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Navigation

Navigating Through *Multimedia World History*

There are many ways of navigating through *Multimedia World History*. You can view the different areas available in *Multimedia World History* from the **main screen**, jump from one **topic** to another from a **hot spot**, browse through topics that are related to one another, retrace your steps backwards (topic by topic), or return to any previously viewed topic.

Navigation

Using Links

Topics are linked to one another by means of **hot spots**. A hot spot can be a word or phrase, or a picture or part of a picture. Text hot spots are displayed in red. A picture hot spot may have a border around it. You can identify a hot spot by noticing the mouse cursor: it changes to a pointing hand when over a hot spot.

For example, point to the Navigation icon in the upper left-hand corner of this topic and you will see the cursor change into a hand, as shown below:

If you click on this icon, it will jump to another topic, which in this case, is the Navigation menu.

In addition to **jumping** to other topics, hot spots can bring up popup windows. Popups are displayed over the main window. To remove the popup, click anywhere outside of the popup, or press the ESC key. Click on this **hot spot** to view a popup window.

Navigation

Jumping from Topic to Topic

The List button displays a **popup** window containing the **topics** available under the selected area.

▶   To use the list feature to jump to another topic within the area you are located:

1   Choose the **List button** from the button bar at the top of the main window.

2   Highlight the topic you wish to view.

3   Double-click the selected topic to **jump** to it.

See Also

Using The Button Bar

Using The Topic Icons

Browsing through Multimedia Sequences

Navigation

Using The Topic Icons

The Topic Icons allow you to view the topics available under the selected work.

Click an icon from this illustration to find out what action it performs.

See Also
Jumping From Topic to Topic

<<

Displays the previous **topic** in the **browse sequence**.

Displays the next **topic** in the **browse sequence**.

Displays the **multimedia** options associated with the selected work.   For more information see Using Multimedia Icons

Returns you to the text screen of the selected multimedia list.

Displays the previous work in the **browse sequence**.

Displays the next work in the **browse sequence**.

Displays three to five quiz questions associated with the selected work.

Navigation

Returning to the Main Screen

The Home button, on the button bar, returns you to the **main screen**. This screen is like a control panel, from which you can access the different features of *Multimedia World History*.

*   Choose the **Home button** from any screen in *Multimedia World History* to **jump** to the main screen.

See Also

Using the Main Screen Icons

Using The Button Bar

![MWH logo] **Navigation**

Using the Main Screen Icons

The **main screen** icons allow you to **jump** to the various areas of *Multimedia World HIstory*.

Click an icon from the following illustration to find out what action it performs.

See Also
Returning to the Main Screen
GoTo Menu Commands

The Galleries icon jumps to the **multimedia galleries screen**.   For more information see

The Navigation by Subject icon jumps the the **category screen** which lets you choose topics by category.   For more information see , .

Timeline jumps to a scrolling timeline of historical events.

This Day in History jumps to the January Screen, the first screen of a catalog of historical events by day of the year.

The Search icon displays the Search dialog box.   For more information see [Using Full-Text Search](#).

The Exit icon exits *Multimedia World History*.   For additional information see .

The About This Disc icon displays the *Multimedia World History* copyright and product information including an order form for additional Bureau of Electronic Publishing, Inc. products.

 Navigation

Jumping to the Multimedia Galleries Screen

The Galleries button jumps to the **multimedia galleries screen**.

To browse through the multimedia topics:

1   Choose the **Gallery button** from the button bar at the top of the screen.

2   Choose one of the **multimedia icons** to view a **browse sequence** of the available topics.

3   Choose a specific multimedia gallery from the pull-down   Go To menu item.

See Also

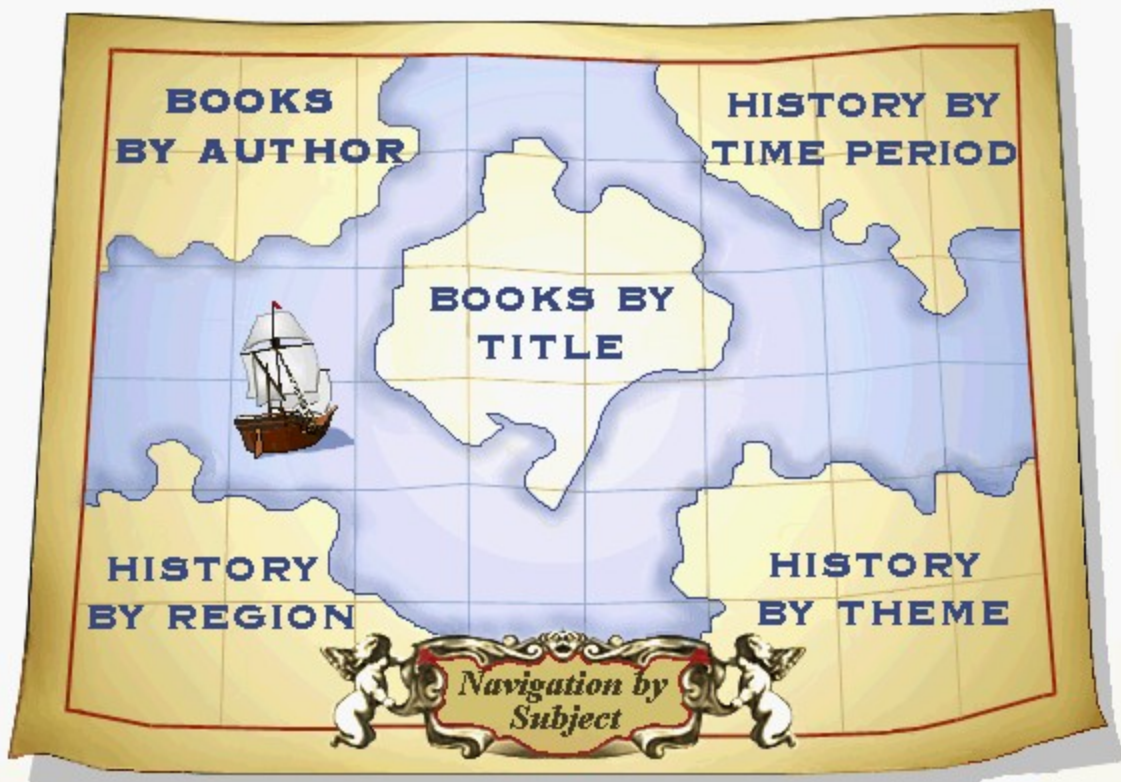Using Multimedia Icons

Browsing through Multimedia Sequences

Navigation

Jumping to the Category   Screen

The navigation by subject icon on the main screen jumps to the **category screen** which divides the titles on Multimedia World History into five categories: Books by Title, Books by Author, History by Theme, History by Region, and History by Time Period.

Click an icon from the following illustration to find out what action it performs.

Lists books by the author's name first.

Lists books by Title.

Lists Time Periods.   Click on the globe to get a list books categorized under that time period.

Lists Regions.   Click on the globe to get a list books categorized under that region.

Lists Themes.   Click on the globe to get a list books categorized under that theme.

Navigation

Viewing an A-Z List of Titles

The Titles button allows you to view an alphabetical list of all available titles in *Multimedia World History*.

To display a title:

1 Choose the **Titles button** from the button bar.   A popup window containing an alphabetical list of all available titles is displayed.

   Use the scroll bar to see topics not visible in the list.

2 Highlight the work you wish to display.

3 Double-click on the selected work to display it.

See Also

Jumping from Topic to Topic

Using The Topic Icons

Navigation

Returning to the Last Topic Viewed

The Back button allows you to step backwards through topics you have previously viewed.

To backtrack through topics in the order you viewed them:
*   Choose the **Back button** from the button bar at the top of the screen.

If the current **topic** is the first topic you viewed, the Back button appears dimmed.

See Also

Returning to Any Topic Viewed

Navigation

Returning to Any Topic Viewed

As you view **topics**, a record is kept of where you have been. The History button displays a list of the topics you have viewed, starting with the most recent. Select any topic from this list to return to it.

   To jump back to a topic using the History button:

1   Choose the **History button** from the button bar at the top of the screen.

    The last 40 **topics** you have viewed are displayed in the History window.

2   Double-click the topic you want to view.

    Use the scroll bar to see topics not visible in the list.

3   The History window remains displayed. You can choose another topic. You can also resize or move the History window.

Tip: You may want to arrange the main window and the History window so that they are side by side.

   To close the History window:

*   Choose Cancel, or double-click the **control menu box** . Pressing the ESC key also closes the History window.

See Also

Returning to the Last Topic Viewed

Multimedia World History Help Contents

Finding Information

Ways to Find Information in *Multimedia World History*

Viewing On Screen Definitions

Taking a Multimedia Tour

Finding Information Using the Index

Using Full-Text Search

Browsing Through the Search Results
Using Search Operators

Using Multiple Search Operators

Finding Information

Ways to Find Information In *Multimedia World History*

To find information in *Multimedia World History*, you can use the following techniques:

- View a glossary of words with popup definitions
- Take a tour of the multimedia features
- Choose topics from a keyword index
- Perform full-text searches for topic text

Using the Glossary, you can view definitions of selected words.

Using the Tour function, you can sit back and relax while the computer automatically displays the **multimedia** topics containing the searched text.

Using the Index button, you can search for titles, authors, subject categories and other selected keywords. When the selected text is found, the topic or a list of topics containing the text is displayed.

Using the Search button, you can search on any word or words in the topics. The Search feature not only takes you to the topic found, but highlights the word or words found by the search. You can use search operators such as AND, OR, NOT, THRU, and NEAR to further narrow your search.

See Also

Viewing On Screen Definitions

Taking A Multimedia Tour

Finding Information Using the Index

Using Full-Text Search

Finding Information

Viewing On Screen Definitions

The Glossary button displays an alphabetical list of words from which you can view definitions. You can also view **popup** definitions while you read.   Click on any red highlighted words within the text to display a popup definition.

To view a popup definition from the Glossary button:
1   Choose the **Glossary button** from the button bar at the top of the screen.
2   Click on a word.   A popup window with the word and its definition appear on screen.
3   Use the scroll button on the right side of the Glossary window to view words not currently displayed.
4   The Glossary window remains open. You can perform all other functions available in *Multimedia World History* while this window is displayed.   You can also resize or move the Glossary window.

To close the Glossary window:
*   Double-click the **Control menu box**.

Finding Information

Taking a Multimedia Tour

The Tour button allows you to search for text within the **multimedia** topics.   The computer takes you on a tour through these topics by automatically advancing from one appearance of the searched text to the next.   You can use search operators to further define the tour.

   To perform a multimedia tour:
1   Choose the **Tour button** from the button bar at the top of the screen.
2   Type text to search or choose a previous search from the pull-down list then click the OK button
3   Adjust the speed with which the tour will proceed.
4   Select a small, medium or large tour which defines the number of multimedia topics to be viewed.
5   Choose the **Begin Tour button** to start the tour.
6   You can pause the tour in the following ways:
     *   Choose the **Pause button**.
     *   Click outside of the tour control window.
     *   Minimize the tour control dialog box to an icon by clicking the down arrow in the upper right corner of the window.
   *   **While the tour is paused, you are able perform other functions and move around** *Multimedia World History***.**
7   To resume the tour, choose the **Resume button**.
   *   If necessary, maximize the tour control window, by clicking on the icon and choosing Restore.
8   Press the **End Tour button** to stop the tour and return to the main window.
9   Click the Run Continuously box to create a continuous self-running tour.
Tip: You can choose the Help button in the tour control dialog box for a quick reminder on how to use the tour function.

See Also
Using Search Operators

Finding Information

Using Full-Text Search

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

1 Choose the **Search button** from the button bar at the top of the screen.

2 In the Search by Word box, type a **search query** indicating the text for which you are searching.

To enter a previously entered search query, make a selection from the drop-down list box.

3 Under Search In, select All Topics, Selected Topic Groups **or** Current Topic Only.

  * If you chose Selected Topic Groups, select the groups you want to search from the Topic Groups list box.

  * To search only the **topic titles**, choose the **Options button** and select this option, then choose the OK button.

4 Choose OK.

A list of titles of each topic containing a **search hit** in the **Search Results** dialog box is displayed.

See Also

Browsing Through the Search Results

Using Search Operators

Finding Information

Browsing Through the Search Results

When you choose the OK button to search for information, a list of the **topics** that contain **search hits** are displayed in the **Search Results** dialog box.

To view a topic in the list:
* Double-click the title.

    Use the scroll bar to see titles not visible in the list.

    or

* Use the Search Results buttons to move through topics.

To view	Do this
Selected topic	Choose the **Go To button** or double-click the topic.
Search dialog box	Choose the **To Search button**.
Next search hit in the current topic	Choose the **Next Match button**.
Previous search hit in the current topic	Choose the **Previous Match button**.

When you view a topic with search hits, the search hits in that topic are highlighted . If you minimize the Search Results window, highlighting turns off until you maximize the Search Results window again.

To close the Search Results window:
* Choose the Cancel button in the Search Results window.

For your convenience, the Search Results window appears on top of the main window. You can resize it, move it, or minimize it to an icon and then restore it later when needed.

See Also

Using Full-Text Search

Using Search Operators

Finding Information

Using Search Operators

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

AND

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

Bees love Honey

This phrase finds any topic containing the three words "Bees," "love," and "Honey." This is the same as specifying Bees AND love AND Honey. However, when quotes are used, the entire phrase is searched. For example:

"Bees love Honey"

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

OR

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

Bees OR Honey

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

NOT

The NOT operator selects any topic that contains the phrase preceding NOT, but does not contain the phrase following NOT. For example:

Bees NOT Honey

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

NEAR

The NEAR operator selects any topic in which one phrase appears within a certain number of words of the second phrase. The default value is 8 words. For example:

Bees NEAR Honey

This query finds any topic in which the word "Bees" appears within 8 words before or after the word "Honey."

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

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

See Also
Using Full-Text Search

Using Multiple Search Operators

Finding Information

Using Multiple Search Operators

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

By default, operators are evaluated from left to right. You can use parentheses to specify a different order--operators within parentheses are evaluated first.

This query	Searches for
honey OR bees AND hives	Topics containing either the word **honey** or the word **bees** in addition to the word **hives**.
honey OR (bees AND hives)	Topics containing the word **bees** and the word **hives** or topics containing the word **honey**.
honey OR bees NOT hives	Topics containing either the word **honey** or the word **bees** but not the word **hives**.
honey OR (bees NOT hives)	Topics containing the word **bees** but not the word **hives** or topics containing the word **honey**.

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

See Also
Using Full-Text Search
Using Search Operators

Multimedia World History Help Contents

Printing and Copying

Printing and Copying Information

Changing Printers and Printer Options

Printing Topics

Copying Topic Text

Object Linking and Embedding

 Printing and Copying

Printing and Copying Information

You may want to use information in *Multimedia World History* in other applications, such as word processors. You can copy text and graphics onto the Windows **Clipboard**. From the Clipboard, you can paste the information into any Windows application. You can also print out topics, and change printers from within *Multimedia World History*.

See Also

Object Linking and Embedding

Copying Topic Text

Printing Topics

Printing and Copying

Changing Printers and Printer Options

Topics are printed on the default printer. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options.

To change printers:
1 From the File menu, choose Print Setup.
2 Select Specific Printer.
3 From the drop-down list box, select the printer that you want to set as your default.
   If this file is not in the list box, switch to the Control Panel, select Printers, and activate the printer you want to use. Then switch back to *Multimedia World History*.
4 Choose OK to close the Print Setup dialog box.

To change printer options:
1 From the File menu, choose Print Setup.
2 Choose the Options button to change the default printer options.
   The options available depend on the type of printer you have selected.
3 Choose the options you want, and then choose OK.
4 Choose the OK button to close the Print Setup dialog box.

To change printer orientation, paper size, or source:
1 From the File menu, choose Print Setup.
2 Select Portrait or Landscape for the orientation.
3 Select the paper size you want from the drop down list box.
4 Select the paper source you want from the drop down list box.
5 Choose OK to close the Print Setup dialog box.

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

See Also
Printing Topics

Printing and Copying

Printing Topics

To print an entire **topic**:
1. Display the topic.
2. From the File menu, choose Print Topic.

To print part of a topic:
1. Display the topic.
2. From the Edit menu, choose Copy.
3. In the Copy dialog box, select the text you want to print, and then choose the Copy button.
4. Paste the text into a word processing application.
5. Use the Print command from the application's File menu to print the text.

See Also
Copying Topic Text

Printing and Copying

Copying Topic Text

To copy text to the Clipboard:

1   Display the **topic** that contains the text you want to copy.
2   From the Edit menu, choose Copy.
3   Select the text you want to copy in the Copy dialog box.
4   Choose the Copy button.

To paste the Clipboard contents into another document, use the Paste command from the application's Edit menu.

See Also

Object Linking and Embedding

Printing and Copying

Object Linking and Embedding

The information in *Multimedia World History* can be copied into other applications with **Object Linking** and **Embedding** (OLE) capabilities.

Two types of documents are used to perform OLE functions. The source or server document such as drawing software contains the original object. The object is then copied into the destination or client document such as a word processor.

For detailed instructions on performing this function and to determine whether the application you are using is OLE compatible, refer to your Windows and other software documentation.

To copy **objects** from *Multimedia World History* to other applications, press the Print Screen key. The entire screen will be copied.

See Also
Copying Topic Text

Multimedia World History Help Contents

Bookmarks and Annotations

[Annotating *Multimedia World History*](#)

[Using Bookmarks](#)

[Jumping to a Bookmark](#)

[Annotating a Topic](#)

[Viewing an Annotation](#)

[Copying and Pasting Annotations](#)

 Bookmarks and Annotations

Annotating *Multimedia World History*

The Bookmark and Annotation features allow you to save information in reference to specific topics. A bookmark is simply that: a marker which "saves your place". Like any book, you can have many bookmarks in *Multimedia World History*. When the bookmark is selected, you **jump** directly to that topic.

Annotations are simply notes or comments "paper clipped" to a topic. It's the same as paper clipping a note to a page in a book. You can copy and paste text in annotations.

See Also
Using Bookmarks

Annotating a Topic

Bookmarks and Annotations

Using Bookmarks

Just as you can place bookmarks in a printed book to mark specific references, you can place **bookmarks** at the **topics** you view frequently. Once you have placed a bookmark at a topic, you can quickly display that topic from the Bookmark menu.

To insert a bookmark:

1 Display the topic in which you want to place a bookmark.
2 From the Bookmark menu, choose Define.
3 The **topic title** is proposed as the bookmark name. If you want to change the name, type a new name in the Bookmark Name box.
4 Choose OK.

The bookmark name appears on the Bookmark menu.

To remove a bookmark:

1 From the Bookmark menu, choose Define.
2 Select the bookmark you want to remove.
3 Choose Delete.
4 Choose OK.

See Also
Jumping to a Bookmark

Bookmarks and Annotations

Jumping to a Bookmark

After you have inserted bookmarks, you can go directly to them at any time.

To go to a marked topic:

* From the Bookmark menu, choose the topic you want to view.

Underlined numbers precede the first nine bookmark titles. You can press the corresponding number key or choose the bookmark title to go quickly to a marked topic.

If more than nine bookmarks have been defined, choose More from the Bookmark menu. Select a bookmark, and then choose the Go To button.

See Also
Using Bookmarks

 Bookmarks and Annotations

Annotating a Topic

You can attach your own comments to a **topic**. When you annotate a topic, a paper clip icon is placed to the left of the topic heading. The paper clip icon reminds you that you have attached text to this topic.

 To attach text to the current topic:

1 From the Edit menu, choose Annotate.
2 Type the text in the Annotation edit box.

   If you make a mistake, press Backspace or the Delete key to erase any unwanted characters and then continue typing.
3 Choose OK when you have finished the annotation.

 To remove an annotation:

1 Display the topic where you made the annotation.
2 Click the paper clip icon.
3 Choose the Delete button.

See Also
Viewing an Annotation

Bookmarks and Annotations

Viewing an Annotation

To view an annotation:

1 Display the topic where you made the annotation.

2 Click the paper clip icon.

3 Choose the Save or Cancel button when you have finished reading the annotation.

Tip: Place a **bookmark** at an annotation to return to it quickly.

See Also

Copying and Pasting Annotations

Using Bookmarks

Bookmarks and Annotations

Copying and Pasting Annotations

You can copy text from an annotation to the **Clipboard** or paste text from the Clipboard into an annotation.

To copy text from an annotation to the Clipboard:

1 Display the **topic** where you made the annotation.

2 Click the paper clip icon.

3 If you want to copy all of the annotation, choose the Copy button.

   If you want to copy only a portion of the annotation, select the text in the Annotate edit box, and then choose the Copy button.

To paste text from the Clipboard into an annotation:

1 Display the topic where you made the annotation.

2 Click the paper clip icon.

3 Position the insertion point where you want to paste the text.

   To position the insertion point, point and click the mouse or press the arrow keys.

4 Choose the Paste button.

   If any text is selected (highlighted) when you choose the Paste button, it is replaced by the new text.

See Also

Copying Topic Text

Multimedia World History Help Contents

Buttons and Menus

File Menu Commands

Edit Menu Commands

Bookmark Menu Commands

GoTo Menu Commands

Using the Button Bar

Buttons and Menus

File Menu Commands

The File menu contains these commands:

- Open
- Print Topic
- Print Setup
- Exit

Scroll down to see descriptions of each command.

Open

Displays a dialog box in which you can select and open a title.

Print Topic

Prints the displayed topic (assuming you have a printer installed and turned on).

Print Setup

Displays a dialog box in which you can change printer settings before printing.

Exit

Closes *Multimedia World History*.

See Also

Changing Printers and Printer Options

Printing Topics

Buttons and Menus

Edit Menu Commands

The Edit menu contains these commands:

- Copy
- Annotate

Copy

Places a copy of the displayed topic in a dialog box, where you can select text to copy to the **Clipboard**.

Annotate

Displays a dialog box in which you can attach your own notes to the current topic.

See Also

Copying Topic Text

Annotating a Topic

Buttons and Menus

Bookmark Menu Commands

The Bookmark menu contains these commands:

- Define
- More

Scroll down to see descriptions of each command.

Define

Displays a dialog box in which you can add a **bookmark** to the current topic or delete an existing bookmark.

More

This command appears only when more than nine bookmarks have been added to the Bookmark menu and displays a dialog box in which you can select a bookmark.

See Also

Using Bookmarks

Jumping to a Bookmark

Buttons and Menus

GoTo Menu Commands

The GoTo menu contains these commands:

- Timeline
- Glossary
- This Day in History
- Tour
- Historical Figures Gallery
- Video and Animation Gallery
- Sound Gallery
- Picture Gallery
- Books by Title
- Books by Author
- Books by Theme
- Books by Region
- Books by Time Period

Home

Returns you to the **main screen**.

Glossary

Displays a glossary of words.   Click on a word to display a popup definition.

This Day in History

Jumps to the January screen

Tour

Takes you on a multimedia tour.

Historical Figures Gallery

Displays the first topic in the historical figures gallery.

Video and Animation Gallery

Displays the first topic in the video and animation gallery.

Sound Gallery

Displays the first topic in the sound gallery.

Picture Gallery

Displays the first topic in the picture gallery.

Books by Title

Displays a list of books title first.

Books by Author

Displays a list of books author's name first.

Books by Theme

Displays a list of themes which, when clicked, renders a list of books categorized by theme.

Books by Region

Displays a list of regions which, when clicked, renders a list of books categorized by region.

Books by Time Period

Displays a list of time periods which, when clicked, renders a list of books categorized by time period.

Buttons and Menus

Using the Button Bar

Use the following buttons to browse and look up information in *Multimedia World History*.

| Home | Titles | Category | List | Gallery | Index | Glossary | Search | History | Tour | Back |

Select any button from this illustration to find out what action it performs.

Home

Displays the **main screen**.   For more information, see Using the Main Screen Icons.

Titles

Displays an alphabetical list of titles available in *Multimedia World History*.   For more information, see Viewing an A-Z List of Titles, Using the Main Screen Icons.

List

Displays a **popup window** listing the available **topics** under the selected area.   For more information, see Jumping From Topic to Topic, Using The Topic Icons, Browsing through Multimedia Sequences.

Category

Displays the category screen which allows you to choose books from five different categories: Books by Title, Books by Author, History by Theme, History by Region, and History by Time Period.

Gallery

Brings you to the **multimedia galleries screen**.   For more information, see Jumping to the Multimedia Galleries Screen, Using the Main Screen Icons.

Index

Displays an index of keywords and phrases. You can select a word from the index list or type one in yourself, displaying topics that contain information related to the selected text. For more information, see Finding Information Using the Index.

Glossary

Displays a glossary of words from which you can view popup definitions. For more information, see Viewing On Screen Definitions.

Back

Backtracks through topics in the order viewed. For more information, see [Returning to the Last Topic Viewed](#).

History

Displays a list of the last 40 topics you have viewed. Double-click any topic title to redisplay the topic. For more information, see Returning to Any Topic Viewed.

Search

Allows you to search for any combination of words and phrases, and then browse the topics that contain **search hits**. For more information, see Using Full-Text Search.

Tour

Automatically advances from one appearance of the searched text to the next within the multimedia topics.   For more information, see [Taking a Multimedia Tour](#).

 Keyboard Techniques

Using Accelerator Keys

The following is a list of keyboard shortcuts available in *Multimedia World History*:

Keys	Action
Ctrl+C, Ctrl+Ins	Copies the displayed topic text to the clipboard
Ctrl+Shift+Alt+F1	Jumps to the Opening Screen
Alt+O	Jumps to the **Main screen**
Ctrl+Shift+Alt+F2	Brings up the Index dialog box
Ctrl+Shift+Alt+F3	Takes you to the last topic viewed (Back)
Ctrl+Shift+Alt+F4	Brings up the History list
Tab	Moves to the next **hot spot**
Shift+Tab	Moves to the previous hot spot
Ctrl+Tab	Highlights all displayed hot spots
Esc	Removes the top-most popup
Alt	Removes all popups
Alt+F4	Exits *Multimedia World History*
F1	Displays Help screens

Press ALT key plus underlined letter of a command word to perform that function.   (i.e., pressing Alt+O functions identically to the H<u>o</u>me button by returning you to the **main screen**)

Home button

The button that displays the **main screen** for *Multimedia World History*.

Hints button

Hints...

In the Search dialog box, the button that shows examples of how to enter search queries.

Titles button

This button displays a table of contents of all available works in *Multimedia World History,* title first.

Category Screen

This screen allows you to choose books from five different categories: Books by Title, Books by Author, History by Theme, History by Region, and History by Time Period.

Index button

The button that displays a dialogue box containing selected keywords and the number of related **topics**.

Back button

This button backtracks through **topics** in the order you viewed them.

History button

Displays a list of the last 40 **topics** you viewed.

List button

Displays a window containing the **topics** available under the selected area.

Gallery button

Brings you to the **multimedia galleries screen**.

Glossary button

Displays a list of words from which you can view popup definitions.

Search button

The button that searches for all **topics** containing a particular word or combination of words.

Next Match button

Next Match

The button in the **Search Results** dialog box that displays the next **search hit** in the current topic not currently displayed on the screen.

Previous Match button

Previous Match

The button in the **Search Results** dialog box that displays the previous **search hit** in the current topic not currently displayed on the screen.

To Index button

To Index

The button in the **Topics Indexed** dialog box that takes you back to the Index dialog box.

To Search button

The button in the **Search Results** dialog box that takes you back to the Search dialog box.

Options button

Options...

The button in the Search dialog box that displays the available search options. The Search Options dialog box is where you can change the NEAR value, select topic titles as the search domain, or select to search from a list of previous topics found.

Go To button

Go To

The button in the **Topics Indexed** and the **Search Results** dialog box that displays the selected **topic** from the list.

bookmark

A name associated with a **topic** for easy reference. Bookmarks appear on the Bookmark menu. When you select a bookmark from the menu, the topic associated with that bookmark is displayed.

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.

main screen

The "control panel" for *Multimedia World History*. From this screen, you can select which part of the title you want view and what functions you want to perform.

topic

A unit of information containing any combination of text, graphics and **multimedia** options.

Topics Indexed

An index dialog box that lists **topics** from an index search which allows you to browse and go to topics in the list.

Search Results

The dialog box that lists **topics** containing **search hits** from a **search query** and allows you to browse and go to topics in the list.

search query

A combination of words, phrases, and operators which indicate the text to be searched.

browse sequence

A sequence of **topics** arranged so that you view them in succession.

topic title

A name identifying a **topic** found by searches from the Index and Search commands.

jump

A **hot spot** that displays another **topic** in the main window.

hot spot

A word, phrase, or picture, that when selected, performs an action such as jumping to a new **topic** or displaying a **popup** window.

search hit

An occurrence of text in a **topic** that matches the **search query** entered for the Search command.

current position

The position in an audio or video sequence that is currently being played, indicated by the **thumb** in the **slider** control.

thumb

The pointer in the **slider** of a controller indicating the **current position** in the audio or video sequence.

slider

The control in an audio or video sequence that contains the **thumb**, which indicates the **current position** in the audio or video sequence.

multimedia galleries screen

All **multimedia** topics in *Multimedia World History* are available from this screen.

multimedia

Multimedia World History incorporates multimedia features including pictures, graphics, audio-enriched animations, videos and narrations.

popup

Smaller windows which are displayed over the main window when a **hot spot** is selected.   To close popup windows, click outside of the popup region or press the ESC key.

multimedia icon

A **hot spot** which allow you to experience pictures, narrations, videos and animations.

Tour Button

Displays the tour dialogue box allowing you to take a multimedia guided tour of the searched text.

Begin Tour button

Begin Tour

The button in the tour control dialog box which starts a multimedia topic tour.

Pause button

[Pause]

The button in the tour control dialog box which stops the **multimedia** tour until the user presses the **Resume button**.

Resume button

Resume

The button in the tour control dialog box which continues the paused **multimedia** tour.

End Tour Button

The button in the tour control dialog box which stops the **multimedia** tour and closes the tour control dialog box.

Object

Any combination of text, audio and graphics to be used as a single unit and copied into another application.

Linking

Creates a link between the original **object** and all copies of the object in other software applications.   Changes made to the original or any of its copies will appear on all versions of the object.   In order to link an object, it must first be saved as a document.

Embedding

Creates a copy of an **object** from one software application to another.   Once an object is embedded, changes can be made to either the original or the copy without effecting the other.

control menu box

Double-clicking on this box allows you to close the selected window.

Author Icon

This icon appears in the non-scrolling region containing the title before every work.   For more information, see Using The Topic Icons.

Finding Information

Finding Information Using the Index

Using the Index button is like using the index of a book. You can browse through a list of keywords, and then jump to a topic by selecting a word from the index.   Items found in the index include titles, authors and subject matter.

   To look up a topic using the index:

1   Choose the **Index button** from the button bar.
2   Type the word you want to search for or select the word from the Index list.
    You can press a key on your keyboard to move quickly to different parts of the list. For example, type "S" to move to words beginning with the letter "S" and then type "O" to see words beginning with "So."
3   Select a word or phrase then choose OK.
    If only one topic is linked to the word, that topic is displayed.
    If there is more than one topic linked to the word, the topics are displayed in the **Topics Indexed** dialog box.
    To return to the Index, choose the **To Index button**.
4   Double-click the topic you want to view, or select the topic and choose the **Go To button**.

See Also
Using Full-Text Search

Multimedia World History Help Contents

Multimedia Features

Using Multimedia Icons

Using the Multimedia Controller

Browsing through Multimedia Sequences

 Multimedia Features

Using the Multimedia Controller

You can play an audio or animation sequence using a control panel that appears within a **topic** or that pops up when you select a hot spot. Either type of sequence may include the multimedia controller, as shown below:

Select any control from this illustration to find out what action it performs.

  To control a sequence that does not have a control panel:
*   Click the window while the sequence is playing to stop it.
*   Click the window after stopping the sequence to start playing it again.

Stop Button

Stops playback of the audio or animation sequence.

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

Play Button

Starts playing the presentation.

Pause Button

Stops playing the presentation until the user presses this button again.

 Multimedia Features

Using Multimedia Icons

These icons allow you to view the **multimedia** topics available in *Multimedia World History*.   You can access these icons wherever they appear on screen.

Select an icon from this illustration to find out what action it performs.

See Also
Using the Multimedia Controller

Displays pictures with short descriptions.

{ewl MVMCI2, ViewerMCI, [device WaveAudio][buttons play pause stop][slider][caption 'Hear - Hindenburg'][autostart]!hndnburg.wav}
Allows you to listen to narrative clips.

{ewl MVMCI2, ViewerMCI, [device AVIVideo][buttons play pause stop][slider][caption 'See - The Modern Universe.'][autostart]modern.avi}

Allows you to view audio-enriched animations.

Multimedia Features

Browsing Through Multimedia Topic Sequences

The multimedia topics are linked to one another in a **browse sequence**. This browse feature lets you scan the topics one by one within the Galleries area.

To display the next or previous **multimedia** topic:

* Choose the ⬚⬚ in the button bar.

Tip: If the multimedia topic is the first in the browse sequence, the << button appears dimmed

If the multimedia topic is the last in the browse sequence, the >> button appears dimmed

See Also
Jumping From Topic to Topic

Displays the previous **topic** in the **browse sequence**.

Displays the next **topic** in the **browse sequence**.