the Copy button on the Article Window, click Copy Pronunciation, and then click OK.

   If a sound cannot be copied, the Copy Pronunciation command (or the Copy Pronunciation option) is dimmed.

To paste the sound or pronunciation into another application:
•   Choose the Paste Special command from the application's Edit menu.

See Also

Selecting and Editing in Text Boxes with Keys

Copying Text

Using the Buttons on the Article Window

• Copying an Article to Word

Now you can copy all or part of the text of a Bookshelf article to Microsoft Word for Windows in a single process. When you have installed both Bookshelf and Word, Bookshelf can copy your text and paste it into Word right where you want it. Just choose the Copy to Word command from the Edit menu. If you are currently running Word, all the open Word articles will be listed for you. Bookshelf will paste the text into any Word Document you select. If Word is not open, Bookshelf will open it for you and paste text from an article into a new document.

To copy text directly into Word:

1. Go to the article with the text you want to copy. If you want to copy only a portion of the article, highlight that text.
2. From the Edit menu, choose Copy to Word. Or press CTRL + W.

    Alternatively, select the text, and then right-click to display the infinite links menu. Then click Copy to Word.
3. Make a selection from the Copy To list:

• New document. Click this if Word is not currently open, or if Word is open and you want to create a new document.

• Current location. Click this if you want to copy text into an open Word document right where you left the insertion point.

• End of [document name]. Click this if you want to add your text to the end of the named document.

4. Click Copy to copy and paste the text and close the box. Click Cancel if you decide not to copy. Click Help for information on the dialog box.

See Also

Selecting and Editing in Text Boxes with Keys

Using the Buttons on the Article Window

•Printing an Article

You can print the text of any Bookshelf article, although the text may look different in print than the way 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 the text in an article:

1. Go to the article that contains the text you want to print. If you want to print only a part of the article, select that text.
2. From the File menu, choose Print Article.
3. If you care to, select options before you print an article.

   Depending on the printer you are using, you can select options such as Print Quality and Number of Copies (and Collate Copies). Click the Setup button to change your printer settings.
4. Click the OK button. This starts your print job and closes the dialog box. (Click Cancel if you decide not to Print.)

See Also

Using the Buttons on the Article Window

Changing Printers and Printer Options

•Changing Printers and Printer Options

Bookshelf prints articles 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 Article.
2. In the Print dialog box, click the Setup button.
3. Under Specific Printer, select the printer that you want to change to.

   If the printer is not in the list box, use the <u>Control-menu</u> to Switch To the Windows Program Manager, <u>double-click</u> the Control Panel icon, select Printers, and then activate the printer you want to use. Then switch back to Bookshelf. (For more information on switching between programs, see <u>Task List Dialog Box Description</u>.

4. 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.

5. Select the options you want, and then click OK to return to the Print Setup box.
6. Click OK again to close the Print Setup box.

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

See Also

<u>Using the Buttons on the Article Window</u>

<u>Print Setup Box Description</u>

<u>Printing an Article</u>

•Adding a Note To an Article

You can add your own notes to any Bookshelf article. When you add a note to an article, Bookshelf reminds you by displaying a Note <u>icon</u> to the right of the article title.

You can also use the Note feature as a bookmark, so you can keep track of interesting articles. When you type a note, you add it to a list that you can see any time by choosing the Note command.

To add a note to the current Bookshelf article you have open:

1. From the Edit menu, choose Note.
2. <u>Click</u> the Add Current Article button to put your note on the Articles list, at the left.
3. In the Note text box, at the right, type your note.

   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.
4. Click the OK button to add your note.

   Notice that the Note icon appears at the upper right of the article.

• You can click the Note icon to open the Note dialog box and reread your note.

To go back and read your note:

1. From the Edit menu, choose Note.
2. In the Note box, click the name of the article that has the note you want to read.
3. Click the Cancel button when you have finished reading.

• You can use the list in your Note box to <u>jump</u> from article to article.

To remove a note:

1. From the Edit menu, choose Note.
2. In the Note box, click the name of the article you want to delete.
3. Click Delete, and then click OK.

See Also

<u>Copying and Pasting into a Note</u>

<u>Selecting and Editing in Text Boxes with Keys</u>

<u>Note Dialog Box Description</u>

•Copying and Pasting into a Note

You can copy selected text from an article or from another note and paste that text into a Note box for another article. Copying and pasting notes is a powerful way to collect information in one place. For example, you might copy a small amount of text from the "Lincoln" article in the encyclopedia, open a Note dialog box at "Lincoln, Abraham" in the dictionary, and then paste the text from the encyclopedia into the Note dialog box in the dictionary.

To copy article text onto the Clipboard:

1. Go to the article that contains the text you want to copy.
2. Highlight the text you want to copy.
3. From the Edit menu, choose Copy or press CTRL + C.

To copy a note onto the Clipboard:

1. From the Edit menu, choose Note.
2. In the Note dialog box, click the name of the article that has the note you want to copy.
3. Highlight the note.
   Press CTRL + C. This copies the note onto the Clipboard.
4. Click the Cancel button to close the Note dialog box.

To paste text into a note:

1. From the Edit menu, choose Note.
2. In the Note box, click the name of the article that has the note you want to paste the text into.
3. Click an insertion point in the text box at the place where you want to add the text.
4. Press CTRL + V.
   This copies your text into the Note dialog box.
5. Click the Cancel button to close the Note dialog box.

See Also

Adding a Note to an Article

Copying Text

Selecting and Editing in Text Boxes with Keys

Copying and Pasting with Keys

Note Dialog Box Description

•Bookshelf Tips and Tricks

Here are a few tips and tricks for enjoying "the new way to look it up" in Bookshelf   '94. We hope you'll use these tips as springboards for your own discoveries.

• To learn more about the features discussed here, look them up in Help Contents, or use the Search button in Help. Words in color are <u>hot</u>; you can <u>click</u> them to pop up a definition.

If you're a new user

Remember, you can pop up names of the books and buttons. It's a good way to get acquainted with Bookshelf. Glide the mouse pointer slowly over the <u>icons</u> of books in the <u>Book Bar</u> to see their names. When you're using the <u>Tabbed Lists</u>, glide the mouse pointer slowly over the icons in the lists to see the book names. If you see a button without a label, glide the mouse pointer over it to see its name.

Take another look at the Bookshelf Demo that you watched the first time Bookshelf was started. Just choose the Bookshelf Demo command from the Help menu, and refresh your knowledge of the new features in Bookshelf.

Use QuickShelf to bring Bookshelf power to your other applications

When you use the <u>QuickShelf</u> Toolbar, it's as if Bookshelf is built right into your other applications. Here's a sampling of uses you can make of QuickShelf from other applications:

• If you're reading a document and don't know what a word means, just select the word and click the Dictionary Contents button. Bookshelf   brings you the definition. Try selecting a word and clicking the Thesaurus Contents button, if you want synonyms fast.

• If you are writing about a place and you're not quite sure where it's located, click the place name, then click the Atlas Contents button to see a Bookshelf atlas map.

• If you're writing about a person and want more information, select the name and use QuickShelf. Try Quotations Contents to see if he or she has a quotation you can use. Try Almanac Find or Chronology Find to get a list of all the articles in which your person's name appears--this way you can find out if there are awards, dates, and events that are significant in that person's life.

• <u>Maximize</u> your screen and see how the QuickShelf Toolbar fits on the title bar.

Add books to QuickShelf

It's easy to add the books you use the most to QuickShelf. Click the down arrow at the right of QuickShelf. Choose Customize on the menu, and then click the Toolbar tab. Click to place an X next to any Bookshelf book you want to add. You can choose to add either the Contents or the Find feature (or both) for any book. When you are finished, click OK. Look at the QuickShelf Toolbar to see your additions. Glide the mouse pointer over the books to see their names.

•   After you have opened Bookshelf using QuickShelf, you can <u>minimize</u> Bookshelf instead of closing it. This way, when you use QuickShelf again, youll get your information even faster.

Practice for word games

Bookshelf can be especially fun for people who enjoy word games, such as crossword puzzles. Use Bookshelf 's Find feature to sharpen your skills at discovering new and unusual letter variations in words. For example, say you have a five-letter word that begins with a "c" and ends with a "b" that you just cannot figure out. Open the dictionary and in the Find text box, type "c???b". Among your search results, you will see these: climb, crumb, cubeb, carib, carob, caleb, cribb, clomb, chimb, and celeb. (Using this search technique takes somewhat longer than a normal search in Bookshelf.)

Check out the lay of the land with the Topography maps

As you are using the Atlas, be sure to click the colorful Topography Map button to the right of the article title. You will see this button when a topographic map is available. Use it to get another perspective on the region.

Use Bookshelf as a "reverse dictionary"

You can use the Bookshelf dictionary as a reverse dictionary for those times when you know what you want to say but just can't think of the word. Use Bookshelf's Find feature and

simply type in the key concepts relating to the word you want to find. For example, say you want to find a word to describe a friend who tends to use long words. Simply type long words (use quotation marks) in Bookshelf's Dictionary Find and you will find "sesquipedalian" and "mouthful" -- two words that apply to people who use long words.

Find out about this day in history

Do you want to know what happened on a particular day in history? Use the Bookshelf All Books Find to have fun learning about important and unusual events in world history. In the Find text box, type the month and day in quotation marks. For example, to find out what happened on July 5th, simply type "July 5" (using quotation marks). You will come up with a lengthy list of events that includes Algeria's gaining its independence on that date in 1954 and the explosion of a supernova in the Taurus constellation on that date in 1054 that was visible by daylight for 23 days.

Double-click for fast definitions

When you're reading an article in Bookshelf, and you are unsure of the meaning of a word, you can double-click the word to see its definition from the Bookshelf dictionary. When you have finished reading the definition, just click the close box in the upper-left corner to close the definition box and resume reading the article.

• Click the audio icon in the definition box to hear the word pronounced.

Right-click your way to information fast

When you're reading a Bookshelf article and you want more information on the subject in a hurry, you can right-click a word to search through any book in Bookshelf. Say you are reading about Niagara Falls in the encyclopedia. You wonder how Niagara Falls compares to other waterfalls in the world. Use the infinite links menu: Right-click the word waterfall in the article, and then click Almanac. The almanac opens with a list of the world's famous waterfalls and their elevations. Go back to the encyclopedia article and right-click waterfall again, and this time search in the quotation book to see if there are any memorable quotations on the subject. You will turn up a quotation from the prolific Oscar Wilde. Right-click waterfall again and search the thesaurus for synonyms to make your writing more lively and to enlarge your search possibilities.

Increase the scope of your discoveries with the Find feature

The Table of Contents is great for locating an article on a specific subject, but if you want to throw your net really wide, use the Find feature. Say, for example, you have a paper due on capital punishment. You can look up "capital punishment" in the encyclopedia and see a good article and some See Also cross-references, but dont stop there. Try a Find on the word "beheaded," and you will come up with a list of articles that mention famous beheadings. If youre looking for a historical perspective on capital punishment, open the Chronology Find Tabbed List and try a Find on "excuted." Youll generate a list of executions that goes back thousands of years. Use words and phrases from the articles you read to come up with new ideas for using Find.

Browse through a treasure-trove of related information in the Almanac

When you open an article in the almanac, you have just grazed the tip of the iceberg of information. Use the >Page and <Page buttons to explore related information in the same subject area. For example, if you look up Academy Awards, youll start with awards for 1927-28. Use >Page to see the awards for subsequent years.

Broaden your horizons using the Atlas windows

Bookshelf makes it easy for you to see the atlas maps. If a map is too large to fit on the screen you will see horizontal or vertical scroll bars you can use to see all the parts of the map. To make more room on the screen for a map, you can close the Tabbed List at the left of the screen. (Click any tab to reopen the Tabbed List Area.)

Explore the Chronology

If you like the Bookshelf almanac, youll really enjoy the chronology. Try typing your birthday year in the Chronology Table of Contents to see articles on significant events in that year on

subjects from politics, literature, and medicine, to everyday life, food and drink, and sports. Try using the Find tab to do a full-text search on a famous person. You will get a list of articles of years in which they made a contribution.

Create a custom list of Bookshelf articles

Use Bookshelf's Note feature (it's on the Edit menu) to make your personal list of important articles. Cull articles from all the books in Bookshelf, type in your comments on them, and add them to your Note list. For example, if you want to gather information on international trade you can look up encyclopedia articles on business, law, and economics; look in the atlas for maps of countries that could be potential trading partners; look in the chronology for important historical events by year; look in the almanac for lists of important awards and economic trends; and look in the quotation book for great quotes on business (like, "Making money is art. . . " from Andy Warhol).

Use your own path to find your way in Bookshelf

Sometimes, when you jump from article to article, taking advantage of Bookshelf's many pathways into its information, you may not remember where you found an article. Bookshelf provides several ways to jog your memory. You can open a list of up to 40 articles that youve just viewed by clicking the Back Tab. Use this list to go back to articles that you want to reread. You can also use the Back button on the bottom of the Article Window. This takes you back to articles youve already read, one article at a time.

Experiment with Bookshelf color and sound

Personalize the effect of   Bookshelf colors and sounds. You can double-click the Color icon in the Windows Control Panel and then reset the text and window colors in Bookshelf. In addition, Bookshelf has an Options dialog box (Click Options on the Tools menu) where you can change the color of hot text. Also, you can use this dialog box to turn off the Bookshelf sounds, the Tooltip popups, or the dark texture behind the Bookshelf menu bar.

Do you love finding interesting words?

If someone tells you your shoes look like "winkle pickers," do you know if you've been complimented? Investigate each word and see what you think. When you encounter a new word, look it up in the dictionary. When you are reading the dictionary definition, right-click on the new word and use the infinite links menu to do a full-text search on the word in the thesaurus. Try another right-click on the word and look for it in the encyclopedia. If it is a place, right-click again and look in the atlas. Infinite links can help you find more information fast.

Close boxes and windows fast

Just double-click the Control-menu box in the upper left corner. If the box in the corner does not contain a bar, a single click will close it fast. This works in Help, too.

•Frequently Asked Questions

Sometimes users have questions about the way Bookshelf works. Usually, these questions can be answered by using the other portions of Bookshelf Help. However, some questions are more technical. What follows are a number of troubleshooting situations: A circumstance is described and solutions are suggested. Please read these situations over and see if they can help you out.

TROUBLESHOOTING: AUDIO PROBLEMS

Sound Does Not Play at All

1. Check the volume.
2. If the volume is turned up and you still hear no sounds, something may be wrong with your sound board installation. Check to see that the sound board drivers and necessary Windows drivers are installed correctly and reinstall if necessary.

   To check the installed drivers, open the Windows Control Panel and click on the Drivers icon.

   Windows drivers necessary for sounds include:

   Timer
   MIDI Mapper
   [MCI] Sound
   [MCI] MIDI Sequencer

   If any of these drivers are missing add them by clicking the Add button.

3. If the software is installed correctly, the sound board may need to be pressed more securely into its slot or have a jumper setting changed on the sound board.
4. If you have both a sound board and special software that bypasses the sound board to play sounds through the PC speaker, we suggest you remove or disable the special software (the PC speaker driver). Bookshelf requires an MPC-compatible sound board to be installed and is not meant to run with the PC internal speaker or any combination of that speaker and special software.

Sound is Distorted or Fuzzy

Sound distortion is often caused by sending a higher volume or amplitude of sound to the speakers than they are able to handle, or by turning the volume control on your sound board too high (distortion from the amplifier on the sound board). Sometimes speakers that are not of high quality will distort at a lower volume than better speakers will (compare a clock radio speaker to a big stereo system; the stereo speakers can play much louder with no distortion). For example, if the volume for your sound board or WAVE file output is set to near its maximum it will produce distortion just like a radio that is turned up too loud. To learn how to change your sound board settings check the manuals that came with your sound board. This is normally done with either a volume dial on the back of your sound board (in the rear of your computer where the speakers plug in) or with a program that is often called a mixer, that is usually installed in the Windows Control Panel of the Main program group. Some sound boards use both types of controls and they must both be adjusted.

Sound plays, but audio breaks up

If audio breaks up or skips periodically it is usually an indication that the CD-ROM drive does not fully meet the MPC (Multimedia PC) specification for the Data Transfer Rate. The MPC specification states that the CD-ROM drive needs to be capable of transferring data at a rate of 150 KB per second while utilizing 40% or less of the CPU.   You can continue to use your CD-ROM drive to run Bookshelf, but will continue to experience this choppiness in audio and animation clips.

Sounds are cut off

Your computer can only play one sound at a time therefore other sound producing programs could interrupt the sounds in Bookshelf. Some sound producing programs may take over the audio capability and prevent other Windows programs from being able to make sounds. If you suspect you have such a program do not run it at the same time as Bookshelf.

MIDI fails to play

1. Check to see that you can play MIDI from MS-DOS. Most sound cards come with a test utility or an MS-DOS program for playing MIDI or testing the card configuration. If MIDI does not work with these then the MIDI will not work in Windows either.
2. Verify Port and IRQ settings by looking at the sound card and comparing the way it is set up to the way that the sound board software thinks it is set up. The sound board manual should explain how to check the sound board settings.
3. Make sure the sound card does not conflict with other hardware. This is done by comparing the settings of the sound board with the setups of other cards in your computer. It is important that no two cards try to use the same port or IRQ. This is a common source of problems when you are getting no sound at all.
4. Make sure a MIDI driver is installed and properly configured in the Drivers section of the Windows Control Panel.
5. Make sure the MIDI Mapper is properly configured in the Windows Control Panel.

TROUBLESHOOTING: MIDI WITH MEDIA PLAYER

Media Player is a program that can play MIDI files. It is normally located in the Accessories group in the Program Manager. It allows you to check the MIDI installation in a simple way. After using the File Open command to load a .MID file into Media Player (there should be some in the Windows directory) please click the Play button. The following message may occur:

> The current MIDI Mapper setup refers to a MIDI device that is not installed on the system. Use MIDI Mapper to edit the setup.

If this message appears, it means that your MIDI Mapper is not configured properly. The first thing to do in this case is to check if your MIDI Mapper configuration was changed:

1. Look for a file called MIDIMAP.OLD in your \windows\system directory. If this file exists, it means that your original MIDI Mapper configuration file was replaced
2. If you see a MIDIMAP.OLD, then rename MIDIMAP.CFG to MIDIMAP.BAK.
3. Now rename MIDIMAP.OLD to MIDIMAP.CFG.
4. Try playing a MIDI file in Media Player.

If this procedure fails or is inapplicable, run Control Panel (usually in the Main group of the Windows Program Manager) and check the setup in the MIDI Mapper.

For example, if the Ad Lib driver is installed in the Drivers part of the Control Panel, the MIDI Mapper should be set for Ad Lib. If a different MIDI device is installed, choose an appropriate setup for the device. For more information on setting up the MIDI device drivers look in the manuals that came with your sound board.

Setting the MIDI Mapper

To set the MIDI Mapper to use the Ad Lib setup:

1. Run Control Panel.
2. Run MIDI Mapper.
3. Press ALT+S to show setups.
4. Press ALT+A to move to the name field for setups.
5. Use the UP ARROW and DOWN ARROW keys to set the name field to Ad Lib, and the description below the name field to "Base-level setup."
6. Close the MIDI Mapper to accept this setup.

TROUBLESHOOTING TIPS: VIDEO DISPLAY CARDS AND DISPLAY PROBLEMS

In some situations, Bookshelf may encounter video display problems when using high resolution video drivers from various video card manufacturers. This problem can often be fixed by obtaining updated drivers from your video card manufacturer. Make sure the video drivers you are using were designed to be compatible with Microsoft Windows version 3.1.

An alternative to obtaining a new or updated display driver is to change your video mode to a standard video mode such as 640 x 480 resolution, with as many colors as your video card can support at that resolution. To use Bookshelf while waiting for an updated video driver from your video card manufacturer, you can use the standard VGA driver that comes with Windows. This display mode is only 16 colors and some images may not look as well as they would in 256 colors. Also, image display takes slightly longer when running in 16 color mode. For instructions on installing that, please see Help within Windows Setup in the Main program group in the Windows Program Manager.

Obtaining Updated Drivers from Your Video Card Manufacturer

Contact the manufacturer of   your video card for updated Windows display drivers. Their phone number should be in the manuals that came with your video card or personal computer. Another option for obtaining updated drivers is the Microsoft Download service (MSDL), an electronic bulletin board that can be accessed via a modem at (206) 936-MSDL (6735).

Drivers provided on the MSDL are compressed with the PKWare utilities, and are in the form of executable files (.EXE extension). It is best to download the file or files you need into an empty directory to your hard disk, or a blank formatted floppy. To decompress these drivers after downloading them, type their filename.

IMPROVING PERFORMANCE

Microsoft Bookshelf uses the random-access memory (RAM) of your computer to display pictures and play animations and sound. If Bookshelf runs slowly or you see out-of-memory errors, Bookshelf may not have enough memory. Below are some ideas to make Bookshelf

run faster.

1. Close all applications you are not using.
2. Set up a permanent Windows swap file. Windows usually creates a Temporary swap file by default when running in 386 Enhanced Mode. (To determine if Windows is running in 386 Enhanced Mode look in the Help About menu of Program Manager)   However if your disk is full or fragmented, this temporary file can become unavailable. This can affect performance, since Windows works best when it has allocated hard disk space to use at any time for swapping a file in or out of the memory of your computer. It is therefore best to set up a permanent swap file, and to make the size of the permanent swap file at least 2048K. Note that you will get better performance if the permanent swap file is set to 3072K or larger. To set up a permanent Windows swap file on your hard disk, open Windows Control Panel (usually in the Main program group of Program Manager), and click the 386 Enhanced icon. Then click the Virtual Memory button to see whether your current swap file is Temporary or Permanent.
3. Defragment or optimize your hard disk by running a defragmentation program. If you are Using MS-DOS 6.0 or higher use the DEFRAG utility included with MS-DOS. Other popular utilities which provide defragmentation are PC Tools, Norton Utilities, and Mace Utilities.
4. Add more RAM to your computer. You can determine how much memory is available by starting MS-DOS, typing **mem** and pressing ENTER. This starts a program that will tell you how much memory you have. You need at least four megabytes (sometimes listed as 4096 kilobytes or KB) of RAM, and at least two megabytes in the Windows swap file of your hard disk to run Bookshelf.
5. For complete details on optimizing the performance of Windows consult your Windows manual.

PRINTING

Printers differ in their abilities to use fonts, graphics, spacing, alignment, and character formats. The appearance of your printed document can vary greatly from printer to printer. The way your document looks depends on which formats you assign and which formats your printer can print. If you encounter printing problems from Bookshelf such as no printout, low print quality or erratic text being printed,   there are several ways to troubleshoot or correct the problem. This section provides basic information about printing with Microsoft Bookshelf. When you follow the steps to find and solve a problem, try to print after each step before you try the next one. If the problem is not solved, go on to the next step.

• If the printer displays a message or an error indicator, see your printer manual for information about how to correct the problem.

The Printer Does Not Print at All

When a printer will not print, the cause is often a simple mechanical problem; that is, the printer may be *offline*, or not connected to the computer.

If you cannot print with Bookshelf, but have printed from other programs, check the printer settings by using the Control Panel or the Print Setup command on the File menu in Bookshelf.

Try the following, if you cannot print:

• Make sure that the printer is plugged in and turned on.
• Make sure that the printer is connected to the computer and is on line, as shown on the printers control panel.
• Make sure that the correct printer is selected and the printer settings are correct. Choose

Print from the File menu, and then click the Setup button, to see if the correct printer is selected. If the printer you are using is not listed, use the Windows Control Panel to install your printer. For additional information about installing a printer, see your Windows documentation.

- If you have a serial printer, check the settings for your serial port by using the Ports command on the Settings menu in the Control Panel to make sure your serial port settings are properly selected.
- Look at the Printers dialog box in the Control Panel to make sure the correct port is specified for your printer.
- Make sure that you have the correct cable for your printer and that the printer cable is properly connected.

Output is Garbled

1. Try copying the text you wish to print to a word processor such as Microsoft Word for Windows and print from that program. Printing from a word-processing program may, in some cases, produce better quality than printing directly from Bookshelf.
2. Check the printer in the Print Setup dialog box (choose Print from the File menu, and then click Setup). If the wrong printer or the wrong font cartridge is selected, the printer may insert stray characters at the beginning of lines or behave in other unpredictable ways.
3. If you are using a serial printer, choose the Ports command in the Windows Control Panel and check the settings in the Settings dialog box to make sure the baud rate and printer parameters are set according to manufacturer's specifications. Decreasing the baud rate may cause the printer to print correctly.
4. Reset the printer; turn it off and on again.
5. Try reinstalling the printer driver.

Only Part of a Page Is Printed

Laser printers cannot print all the way to the edge of the page (sometimes called the unprintable region), so, if you have a laser printer, remember to include the figure (usually 0.25 or 0.5 inch) in your calculations for page size.

If you are printing to a serial port and it prints the document but loses blocks of text, you may have a handshake problem.

To check for a Handshake problem investigate the following:

1. Check the baud rate and other parameters you selected with the Ports command in the Control Panel to make sure they match the manufacturers specifications.
2. If you are still losing text, change to a lower baud rate than the one you are using, and try to print again.
3. Check all the manual switches on your printer against the settings described in your printer manual to make sure the switch settings are correct.
4. Check to make sure you have the proper cable for your printer.

Your printer may not have enough memory to print the entire page. Try printing at a lower resolution.

Other Printing Tips

Many printers emulate industry-standard printers such as the Epson LQ, IBM Proprinter, or Hewlett-Packard LaserJet series. Consult your printer manual to see if your printer supports an emulation. If it does, install the driver for the printer it emulates in the Control Panel.

Check with your printer dealer or manufacturer. If you have purchased a printer model that

has not been on the market for very long, your dealer or manufacturer may have a Windows printer driver for your printer.

To use the TTY.DRV printer driver, select Generic/Text Only from the List of Printers in the Setup program or choose Printers from the Control Panel. Install this printer as you would any other printer. The TTY.DRV printer driver can direct your printer to print underlines, strike through, bold, or to substitute underlining for italic and double underlines. It cannot print graphics. For information on installing a printer, see your Windows documentation.

TROUBLESHOOTING TIPS: CD-ROM DRIVES

• Do not remove the Bookshelf compact disc from your CD-ROM drive while running Bookshelf.

If Bookshelf cannot find the data files it needs to run; you will see an error message prompting you to correct the problem. To find the source of the problem, do the following:

1. Make sure the Bookshelf compact disc is correctly inserted into the CD-ROM drive.
2. Make sure that the Bookshelf program is looking for the compact disc on the correct drive. Check that the command line for Bookshelf has the same drive letter as your CD-ROM drive. This can be checked in the Windows Program Manager; highlight the Bookshelf icon, select the File menu and then Properties. You can then use the Windows File Manager to determine which drive letter is assigned to the CD-ROM drive. The Select Drive command in the Disk menu will say CD-ROM next to the drive letter.
3. If you have an external CD-ROM drive make sure that the drive is connected to your computer, plugged in, turned on and functioning in MS-DOS. This can be done by viewing a directory of the drive at an MS-DOS prompt. To do this, change to the CD-ROM drive at an MS-DOS prompt, type DIR and press ENTER.

TROUBLESHOOTING: GENERAL PROTECTION FAULTS

A General Protection Fault is a memory error--typically caused by a driver and/or a application writing to a memory address that it is not allocated. If you receive a General Protection Fault, follow these steps:

1. Try running Windows in Standard Mode. If Standard Mode Windows works, try starting Windows in the enhanced mode with the following command:

   WIN /D:XV

2. If this solves the problem, make the following modifications to your SYSTEM.INI file in the [386Enh] section:

   EMMEXCLUDE=A000-EFFF
    VIRTUALHDIRQ=OFF

3. Check the General Protection Fault message box: It should indicate which module has affected the application. Disable or replace the indicated module (which is typically a driver or an application). If your system seems to generate frequent General Protection Faults, contact Microsoft Product Support Services.