

Multipedia Help

List of Topics

Adding Entries to Projects
Adding Marked Entries to a Project
Book Button
Book View
Books, Filtering Active Books in Browser
Books, Viewing List of Active
Browser
Browser Control Area
Changing Books
Changing Books Using the Book Button
Changing Books Using the Book Spine Bar
Choosing a View
Content Window
Content Window Expand Button
Copy Button
Copying Pictures
Copying Text
Creating a Timeline
Creating Custom Entries in Project View
Creating Projects
Displaying Media Elements Using Media Icons
Entry Title Bar
Exiting Multipedia
Expanded Search, Performing
Filtering Active Books in the Browser
Gallery Instaview
Help
Hiding/Displaying the Browser
Hiding/Displaying the Media Window
Hyperlinks
Hyperlinks, Viewing for an Entire Multipedia Entry
Index View
Multipedia Books, a Summary
Instaview
Library
Library Expand Button
Links Button
Marked Button
Marking Entries
Media Element Control Panels
Media Icons
Media Magnifying Glass
Media View
Media Window

Next Entry Button
Next Entry, Viewing
Opening Projects
Outline Button
Outline of Encyclopedia Entries, Viewing
Photographs, Magnifying and Reducing
Preferences
Previous Entry Button
Previous Entry, Viewing
Print Button
Printing Pictures
Printing Text
Project View
Recent Button
Reports
Resizing the Browser
Resizing the Content Window
Resizing the Multipedia Window
Saving Projects
Screen Layout
Search View
Search, Concise
Search, Expanded
Searching for a Text -- See Search View
Searching for a Topic
Subject Instaview
Subject Instaview
Subject View
Title Bar
Tour Guide
View, Choosing a

Adding Entries to Projects

In Project View, the Entry button allows you to add entries to the current project, and create new entries based on Multipedia sources.

[GRAPHIC: BROWSER CONTROL AREA FOR PROJECT, including Entry, Project, Timeline and Report options... ENTRY SELECTED!!]

To add an entry to the current project:

¥ In Project View, click on the Entry Button in the Browser Control Area. A pop-down menu appears.

[GRAPHIC: Project View/Entry pop-down menu with Add Current, Add New, Add Marked and Delete options]

¥ Choose the Add Current option. The entry currently displayed in the Content Window is added to your project.

To delete an entry from the current project:

¥ In Project View, select an entry in the Browser list.

¥ Click on the Entry Button in the Browser Control Area, and choose Delete. The selected entry is deleted from the project.

Adding Marked Entries to a Project

Multipedia allows you to mark entries for quick retrieval. In Project View, you can add all marked entries to the current project quickly and easily.

To add the marked entries to the current project:

- ¥ In Project View, click on the Entry Button in the Browser Control Area, and choose Add Marked. The marked entries are added to the current project.

Book Button

[GRAPHIC: CONTROL BAR WITH BOOK BUTTON SELECTED, MENU VISIBLE]

The Book Button makes it easy to move between books and see all the books which include an entry on your topic.

To display the list of books which include an entry on your topic:

- ¥ Click on the Book Button just above the Content Window and hold the mouse button down. The Book Button menu appears. All books that include an entry on the currently displayed topic appear in bold letters.

To change books using the Book Button:

- ¥ Drag the pointer to the book you'd like to see, and release the mouse button. The entry from the book you've chosen will be displayed in the Content Window.

Note: The Book Button menu allows you to display *all* the entries on a particular topic, even if the entries appear in books which have been deactivated in the Library.

Book View

[GRAPHIC: Browser and Browser Control Area set to Book View]

Book View customizes the Browser to show the table of contents of one reference work, allowing you to look through the book the way its author intended. With Book View you have access to the entire work, including its prefaces, indexes and explanatory notes.

To activate Book View:

- ¥ Click on the Book Button, located above the Browser. The Library window opens automatically.

To choose a book:

- ¥ Single-click on a book in the Library window. The Browser list adjusts to display the table of contents of the book you've chosen.

Note: In Book View, only one book can be active at a time.

The Browser

[Graphic: the Browser]

The Browser is an alphabetical list of Multipedia entries. Moving through the Browser is the electronic equivalent of browsing through a book. But unlike books, there's no fumbling with pages. The Browser takes you exactly where you want to go.

This section covers the following aspects of the Browser:

1. Searching for a Topic Using the Browser
2. Viewing the Books which Include Your Topic
3. Choosing a Book to View
4. Opening an Entry Directly
5. Resizing the Browser

1. Searching for a Topic Using the Browser

The Browser is an alphabetical list which displays all the topics in Multipedia. One way to find your topic would be to manually scroll through this list. But it's much faster to search the Browser electronically, by typing into the Follow-Me field.

[Graphic: Browser with 2 or 3 letters typed in Follow-Me; list adjusted to match the typed letters... arrow pointing to Follow-area, captioned "Follow-Me Field"]

To search for a topic using the Follow-Me field:

- ¥ Place the cursor into the Follow-Me field by clicking on it.
- ¥ Type a letter or a combination of letters. The list displayed in the Browser automatically adjusts to show the topics which most closely match what you've typed.

2. Viewing the Books which Include Your Topic

Topics may appear in more than one book. Multipedia makes it easy to see which books contain an entry on your topic.

To view a list of the books which contain your topic:

- ¥ Move the pointer to a topic, then click and hold down the mouse button. A menu will appear, listing the books which include an entry on the topic.

3. Choosing a Book to View

To choose a book to view when a topic appears in more than one book:

- ¥ Click on a topic and hold the mouse button down. When the menu of available books appears, drag the pointer to the desired book, then release the button. The entry from the book you've selected is displayed in the Content Window.

4. Opening an Entry Directly

You don't have to check the menu of available books before you display an entry. Instead, you can open it directly.

To display an entry directly:

- ¥ Double-click on the topic in the Browser.

Note: If your topic appears in more than one of the books in Multipedia, the Content Window will display the first available entry, according to a standard default order. The default order for displaying entries in Multipedia is:

1. Columbia Medical Encyclopedia - Family Health Guide
2. Merriam Webster's Medical Desk Dictionary
3. Helicon's Dictionary of Science
4. Holt's World History: A Dictionary of Important People, Places, and Events
5. Oxford Dictionary of Art
6. Oxford Dictionary of Music
7. Ballentine's Law Dictionary
8. Barron's Dictionary of Business and Finance
9. Hutchinson's Guide to the World
10. Lief's 21st Century Dictionary of Computer Terms
11. Merriam Webster's Word Histories
12. Lief's 21st Century Dictionary of Slang
13. Lief's Spanish Bilingual Dictionary
14. Lief's French Bilingual Dictionary
15. Lief's Italian Bilingual Dictionary
16. Lief's German Bilingual Dictionary

5. Resizing the Browser

You can resize the Browser by clicking and dragging on the dividing line which separates the Browser from the Content Window. This is particularly helpful if you want to enlarge the Content Window to display more text on the screen at one time.

If you make the Browser smaller than its minimum size (250 pixels) it will automatically close. To reopen the Browser, click on the Expand Button on the left side of the Book Spine Bar.

Browser Control Area

Just above the Browser is the Browser Control Area. Its functions vary depending on which of the six Multipedia Views you've chosen.

For more information about the Browser Control Area, choose one of the Views listed below:

- ¥ [Index](#)
- ¥ [Search](#)
- ¥ [Media](#)
- ¥ [Book](#)
- ¥ [Subject](#)
- ¥ [Project](#)

Changing Books

Topics in Multipedia often appear in more than one book. You can switch back and forth between books using either the Book Button or the Book Spine Bar. The Book Button is described below. See also [Changing Books Using the Book Spine Bar](#).

Changing Books using the Book Button

[GRAPHIC: BOOK BUTTON WITH MENU OF AVAILABLE BOOKS DISPLAYED]

To view the books which include an entry on your topic:

- ¥ Click on the Book Button just above the [Content Window](#) and hold the mouse button down. The Book Button menu appears, showing all the books which have an entry on your topic.

To switch books:

- ¥ Drag the pointer to the book you'd like to see and release the mouse button. The entry from the book you've chosen will be displayed in the Content Window.

Note: The Book Button menu allows you to display *all* the entries on a particular topic, even if the entries appear in books which have been deactivated in the [Library](#).

Changing Books Using the Book Spine Bar

Topics in Multipedia often appear in more than one book. You can switch back and forth between books using either the Book Spine Bar or the Book Button. The Book Spine Bar is described below. See also [Changing Books Using the Book Button](#).

[GRAPHIC: BOOK SPINE BAR WITH MENU OF AVAILABLE BOOKS DISPLAYED]

To view the books which include an entry on your topic:

- ¥ Click on the Book Spine Bar (displaying the title of the current book) and hold the mouse button down. A menu appears, showing all the books which have an entry on your topic.

To switch books:

- ¥ Drag the pointer to the book you'd like to see and release the mouse button. The entry from the book you've chosen will be displayed in the [Content Window](#).

Note: The Book Spine Bar allows you to display *all* the entries on a particular topic, even if the entries appear in books which have been deactivated in the [Library](#).

Choosing a View

You can use Multipedia in any one of six different views: Index, Search, Media, Book, Subject and Project. By choosing a view, you instantly configure Multipedia's vast database in the format that is most helpful to you.

[GRAPHIC: View Selection Buttons]

To choose a view:

¥ Click on one of the six View Selection Buttons.

The six Multipedia views are summarized below:

- Index View:** In Index View, every Multipedia entry appears in the Browser list in alphabetical order. Index view is the default view, which is chosen automatically whenever you open Multipedia.
- Search View:** With Search View, you can search for entries that include specific words and phrases.
- Media View:** Media View customizes the Browser to show only the Multipedia entries that include photos, videos, sound clips or animations.
- Book View:** With Book View you have access to the entire work, including its prefaces, indexes, and explanatory notes.
- Subject View:** Choose Subject view to quickly search through all of Multipedia's entries by subject, and display entries in the Content Window.
- Project View:** Project View allows you to organize your research into easily-retrievable Projects. Using Project View you can also create custom entries, and generate timelines and reports.

Content Window

The Content Window is where Multipedia entries are displayed. Here are a few things about the Content Window that are helpful to know:

1. [About Hypertext Links](#)
2. [The Content Window is Scrollable](#)
3. [The Content Window can be Resized](#)
4. [The Media Window can be Hidden or Displayed](#)
5. [Text and Pictures in the Content Window can be Printed](#)

1. About [Hypertext Links](#)

Words appearing in blue in the Content Window are hypertext links. Click once on a hypertext link to go directly to another Multipedia entry related to your subject.

2. The Content Window is Scrollable

To scroll down the text in the Content Window:

¥ Click on the up and down arrows on the right side. Or, click and drag on the shuttle bar between the arrows.

3. The Content Window can be Resized

For information, see [Resizing the Content Window](#).

4. The Media Window can be Hidden or Displayed

To hide the Media Window:

Graphic: Media Icon selected and pop-up menu displayed

¥ Click on the active [Media Icon](#) above the Content Window. A pop-up menu appears. For example, if the media element currently displayed is a photograph, click on the photograph icon.

¥ Click "Off."

5. Text and Pictures in the Content Window can be Printed

See [Printing Text](#) and [Printing Pictures](#).

Copy Button

Choose the Copy Button to copy text or pictures to the clipboard.

If you've selected text by highlighting it, only the highlighted text will be copied to the clipboard. If you haven't, the entire entry will be copied. If the entry you wish to copy includes a photo, the following dialog box will appear.

[GRAPHIC: Copy Text/Photo Dialog Box]

Choose Copy Text to copy to the text.

Choose Copy Photo to copy the photo.

Copying Pictures

You can copy pictures that appear in the Media Window using the Copy Button.

Graphic: Copy Button on Control Bar

To copy a picture:

¥ With the picture you wish to copy displayed on screen, click the Copy Button. The following dialog box appears.

Graphic: Copy Text/Picture Dialog Box

¥ Choose Copy Photo on the dialog box to copy the picture.

Copying Text

You can copy text from Multipedia entries using the [Copy Button](#).

Graphic: Copy Button on Control Bar

To copy text:

¥ Choose the text you wish to copy by highlighting it with the cursor. If no text is highlighted, the entire entry will be copied.

¥ Click on the Copy Button.

If you have highlighted text to copy, the text is copied to the clipboard.

If you are copying the entire entry, and the entry includes a photograph, the following dialog box appears:

Graphic: Copy Text/Picture Dialog Box

¥ Choose Copy Text to copy the text of the entry.

Creating a Timeline

In Project View, you can generate a timeline based on all the encyclopedia entries included in a project. The timeline feature is like an electronic research assistant: it skims through an entire project and compiles an easy-to-read chronology of facts, based on the encyclopedia entries you've chosen.

To generate a timeline:

¥ In Project View, click on the Timeline Button in the Browser Control Area. A timeline is compiled from the encyclopedia articles in the current project, and displayed in the Content Window.

Timelines can be copied and printed. For information, see Copying Text and Printing Text.

Creating Custom Entries in Project View

In Project View, you can create customized entries based on Multipedia entries. You can include both text and media elements.

To create a new entry and add it to the current project:

¥ In Project View, click on the Entry Button in the Browser Control Area. A pop-down menu appears.

[GRAPHIC: Project View/Entry pop-down menu with Add Current, Add New, Add Marked and Delete options]

¥ Choose Add New from the pop-down menu. The following dialog box appears:

[GRAPHIC: Dialog Box for Adding new entries: Title, Date, Text, Cancel, OK]

¥ Enter the title of the new entry in the Title field.

¥ Enter a date, if desired.

¥ Enter the text of the new entry. You may type your own text, or copy text and pictures from other Multipedia entries.

¥ Click OK.

Creating, Opening and Saving Projects

The Project Button allows you to create a new project, open an existing project, and save your work.

To create a new project:

¥ In Project View, click on the Project Button in the Browser Control Area. A pop-down menu appears.

[GRAPHIC: Pop-down with New, Open and Save]

¥ Choose New. The following dialog box will appear:

[GRAPHIC: New Project Dialog Box]

¥ Enter the title of the new project.

¥ Click OK. The new project is created.

To open an existing project:

¥ In Project View, click on the Project Button in the Browser Control Area. The existing projects appear in the Browser.

¥ Highlight a project and choose Open. The existing project appears.

To save a project:

¥ In Project View, click on the Project Button in the Browser Control Area.

¥ Choose Save.

Displaying Media Elements Using Media Icons

Multipedia's [Media Icons](#) show you at a glance which media elements are available for the current entry. The Media Icons are found just above the [Content Window](#). You can use the Media Icons to choose which media element to display in the [Media Window](#).

Note: For another method of displaying Media Elements, see [Gallery Instaview](#).

Graphic: All the Media Icons, above the content window

To display a media element:

- ¥ Click and hold on a Media Icon. A pop-up list will appear, including all the media elements available in a particular category for the current entry.

For example, if you were viewing the entry "Aboriginal" chose the "Photograph" icon, the pop-up list would include two photographs: one of aboriginal cave paintings in Australia and one of Taiwanese aboriginal girls.

- ¥ Double-click on the Media Icon to display the first media element in the pop-up list.

Exiting Multipedia

To exit Multipedia,:

- ¥ Double-click on the button in the top left-hand corner of the Multipedia window.

Filtering Active Books in the Browser

[GRAPHIC: Browser with Library open, All Books Active]

When searching for a topic in the Browser, you can filter the active books by clicking on the Library. The Library allows you to turn books "on" and "off," adjusting the list of books through which Multipedia will search for your topic.

Note: When you open Multipedia, all books are active. Unless you filter the active books using the Library, Multipedia searches through all the reference works simultaneously.

To open the library:

¥ Double-click on the Library bar which appears below the browser. Or, single-click on the minimize/expand icon on the left side of the Library bar. A menu appears, from which you can choose which books should be active.

To activate/de-activate a book:

¥ By default, all Multipedia books are active. Click on a book to deactivate it. Click once more to make it active again.

To activate/de-activate all books:

¥ Click on the All Books button.

Gallery Instaview

The Gallery Instaview is a quick way to find and display all the media elements in Multipedia. Simply click through this alphabetical list to see the photographs, sound clips, videos and animations available for each topic.

Note: Gallery Instaview can be de-activated using the Preferences menu.

Graphic: Instaview fully extended to display topic, subtopic, master titles. Media elements displayed in right window.

To search for media elements with Gallery Instaview:

- ¥ Click on the Gallery Instaview Bar at the top of the screen. A list of media types is displayed.
- ¥ Click on a media type to see the topics.
- ¥ Click on a topic. The Gallery Instaview window closes and the media element is displayed in the Content Window.

Hiding/Displaying the Browser

You can hide the Browser to display an entry across the entire width of the Multipedia screen.

GRAPHIC: top of Browser and Content window, showing expand button. Expand button should be captioned.

To hide the Browser:

- ¥ Click on the Expand Button on the left side of the Book Spine Bar. The Browser is hidden and the Content Window will be resized to the entire width of the screen. Click on the Expand Button again to display the Browser again.

or:

- ¥ Click and drag the dividing line between and the Browser and the Content Window. Dragging to the left makes the Content Window larger and the Browser smaller. If you make the Browser smaller than its minimum size (250 pixels) it will automatically close, and the Content Window will be displayed over the full width of the screen.

Hiding/Displaying the Media Window

To hide the Media Window:

Graphic: Media Icon selected and pop-up menu displayed

- ¥ Click on the active Media Icon above the Content Window. For example, if the current media element is a video clip, the video icon is the active icon. A pop-up menu appears.
- ¥ Click "Off."

To display the Media Window:

- ¥ Click on a Media Icon to display the pop-up menu of available media elements for the current entry. Click on an element title. The Media Window will appear, displaying the media element you chose.

Hyperlinks

As you read through the text of Multipedia entries, you'll see that some words appear in blue. Blue highlighted words are hyperlinks.

Hyperlinks allow you to jump instantly from the current entry to related entries.

To jump to another entry using hyperlinks:

¥ Single-click on a blue hyperlinked word. The linked entry will automatically appear.

To return to the previous entry:

¥ Double-click on the Recent Button.

Index View

[GRAPHIC: Browser with Browser control area set to Index View]

Index View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser. In Index View, every Multipedia entry appears in the Browser list in alphabetical order. Index view is the default view, which is chosen automatically whenever you open Multipedia.

To choose Index View if it is not already active:

¥ Click on the Index Button just above the Browser Control Area.

Note: For information about how to choose and display Multipedia entries, see the Browser.

Multipedia Books, a Summary

The Merriam Webster's Medical Desk Dictionary contains over 30,000 entries from all standard medical branches, as well as from a wide range of newer fields including AIDS research, biochemistry and physiology, health care, medical procedures, nutrition, pharmacology, pregnancy and contraception, geriatrics. The entries and the definitions are derived from an exhaustive medical reading program which examined current usage and required 20th century documentation for inclusion. Since many of the terms used in medicine today are named for their discoverers or inventors, the Medical Dictionary also includes thumbnail biographies of these scientists and doctors.

The Merriam-Webster New Book of Word Histories is a reference work for people who love words. The book includes discussions of the derivation of 1500 English words, distinguished by their unusual and fascinating origins and evolution. Many of the discussions refer to other attempts, successful and otherwise, to define the etymologies of these terms. Wherever possible, Word Histories cites the person responsible for coining the word, as well as the language or languages from which it came.

The Hutchinson Guide to the World contains 6000 entries regarding countries, regions, cities and towns and bodies of water. Entries for countries include geographical, demographic and economic information, as well as important historical data. 350 maps provide additional information on countries and their divisions. In most cases, cities are cited which have a population of over 250,000, but many smaller cities of special interest also appear. 200 humorous, enlightening and striking quotations are interspersed among the entries.

The Oxford Dictionary of Music, written and edited by Michael Kennedy, music critic of the Sunday Telegraph, has 12,500 entries, including 5000 biographies of composers, conductors, performers, producers, designers and scholars. In addition, the Dictionary provides definitions and descriptions of musical terminology, classes of instruments, specific compositions and a wide range of musical concepts, including foreign language usage. This is a scholarly reference book vital for anyone interested in classical as well as popular music.

World History, by Bruce Wetterau, provides short, concise descriptions of 10,000 important people, places and events from human history since ancient times to today. In addition to political history, included here are entries from the history of science, business, art, society and literature. 130 chronologies of major

nations, empires and conflicts provide basic data in a highly organized format.

The Columbia University College of Physicians and Surgeons Complete Home Medical Guide is a treasure house of practical information for the layman on a wide variety of medical subjects. It is composed of descriptive articles concerning the health care system, the elements of good health, symptoms and diagnosis, first aid, treatment and prevention of diseases and the proper use of medications. The wealth of diagrams, charts and illustrations enables the lay reader to understand the clearly written text fully and makes this an extremely useful tool.

The 21st Century Dictionary of Slang includes 5000 idioms and phrases from the world of popular language. Each term or expression is defined and provided with an example of usage. In addition, the word or words are classified regarding their parts of speech and category of origin and use. Every entry, whether it be "classic" slang or the latest phrase of the smallest sub-culture, is provided with an example of proper usage. The entries represent the latest in jargon from the world of computers to the streets, from the language of teens to the parlance of Wall Street and many other American contexts.

Barron's Dictionary of Finance and Investment Terms is an up-to-date compilation of 5000 terms from the fields of investment, including stocks and bonds, banking and mutual funds, consumer and corporate finance and taxation. Produced by figures located at the heart of the financial world, Barron's Dictionary provides information essential for dealing with the economic trends of the coming years.

The 21st Century Dictionary of Computer Terms defines 3000 terms from the world of computers. Generally used acronyms and abbreviations appear along side standard terminology regarding hardware, programs, accessories, languages and organizations. The Dictionary includes a wealth of slang from the field and nomenclature specific to both IBM and Macintosh computers.

The Oxford Dictionary of Art is an extremely useful and engaging compendium of 3000 entries on painting, sculpture, drawing and the applied arts. It covers the history of art from the 5th century BC and includes broad coverage of styles, techniques, materials and schools as well as artists, patrons, famous collectors and art historians. Major museums and art galleries can also be found within the pages of this both scholarly and readable work.

The Hutchinson Dictionary of Science is composed of over 5000 entries dealing with classic concepts and phenomena as well as the latest inventions and discoveries of science. The term science

itself is interpreted broadly, so that we find here descriptions and definitions regarding agriculture, archaeology, communications and transportation together with matters from the fields of chemistry, biology, earth science, physics, geology and many others. In addition to the standard items, the Hutchinson Dictionary of Science includes a wealth of chronologies, quotations, puzzles and dissertations on discoveries that have changed history.

Over 10,000 legal terms are found in Ballentine's Law Dictionary: Legal Assistant Edition. They are provided with easy to use guides to pronunciation, examples of usage and cross-referencing of similar and related terms. In addition, the Dictionary includes references to landmark cases, federal agencies and statutes, abbreviations and acronyms.

Phil Lief's Bilingual Dictionary Series offers the convenience of translation in two directions, allowing you to look up words from English to French, Italian, German, and Spanish or if you prefer, from the selected foreign language into English. With thousands of entries, concise definitions, and an easy to use pronunciation guide, Lief's Bilingual Dictionary Series is a unique aid to translation work, foreign language study or occasional desk reference.

Instaview

[GRAPHIC: Instaview bars]

At the top of the Multipedia window is the Instaview Bar. Instaview is a quick and easy way to access topics and media elements in Multipedia.

For more information, see Gallery Instaview and [Subject Instaview](#).

The Library

[GRAPHIC: the Library]

The Library allows you to customize the books through which Multipedia searches for entries.

When you open Multipedia, every entry from every book is available through the alphabetical Browser list. But you can filter the available books by de-activating specific books in the Library. This makes the list of entries in the Browser smaller and more specific.

Customized Libraries can be created for each of the six Multipedia views (Index, Search, Media, Book, Subject and Project). Multipedia remembers these customized Libraries so that whenever you change views, you'll always work with only the books you've specified for that particular view.

The Library can be displayed as a scrolling list or minimized to a single bar at the bottom of the screen.

To customize the Library:

¥ Click on a book in the Library to de-activate it. To reactivate the book, click again. The topics displayed in the Browser list reflect the active books only.

To customize the Library for a specific view:

¥ Choose a view by clicking on one of the View Buttons in the Browser Control Area. Then activate or de-activate books in the Library as described above.

To minimize the Library so that only a single bar is visible:

¥ Click on the Expand Button on the left edge of the Library title bar. To return the Library to its previous size, click on the Expand Button again.

Links Button

The Links Button allows you to see a list of all the hyperlinks included in a particular entry. Hyperlinks are blue highlighted text which can be used to jump instantly from the current entry to related entries.

To see a list of all the hyperlinks in the current entry:

- ¥ Click and hold on the Links Button just above the Content Window. A pop-down menu appears which contains all the hyperlinks included in the current entry. You can go directly to the hyperlinked entries by choosing one from the pop-down menu.

Marking Entries

The Marked Button allows you to create "bookmarks" which help you return quickly to specific Multipedia entries.

To create a bookmark:

¥ Click the box on the left side of the Marked Button. To unmark the entry, click again.

To view the marked entries and display one of them:

¥ Click and hold on the arrow on the right side of the Marked Button. A pull-down list of marked entries appears. Drag your cursor to the entry you wish to see. Release the mouse, and the marked entry is displayed.

Marked entries can be added to a project. See [Adding Marked Entries to a Project](#).

Media Element Control Panels

Depending on which type of media element you're currently viewing, the Media Window will have a different control panel, as illustrated below:

[GRAPHIC: Control Bar for Video, animation, morphing body. Includes play/stop, horizontal shuttle and magnifying glass]

(CAPTION): Control Bar for Videos, Animations, and Morphing Body.

[GRAPHIC: Control Bar for Sound Clips. Includes play/stop, horizontal shuttle]

(CAPTION): Control Bar for Sound Clips

[GRAPHIC: Control Bar for Photographs. Includes magnifying glass]

(CAPTION): Control Bar for Photographs

Media Icons

[GRAPHIC: Media Icons]

Media Icons appear in the Title Bar just above the Content Window. They indicate which media elements are available for the current entry, and can be used to display the media elements on the screen.

The Media Icons that appear in Multipedia are:

Videos: Video clips of important people, places or events.

Animations: Original animations accompanied by short narrations.

Photographs: Archival photos.

Morphing Body: Interactive animated feature that helps you learn about your body.

To choose and display a media element using the Media Icons:

- ¥ Click and hold on a Media Icon in the Title Bar of the Content Window. A pull-down menu will appear, listing the available media elements in the category you've chosen. For example, if you click on the video icon, the pull-down menu will contain a list of all the videos associated with the entry.
- ¥ To view the media element, drag your cursor to highlight it on the pull-down menu, then release the mouse.

Media View

[GRAPHIC: Browser and Browser Control Area set to Media View]

Media View customizes the Browser to show only the Multipedia entries that include photos, videos, sound clips or animations. When you choose Media View, icons appears in the Browser Control Area. By clicking on one or more of these icons, you can filter the list of entries in the Browser to focus on only the kind of media elements you wish to see.

To activate Media View:

- ¥ Click on Media in the Browser Control Area. The Browser list adjusts to show only those entries that include one or more media elements.

To filter the types of media elements displayed in the Browser:

- ¥ Click on one or more icons in the Browser Control Area. Clicking on an icon switches it off. This means that if you click on the sound icon, all the entries which contain sound clips will be deleted from the Browser list.

To redisplay the entries, click on the icon again.

To view a list of the media elements associated with an entry:

- ¥ Single-click on the entry in the Browser list. A pop-up menu will appear, listing the entry's media elements. An icon next to each media element caption indicates whether it is a video, a photo, a sound clip or an animation.

To display a particular media element:

- ¥ Single-click on the media element caption in the pop-up menu.

or:

- ¥ Double-click on the entry title in the Browser list. The entry is displayed in the Content Window. If there is more than one media element associated with the chosen entry, the default media element is displayed.

Note: Multipedia displays entries and media elements according to a set default order. If an entry appears in more than one book, double-clicking on the Browser list automatically displays the first default book. Similarly, if there is more than one media element associated with an entry, double-

clicking on the Browser will cause the default media element to be displayed.

Media Window

[GRAPHIC: Media Window]

The Media Window is where you view photos, videos, maps and other media elements. When an entry includes one or more media elements, the Media Window appears in the upper right-hand corner of the Content Window.

While more than one media element may be available for an entry, only the default media element is automatically displayed. You can view additional media elements by clicking on one of the Media Icons. _

To view additional media elements:

- ¥ Click on a media icon. If the entry includes only one media element of the chosen type, the element is displayed.

If the entry includes more than one media element of the chosen type, a pull-down menu will appear.

[GRAPHIC: Pull-down menu of media elements under the media icons]

To display a media element from the pull-down menu:

- ¥ Drag the cursor to the media element you wish to see, and release the mouse button.

Expanded Search

Multipedia allows you to search for entries which include specific words and phrases. You can perform an Expanded Search (described here), or a Concise Search.

To perform an expanded search:

- ¥ Click the Search Button to choose Search View, then click on "Expanded Search." The Browser Control Area will now look like this:

[GRAPHIC: Browser Control Area open for Expanded Search]

Note: To return to Concise Search, click on the Concise Search Bar.

In Expanded Search, you have three additional search request fields. By clicking repeatedly, you can cycle through each of three Boolean search commands: AND, OR, or BUT NOT.

- ¥ Type words or phrases into the text entry fields. In Expanded Search, you can enter up to four different search request texts.
- ¥ Click on the Boolean search fields to define the relationship between the search request texts. For example, you might enter the following:

GRAPHIC: Expanded search filled in with the following values...

FIND: Apple
And: Tree
Or: Golden Delicious
But Not: Adam's

When you execute this search, Multipedia will find:

- all entries that include both the word Apple AND the word Tree, and
- all entries that include the phrase Golden Delicious (whether or not Apple and Tree also appear).

Multipedia will disqualify:

- all entries that include the word Adam's.

If you like, you can perform a search on only those entries which currently appear in the Browser as the result of a previous search.

To limit the expanded search to the entries currently displayed in the Browser:

¥ Click the Search Previous Results Checkbox.

To perform the search:

¥ Click Find, or press the ENTER or RETURN key on the keyboard.

Magnifying and Reducing Media Elements

Photographs, Videos, Animations and Maps in Multipedia can be enlarged to the full size of the screen.

To enlarge a media element:

- ¥ Click on the magnifying glass in the control bar of the Media Window.

To reduce the media element to its previous size:

- ¥ Click on the magnifying glass again.

Preferences

The Preferences Dialog Box allows you to change settings for various Multipedia functions.

Click on any field for an explanation.

[GRAPHIC: Preferences Dialog box - hotspots]

Choose QuickStart to skip Multipedia's introductory sequence and go right to the index.

XXX? (See spec for questions about "showing only DLRC books..." features 2 and 3)

Click here to disable [Instaview](#).

If you choose XXX, single-clicking the [Browser](#) displays a menu of only those books which contain an entry on your chosen topic. If you choose XXX, the menu displays all the books in Multipedia. Those books which do not contain an entry on the chosen topic will be grayed out.

XXX? What does always expand/always collapse refer to?

Click here to change fonts and font sizes.

Choose Memory to define which settings should be "remembered" when you open Multipedia the next time.

Printing Pictures

Photographs that appear in Multipedia can be printed.

To print a photograph:

[GRAPHIC: Control Panel of Content Window, including Print Button]

- ¥ Make sure a photograph is displayed in the Content Window. (Although an entry may contain more than one photograph, only the currently displayed photograph can be printed.)
- ¥ Click on the Print Button, found just above the Title Bar of the Content Window. A pop-up menu appears:

[GRAPHIC: Pop-up window... print text or photograph option]

- ¥ Choose photograph. A standard print dialog box appears.
- ¥ Choose print.

Printing Text

With Multipedia, you can print selected text, or entire entries.

To print selected text:

- ¥ Highlight the text to be printed by clicking and dragging the mouse.
- ¥ Click the Print Button, found just above the Title Bar of the Content Window. A standard print dialog box appears.
- ¥ Choose print.

To print entire entries:

- ¥ With the entry to be printed displayed in the Content Window, click the Print Button.

If the entry to be printed includes a photograph, the following pop-up menu will appear:

[GRAPHIC: Pop-up window... print text or photograph option]

- ¥ Choose Print Text. A standard print dialog box appears.
- ¥ Choose print.

Project View

Project View gives you an easy, dynamic way to organize your Multipedia research into printable, integrated projects. Using Project View you can:

- ¥ create a customized Browser of Multipedia entries
- ¥ create your own custom entries based on Multipedia sources
- ¥ generate automated timelines of historical facts
- ¥ print custom reports which incorporate both text and Multipedia media elements.

To activate Project View:

- ¥ Click on the Project Button. The following options will appear in the Browser Control Area.

**[GRAPHIC: BROWSER CONTROL AREA FOR PROJECT,
including Entry, Project, Timeline and Report options...
PROJECT SELECTED!!]**

See also:

- [Creating, Opening and Saving Projects](#)
- [Adding Entries to Projects](#)
- [Creating Custom Entries in Project View](#)
- [Adding Marked Entries to a Project](#)
- [Creating a Timeline](#)
- [Reports](#)

Recent Button

The Recent Button displays a list of the entries you accessed most recently.

To see a list of recently-accessed entries:

- ¥ Click the Recent Button, found just above the Title Bar of the Content Window. A list will be displayed, showing the entries in reverse order, starting with the most recent.

To go to the last entry you viewed:

- ¥ Double-click the Recent Button.

Reports

In Project View, you can create and print customized reports. Reports include a user-definable cover page, the text and pictures from each entry included in a project, and a bibliography of associated entries.

To create a report:

¥ In Project View, click on Report in the Browser Control Area. The following dialog box will appear:

[GRAPHIC: GENERATE REPORT DIALOG BOX]

¥ Enter the title of the report, your name and the date.

¥ Click OK to generate the report. A print dialog box is automatically opened.

¥ Choose Print to print the report.

Resizing the Browser

You can resize the Browser by clicking and dragging on the dividing line which separates the Browser from the Content Window. This is particularly helpful if you want to enlarge the Content Window to display more text on the screen at one time.

If you make the Browser smaller than its minimum size (250 pixels) it will automatically close. To reopen the Browser, click on the Expand Button on the left side of the Book Spine Bar.

Resizing the Content Window

To resize the Content Window:

- ¥ Click on the triangular Expand Button on the left side of the Book Spine Bar. The Content Window will be resized to the entire width of the screen. Click on the Expand Button again to return the Content Window to its original size.

or:

- ¥ Click and drag the dividing line between the Content Window and the Browser. Dragging to the left makes the Content Window larger and the Browser smaller. If you make the Browser smaller than its minimum size (250 pixels) it will automatically close, and the Content Window will be displayed over the full width of the screen.

Resizing the Multipedia Window

You can make the Multipedia window any size you want. This lets you run Multipedia on your entire screen, or minimize it to a small window on your desktop.

To resize the Multipedia window:

- ¥ Move your cursor to the edge of the Multipedia window. The cursor will change to a symbol with two arrows.
- ¥ Click and drag to resize the window.

Screen Layout

Click on any part of the screen for an explanation of Multipedia's features:

[GRAPHIC: Full screen with 29 hotspots]

Title Bar

The Title Bar is the top of your Multipedia window. The Title Bar contains the standard Windows^a menu items.

Gallery Instaview

Gallery Instaview is the fastest way to find photos, videos and other media elements available in Multipedia. Click on the Gallery Instaview bar to reveal a list of topics and their associated media elements. Then, click on the title of a media element to view it.

Subject Instaview

Subject Instaview is a quick index to Multipedia topics. Click on the Subject Instaview bar to reveal a hierarchical list of all of Multipedia's topics and subtopics, and their associated entries. Then, click on the title of an entry to view it.

Index View

Index View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. In Index View, every Multipedia entry appears in the Browser list in alphabetical order. Index view is the default view.

Search View

Search View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. Using Search View, you can search for entries which contain specific words and phrases.

Media View

Media View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. When you choose Media View, the Browser adjusts to show only those entries

which contain media items. This list can be further adjusted by clicking on the media icons which appear above the Browser when Media View is active.

Book View

Book View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. Choose Book View to display a hierarchical list of the contents of a single book.

Subject View

Subject View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. Choose Subject View to see entries in the Browser list divided by subject and category.

Project View

Project View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. Choose Project View to assemble a customized Browser list for use in a user-created project. With Project View, you can also create reports, timelines and slide shows.

Browser

The Browser is a scrolling, alphabetical list of topics. Click on the Browser to choose a topic and display the associated entries.

Library

The Library is a scrolling list of all the books available through Multipedia. Use the Library to customize the list of active books.

Library Expand Button

Use the Library Expand Button to minimize the Library to a single bar at the bottom of the screen, or expand it to its previous size.

Book Spine Bar

The Book Spine Bar displays the title of the current book. Click on the Book Spine Bar to look at other books that include entries related to the current topic.

Content Window Expand Button

The Content Window Expand Button enlarges the Content Window for easier reading. Clicking on the Expand Button again returns the Content Window to its former size.

Help

The Help Button displays a menu of Multipedia's Help features. You can choose on-line help or view the Tour Guide.

Previous (Control Bar)

The Previous Entry Button allows you to see the previous entry in the current book.

Next (Control Bar)

The Next Entry Button allows you to see the next entry in the current book.

Copy (Control Bar)

The Copy Button allows you to copy text or pictures to the clipboard.

Print (Control Bar)

The Print Button allows you to print text or pictures.

Outline (Control Bar)

The Outline Button converts encyclopedia entries into outline format for easy skimming. Click on the Outline Button again to redisplay the entire entry.

Marked (Control Bar)

The Marked Button creates "bookmarks" that make it easy to return quickly to any Multipedia entry.

Links (Control Bar)

The Links Button displays a pull-down menu of all the hyperlinks in the currently displayed entry. Hyperlinks allow you to jump directly to another associated entry.

Book (Control Bar)

The Book Button displays a menu of all the Multipedia books which contain entries about the current subject. Click on a book to see the entry.

Recent (Control Bar)

The Recent button displays a pull-down menu of the entries the user viewed most recently.

Entry Title Bar

The Entry Title Bar displays the title of the current entry.

Media Icons

The Media Icons summarize the media elements (photographs, videos, etc.) which are available for the current entry.

Content Window

The Content Window displays the text of the current entry.

Media Window

The Media Window is where media elements are displayed.

Media Play Button

Click on the Media Play Button to play a video.

Media Stop Button

Click on the Media Stop Button to stop a video.

Media Shuttle Bar

The Shuttle Bar advances to show the progression of a video, animation, sound clip or morphing body. Drag the Shuttle Bar from left to right to fast-forward.

Media Magnifying Glass

Click on the Media Magnifying Glass to enlarge the photograph in the Media Window.

Content Window Scroll Bar

Use the Content Window Scroll Bar to scroll through the text of an entry.

Search View

Search View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser. With Search View, you can search for entries that include specific words and phrases. You can perform a Concise Search (described here), or an Expanded Search.

To perform a concise search:

- ¥ Click the Search Button to choose Search View. The following fields will appear in the Browser Control Area:

[GRAPHIC: Simple Search Browser Control]

- ¥ Type a word or phrase into the search request field.
- ¥ Click on the Find Button, or type Enter or Return on the keyboard.

The Browser will list all the Multipedia entries which contain the word, or the contiguous words of the phrase, by which you searched. The list of entries will appear in the following format:

[GRAPHIC: Found set in browser, showing three-character prefix to entry titles]

Each entry that appears in the Browser is preceded by a three-character code. The code indicates the book in which the entry appears. The Multipedia book codes are:

COM: 21st Century Dictionary of Computer Terms
DAR: Oxford Dictionary of Art
E-F: Lief's English-French Dictionary
E-G: Lief's English-German Dictionary
E-I: Lief's English-Italian Dictionary
E-S: Lief's English-Spanish Dictionary
F-E: Lief's French-English Dictionary
FIN: Barron's Dictionary of Business and Finance
GE: Lief's German-English Dictionary
GUI: Hutchinson's Guide to the World
HIS: Holt's World History: A Dictionary of Important People, Places and Events
HMD: Columbia Medical Encyclopedia - Family Health Guide
I-E: Lief's Italian-English Dictionary
LAW: Ballentine's Law Dictionary
MED: Merriam Webster's Medical Desk Dictionary

Searching for a Topic

There are a number of different ways you can search for a topic using Multipedia. For specific information, see the help subjects below:

For general information about displaying and choosing topics, see [The Browser](#) and [Index View](#).

For limiting your search to a specific book or books, see [The Library](#).

To search through the Table of Contents of a specific book, see [Book View](#).

To search for a topic by subject category, see [Subject View](#) and [Subject Instaview](#).

Subject Instaview

With Subject Instaview you can search for many of Multipedia's entries by subject and display them in the Content Window.

[Graphic: Subject Instaview Bar]

To search for an entry using Subject Instaview:

- ¥ Click on the Subject Instaview Bar at the top of the screen. A list of topics is displayed.
- ¥ Click on a topic to see the subtopics.
- ¥ Click on a subtopic. A list of entries included in the chosen subtopic will appear in the right-hand window.
- ¥ Click on an entry. The entry will appear in the Content Window.

Subject View

Choose Subject view to quickly search through all of Multipedia's entries by subject, and display entries in the Content Window.

To search for an entry by subject:

- ¥ Click on the Subject Button. Two pop-up menus appear in the Browser Control Area:

[GRAPHIC: Browser Control Area as seen in Subject View]

- ¥ Click on the Topic Bar. A pop-up menu appears from which you can select a topic.
- ¥ Click on a topic. The first subtopic associated with the topic you've chosen automatically appears in the Subtopic Bar.
- ¥ Click on a subtopic. The entries associated with the subtopic appear in the Browser.

For information about selecting an entry and displaying it in the Content Window, see the help section, The Browser.

Tour Guide

The Tour Guide is an animated overview of Multipedia and its functions. It's an excellent introduction if you've never used Multipedia before.

[GRAPHIC: Book Spine Bar, Help (?) selected, pull down menu displaying Help and Tour Guide options]

To view the Tour guide:

- ¥ Click on the question mark found on the right side of the Book Spine Bar. A pull-down menu will appear.
- ¥ Choose Tour Guide.

To interrupt the Tour Guide and return to Multipedia:

- ¥ Click anywhere on the screen.

Viewing a List of Active Books

Multipedia allows you to specify a list of active books. Active books are those books through which Multipedia searches for entries to display in the Browser.

To view a list of the books which are currently active:

- ¥ Open the Library by double-clicking on the Library bar, just below the Browser, or single-click on the minimize/expand icon on the left side of the Library bar.

The active books are checked in the menu.

Viewing an Outline of Encyclopedia Entries

The Outline feature allows you to reduce encyclopedia entries to outline format for easy skimming.

To view the currently displayed encyclopedia entry in outline form:

¥ Click the box to the left of the Outline Button, just above the Title Bar of the Content Window. The current entry will be reduced to outline format. To return to the full encyclopedia entry, click in the box again.

Note: When an entry is displayed in outline format, an "X" remains visible in the Outline Button box.

Viewing Hyperlinks for an Entire Multipedia Entry

Hyperlinks are blue highlighted text which can be used to jump instantly from the current entry to related entries.

Choose the Links Button to see a list of all the hyperlinks included in the current entry.

To see a list of all the hyperlinks in the current entry:

- ¥ Click and hold on the Links Button just above the Content Window. A pull-down menu appears which contains all the hyperlinks included in the current entry. You can go directly to the hyperlinked entries by choosing one from the pop-down menu.

Viewing the Next Entry

The Next Button allows you to page forward to the next entry in the current book. The Next Button is found just above the Title Bar of the Content Window, and is in the shape of an arrow, pointing to the right.

To display the next entry in the current book:

- ¥ Click the Next Button. The next entry is displayed in the Content Window.

Viewing the Previous Entry

The Previous Button allows you to page backward to the last entry in the current book. The Previous Button is found just above the Title Bar of the Content Window, and is in the shape of an arrow, pointing to the left.

To display the previous entry in the current book:

- ¥ Click the Previous Button. The previous entry is displayed in the Content Window.