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## Introduction to PowerCD

Welcome to **PowerCD**! For a visual introduction to Feature Presentation, Presentation, Text, View, Question, and Quiz modes, plus other **PowerCD** features, [select](#) any one of the following. For more detailed help, please go to Using **PowerCD** located in the Contents for **PowerCD** Help.

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When **PowerCD** is loaded, the Feature Presentation automatically begins to play. It is a forty-five to ninety minute continuous [multimedia](#) program that allows you to explore the subject at your own pace and in the manner you choose. To pause the Feature Presentation, select the Pause Button located in the lower left corner of the screen. To continue playing the Feature Presentation, select the Play Button located next to the Pause Button.

In addition to the Feature Presentation, **PowerCD** contains a Presentation, Text, View, Question, and Quiz [mode](#). Presentation mode contains other multimedia presentations that provide topical, in-depth studies of the material; these are not automatically played when **PowerCD** is loaded. Text mode contains numerous documents that provide information supplemental to what is found in the Feature Presentation and Presentation modes. View mode is a collection of selected views and corresponding audio captions (found in certain **PowerCD** titles) and can be played in an automatic sequence. Questions relating to the subject of the [title](#) can be found in Question mode, which help you reinforce what you have learned. If you would like to review your comprehension and test your knowledge of the subject, timed quizzes may be taken in Quiz mode.

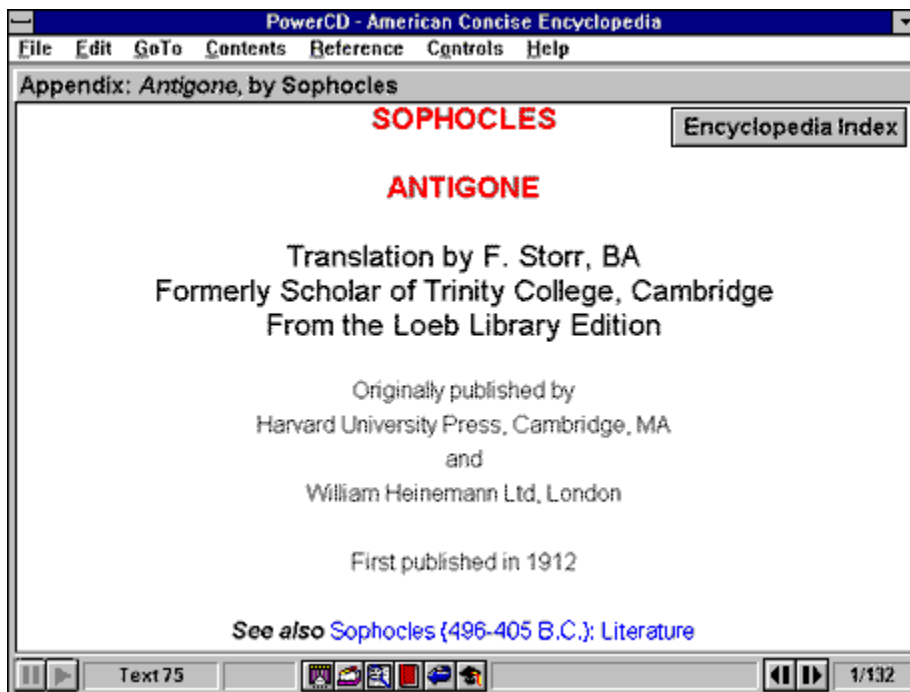
Provided below is a view of Feature Presentation [mode](#). You can [click](#) on any part of this [graphic](#) for a description of the selection and its [function](#).



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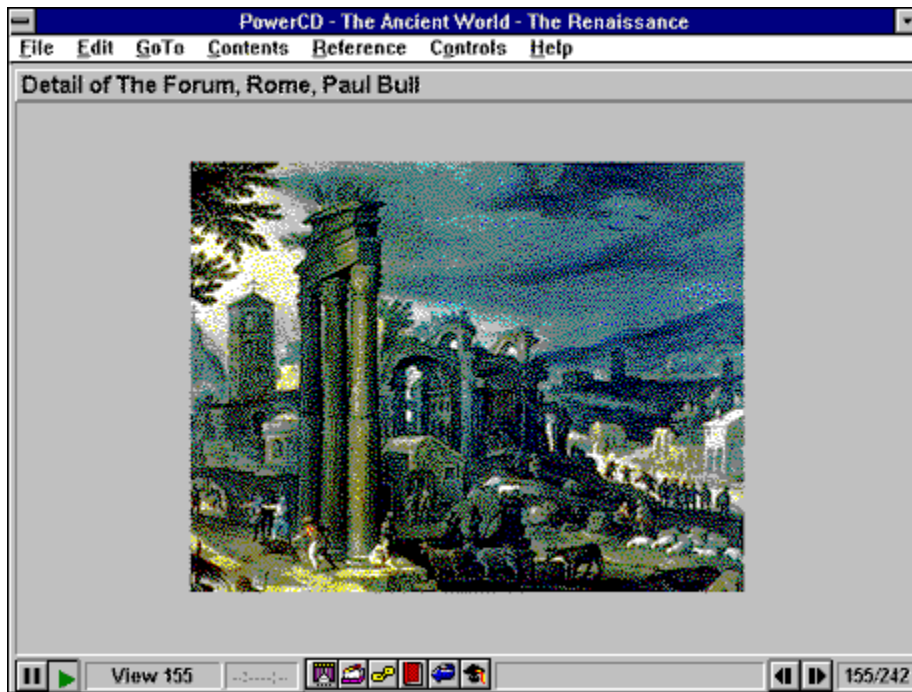


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PowerCD - European Literature: The Ancient World - The Renaissance

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A Survey of Renaissance Literature

During the Renaissance, humanist philosophy was most frequently frustrated by what force?

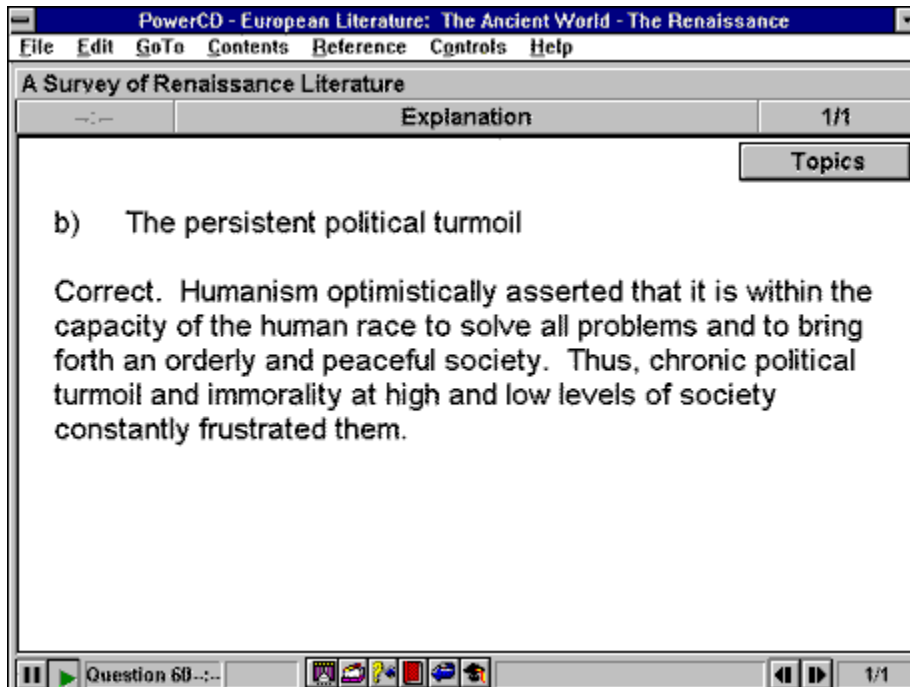


Topics  

- a) Poverty, ignorance, and disease
- b) The persistent political turmoil
- c) The fatalism in Greek and Roman classics
- d) The opposition of the Roman Catholic Church

Question 60 00:05   1/1

Provided below is a view of an Explanation Page. This page appears after you [select](#) an answer to a question in Question [mode](#). You can [click](#) on any part of this [graphic](#) for a description of the selection and its [function](#).



Provided below is a view of Quiz [mode](#). You can [click](#) on any part of this [graphic](#) for a description of the selection and its [function](#).

The screenshot shows a software window titled "PowerCD - European Literature: The Ancient World - The Renaissance". The menu bar includes "File", "Edit", "GoTo", "Contents", "Reference", "Controls", and "Help". The main content area is titled "Origins of European Literature" and contains a quiz question: "What made the **concept** of one **Creator**, or monotheism, a **radical** one in the ancient Near East?". To the right of the text is a graphic of a mosaic depicting figures in a classical setting. Below the graphic is a "Topics" button with a red icon and a search icon. Below the question are four multiple-choice options: a) Monotheism produced a radically different Hebrew culture. b) Monotheism promoted democratic ideals. c) Monotheism attracted a more sensitive, intelligent kind of person. d) Monotheism appeared abruptly in Hebrew theology without any parallel in surrounding religions. At the bottom of the window is a control bar with a play button, the text "Quiz", a timer "01:31", a help icon, a question mark icon, a back button, a forward button, and the text "70/135".

PowerCD - European Literature: The Ancient World - The Renaissance

File Edit GoTo Contents Reference Controls Help

Origins of European Literature

What made the **concept** of one **Creator**, or monotheism, a **radical** one in the ancient Near East?

**a)** Monotheism produced a radically different Hebrew culture.

**b)** Monotheism promoted democratic ideals.

**c)** Monotheism attracted a more sensitive, intelligent kind of person.

**d)** Monotheism appeared abruptly in Hebrew theology without any parallel in surrounding religions.

Topics

Quiz 01:31 70/135

Provided below is a view of a page from the Quiz Results [document](#). This page appears after you have ended a quiz in Quiz [mode](#). You can [click](#) on any part of this [graphic](#) for a description of the selection and its [function](#).

The screenshot shows a window titled "PowerCD - 135 Minute Timed Quiz - 135 Questions". The menu bar includes "File", "Edit", "GoTo", "Contents", "Reference", "Controls", and "Help". The main content area displays the following results:

**Results: The Ancient World - The Renaissance Quiz**

Number of Questions	135
Total Questions Answered	135
Total Correct Answers	95
Total Percent Correct	70.37%

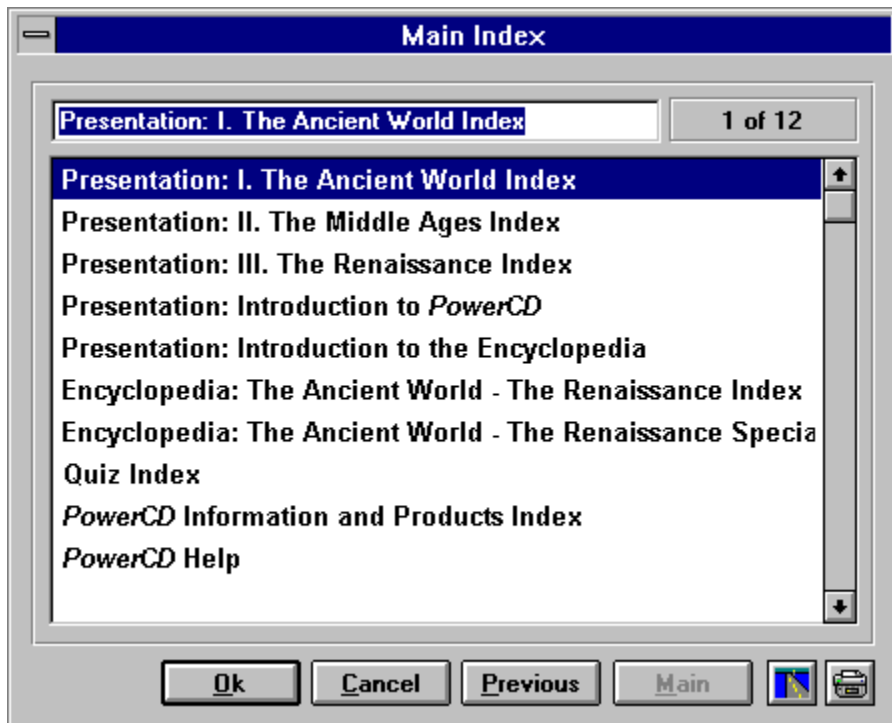
	<u>Quiz</u>	<u>Per Question</u>
Time Allowed	2:15:00	01:00
Time Taken	2:00:45	00:53

*Select a blue Reference to GoTo Question*

No.	Correct	Chosen	Response Time	QUES TOC
1	A	A	00:06	24
2	A	B	00:01	6
3	C	C	00:01	53
4	B	D	00:00	106
5	C	A	00:01	52

The bottom status bar shows "Quiz", "00:00", a set of navigation icons, and "1/19".

Provided below is a view of the Main Index. You can [click](#) on any part of this [graphic](#) for an explanation that describes what it is you selected and its [function](#).



## **File Menu**

This is the File Menu. It contains the Save As, Print, Printer Setup, and Exit commands. In Feature Presentation mode, these commands allow you to save the current Feature Presentation document text to a file; print the text; set up printer options; and exit **PowerCD**.

**Edit Menu**

This is the Edit Menu. It contains the Copy and Find Word commands. In Feature Presentation mode, these commands allow you to copy the current Feature Presentation text to the Clipboard and find any word (excluding common words such as "or" and "the") within Feature Presentation, Presentation, and/or Text mode.



## **GoTo Menu**

This is the GoTo Menu. It contains the Previous, Find Page, Catalog & Information, Feature, Presentation, Text, View, and Question commands. In Feature Presentation mode, these commands allow you to return to a previous document within **PowerCD**; find a page within the current Feature Presentation document; receive support and information on **PowerCD**; and go to Presentation, Text, View, and Question modes.

## **Contents Menu**

This is the Contents Menu. It contains the Feature, Presentation, Text, View, Question, and Quiz commands. In Feature Presentation mode, these commands allow you to display the Feature Presentation, Presentation, Text, View, Question, and Quiz Table of Contents.

## **Reference Menu**

This is the Reference Menu. It contains the Main Index, Local Index, Glossary, Show Reference Links, Open Dictionary, Review Quiz Results, Show History, and Show Answers commands. In Feature Presentation mode, these commands allow you to display the Main Index, Local Index, Glossary List, and Reference List; open the dictionary; review your last quiz results; show where you've been in **PowerCD**; and show possible answers to the current question. Please note that the Show Answers command only applies to Question and Quiz modes, and the Review Quiz Results command will not perform any function unless a quiz has been taken.

## **Controls Menu**

This is the Controls Menu. It contains the Page Back, Page Forward, Next Question, Pause, and End Quiz commands. In Feature Presentation mode, these commands allow you to page up and down, go to the next question, pause the Feature Presentation, and end a quiz. Please note that the Next Question command only applies to Question and Quiz modes, and the End Quiz command is only available in Quiz mode when a quiz is currently underway.

## **Help Menu**

This is the Help Menu. It contains the **PowerCD** Help, About, Copyright, and Register commands. These commands allow you to receive help in using this title, display information about this software, display the copyright for this title, and open the PowerCD Registration Form.

**Document Bar**

This is the Document Bar. It displays the name and duration of the Feature Presentation document that you are currently in.

## **Document Display**

This is the Document Display. This is where the documents in Feature Presentation mode are displayed.

## **Pause Button**

This is the Pause Button. Select it to pause the Feature Presentation.



**Play Button**

This is the Play Button. Select it to play or continue the Feature Presentation.

**Mode Display**

This is the Mode Display. It displays the mode (in this case, Feature Presentation) and document that you are currently in.

**Time Display**

This is the Time Display. It displays how long you have been in the current Feature Presentation document.

**Browse Indexes Button**

This is the Browse Indexes Button. Select it to examine the indexes of your title.

**Find Word Button**

This is the Find Word Button. Select it to find any word (excluding common words such as "or" and "the") within Feature Presentation, Presentation, and/or Text mode.

## **Open Dictionary Button**

This is the Open Dictionary Button. Select it to open the dictionary.

## **Backtrack Button**

This is the Backtrack Button. Select it to go to a previous document within **PowerCD**.

## **Catalog & Information Button**

This is the Catalog & Information Button. Select it for information on other **PowerCD** titles, customer service, and technical support.



## **Status Display**

This is the Status Display. It displays concise, context-sensitive help for the various buttons located at the bottom of the **PowerCD** window. Simply place your cursor over the button and read the display.

## **Page Back Button**

This is the Page Back Button. Select it to move back a page within the current Feature Presentation document.

## **Page Forward Button**

This is the Page Forward Button. Select it to move forward a page within the current Feature Presentation document.

**Page Display**

This is the Page Display. It displays the current page and the total number of pages that the current Feature Presentation document contains.

## **File Menu**

This is the File Menu. It contains the Save As, Print, Printer Setup, and Exit commands. In Presentation mode, these commands allow you to save the current presentation text to a file, print the text, set up printer options, and exit **PowerCD**.

**Edit Menu**

This is the Edit Menu. It contains the Copy and Find Word commands. In Presentation mode, these commands allow you to copy the current presentation text to the Clipboard and find any word (excluding common words such as "or" and "the") within Feature Presentation, Presentation, and/or Text mode.

## **GoTo Menu**

This is the GoTo Menu. It contains the Previous, Find Page, Catalog & Information, Feature, Presentation, Text, View, and Question commands. In Presentation mode, these commands allow you to return to a previous document within **PowerCD**; find a page within the current presentation; receive support and information on **PowerCD**; and go to Feature Presentation, Text, View, and Question modes.

## **Contents Menu**

This is the Contents Menu. It contains the Feature, Presentation, Text, View, Question, and Quiz commands. In Presentation mode, these commands allow you to display the Feature Presentation, Presentation, Text, View, Question, and Quiz Table of Contents.



## **Reference Menu**

This is the Reference Menu. It contains the Main Index, Local Index, Glossary, Show Reference Links, Open Dictionary, Review Quiz Results, Show History, and Show Answers commands. In Presentation mode, these commands allow you to display the Main Index, Local Index, Glossary List, and Reference List; open the dictionary; review your last quiz results; show where you've been in **PowerCD**; and show possible answers to the current question. Please note that the Show Answers command only applies to Question and Quiz modes, and the Review Quiz Results command will not perform any function unless a quiz has been taken.

## **Controls Menu**

This is the Controls Menu. It contains the Page Back, Page Forward, Next Question, Pause, and End Quiz commands. In Presentation mode, these commands allow you to page up, page down, go to the next question, pause the presentation, and end a quiz. Please note that the Next Question command only applies to Question and Quiz modes, and the End Quiz command is only available in Quiz mode when a quiz is currently underway.

## **Help Menu**

This is the Help Menu. It contains the **PowerCD** Help, About, Copyright, and Register commands. These commands allow you to receive help in using this title, display information about this software, display the copyright for this title, and open the PowerCD Registration Form.

**Document Bar**

This is the Document Bar. It displays the name and duration of the current presentation.

## **Document Display**

This is the Document Display. This is where the documents in Presentation mode are displayed.

## **Pause Button**

This is the Pause Button. Select it to pause the presentation.

**Play Button**

This is the Play Button. Select it to play or continue the presentation.

**Mode Display**

This is the Mode Display. It displays the current presentation.



**Time Display**

This is the Time Display. It displays how long you have been in the current presentation.

## **Return to Feature Presentation Button**

This is the Return to Feature Presentation Button. Select it to return to your last location in Feature Presentation mode.

**Browse Indexes Button**

This is the Browse Indexes Button. Select it to examine the indexes of your title.

## **Find Word Button**

This is the Find Word Button. Select it to search for any word (excluding common words such as "or" and "the") within Feature Presentation, Presentation, and/or Text mode.

## **Open Dictionary Button**

This is the Open Dictionary Button. Select it to open the dictionary.

## **Backtrack Button**

This is the Backtrack Button. Select it to go to a previous document within **PowerCD**.

## **Catalog & Information Button**

This is the Catalog & Information Button. Select it for information on other **PowerCD** titles, customer service, and technical support.

## **Status Display**

This is the Status Display. It displays concise, context-sensitive help for the various buttons located at the bottom of the **PowerCD** window. Simply place your cursor over the button in question and read the display.



## **Page Back Button**

This is the Page Back Button. Select it to move back a page within the current presentation.

## **Page Forward Button**

This is the Page Forward Button. Select it to move forward a page within the current presentation.

**Page Display**

This is the Page Display. It displays the current page and the total number of pages in the current presentation.

## **File Menu**

This is the File Menu. It contains the Save As, Print, Printer Setup, and Exit commands. In Text mode, these commands allow you to save the current Text document to a file, print the text, set up printer options, and exit **PowerCD**.

**Edit Menu**

This is the Edit Menu. It contains the Copy and Find Word commands. In Text mode, these commands allow you to copy the current Text document text to the Clipboard and find any word (excluding common words such as "or" and "the") within Feature Presentation, Presentation, and/or Text mode.

## **GoTo Menu**

This is the GoTo Menu. It contains the Previous, Find Page, Catalog & Information, Feature, Presentation, Text, View, and Question commands. In Text mode, these commands allow you to return to a previous document within **PowerCD**; find a page within the current Text document; receive support and information on **PowerCD**; and go to Feature Presentation, Presentation, View, and Question modes.

## **Contents Menu**

This is the Contents Menu. It contains the Feature, Presentation, Text, View, Question, and Quiz commands. In Text mode, these commands allow you to display the Feature Presentation, Presentation, Text, View, Question, and Quiz Table of Contents.

## **Reference Menu**

This is the Reference Menu. It contains the Main Index, Local Index, Glossary, Show Reference Links, Open Dictionary, Review Quiz Results, Show History, and Show Answers commands. In Text mode, these commands allow you to display the Main Index, Local Index, Glossary List, and Reference List; open the dictionary; review your last quiz results; show where you've been in **PowerCD**; and show possible answers to the current question. Please note that the Show Answers command only applies to Question and Quiz modes, and the Review Quiz Results command will not perform any function unless a quiz has been taken.



## **Controls Menu**

This is the Controls Menu. It contains the Page Back, Page Forward, Next Question, Pause, and End Quiz commands. In Text mode, these commands allow you to page up, page down, go to the next question, pause the program, and end a quiz. Please note that the Next Question command only applies to Question and Quiz modes, the Pause Button does not apply to Text mode, and that the End Quiz command is only available in Quiz mode when a quiz is currently underway.

## **Help Menu**

This is the Help Menu. It contains the **PowerCD** Help, About, Copyright, and Register commands. These commands allow you to receive help in using this title, display information about this software, display the copyright for this title, and open the PowerCD Registration Form.

**Document Bar**

This is the Document Bar. It displays the name of the current Text document.

## **Document Display**

This is the Document Display. This is where the documents in Text mode are displayed.

## **Pause Button**

This is the Pause Button. This button is disabled in Text mode.

## **Play Button**

This is the Play Button. This button is disabled in Text mode.

**Mode Display**

This is the Mode Display. It displays the current Text document.

## **Return to Feature Presentation Button**

This is the Return to Feature Presentation Button. Select it to return to your previous location in Feature Presentation mode.



**Browse Indexes Button**

This is the Browse Indexes Button. Select it to examine the indexes of your title.

## **Find Word Button**

This is the Find Word Button. Select it to search for any word (excluding common words such as "or" and "the") within Feature Presentation, Presentation, and/or Text mode.

## **Open Dictionary Button**

This is the Open Dictionary Button. Select it to open the dictionary.

## **Backtrack Button**

This is the Backtrack Button. Select it to go to a previous document within **PowerCD**.

## **Catalog & Information Button**

This is the Catalog & Information Button. Select it for information on other **PowerCD** titles, customer service, and technical support.

## **Status Display**

This is the Status Display. It displays concise, context-sensitive help for the various buttons located at the bottom of the **PowerCD** window. Simply place your cursor over the button and read the display.

**Page Back Button**

This is the Page Back Button. Select it to move back a page within the current Text document.

## **Page Forward Button**

This is the Page Forward Button. Select it to move forward a page within the current Text document.



**Page Display**

This is the Page Display. It displays the current page and the total number of pages that the current Text document contains.

## **File Menu**

This is the File Menu. It contains the Save As, Print, Printer Setup, and Exit commands. In View mode, these commands allow you to print, copy, save the current view to a file, set up printer options, and exit **PowerCD**.

**Edit Menu**

This is the Edit Menu. It contains the Copy and Find Word commands. In View mode, these commands allow you to copy the current view to the Clipboard and find any word (excluding common words such as "or" and "the") within Feature Presentation, Presentation, and/or Text mode.

## **GoTo Menu**

This is the GoTo Menu. It contains the Previous, Find Page, Catalog & Information, Feature, Presentation, Text, View, and Question commands. In View mode, these commands allow you to return to a previous document within **PowerCD**; find a page within View mode; receive support and information on **PowerCD**; and go to Feature Presentation, Presentation, Text, and Question modes.

## **Contents Menu**

This is the Contents Menu. It contains the Feature, Presentation, Text, View, Question, and Quiz commands. In View mode, these commands allow you to display the Feature Presentation, Presentation, Text, View, Question, and Quiz Table of Contents.

## **Reference Menu**

This is the Reference Menu. It contains the Main Index, Local Index, Glossary, Show Reference Links, Open Dictionary, Review Quiz Results, Show History, and Show Answers commands. In View mode, these commands allow you to display the Main Index, Local Index, Glossary List, and Reference List; open the dictionary; review your last quiz results; show where you've been in **PowerCD**; and show possible answers to the current question. Please note that the Show Answers command only applies to Question and Quiz modes, and the Review Quiz Results command will not perform any function unless a quiz has been taken.

## **Controls Menu**

This is the Controls Menu. It contains the Page Back, Page Forward, Next Question, Pause, and End Quiz commands. In View mode, these commands allow you to page up, page down, go to the next question, pause the audio caption associated with the current view, and end a quiz. Please note that the Next Question command only applies to Question and Quiz modes, and the End Quiz command is only available in Quiz mode when a quiz is currently underway.

## **Help Menu**

This is the Help Menu. It contains the **PowerCD** Help, About, Copyright, and Register commands. These commands allow you to receive help in using this title, display information about this software, display the copyright for this title, and open the PowerCD Registration Form.



**Document Bar**

This is the Document Bar. It displays the name of the current view.

## **Document Display**

This is the Document Display. This is where the documents in View mode are displayed.

**Pause Button**

This is the Pause Button. Select this button to pause any audio associated with the current view and the automatic view sequence.

**Play Button**

This is the Play Button. Select this button to play any audio associated with the current view and begin or continue the automatic view sequence.

## **Mode Display**

This is the Mode Display. It displays the current view.

**Time Display**

This is the Time Display. It displays the audio time for each view.

## **Return to Feature Presentation Button**

This is the Return to Feature Presentation Button. Select it to return to your previous location in Feature Presentation mode.

**Browse Indexes Button**

This is the Browse Indexes Button. Select it to examine the indexes of your title.



### **Show Reference Links Button**

This is the Show Reference Links Button. Select it to show the Reference List--a list of documents within **PowerCD** that are related to the current page. In View mode, this includes an enlarged version of the current view.

**Find Word Button**

This is the Find Word Button. Select it to search for any word (excluding common words such as "or" and "the") within Feature Presentation, Presentation, and/or Text mode.

## **Open Dictionary Button**

This is the Open Dictionary Button. Select it to open the dictionary.

## **Backtrack Button**

This is the Backtrack Button. Select it to go to a previous document within **PowerCD**.

## **Catalog & Information Button**

This is the Catalog & Information Button. Select it for information on other **PowerCD** titles, customer service, and technical support.

## **Status Display**

This is the Status Display. It displays concise, context-sensitive help for the various buttons located at the bottom of the **PowerCD** window. Simply place your cursor over the button and read the display.

## **Page Back Button**

This is the Page Back Button. Select it to move back a page within View mode.

**Page Forward Button**

This is the Page Forward Button. Select it to move forward a page within View mode.



**Page Display**

This is the Page Display. It displays the current page and the total number of pages that View mode contains.

## **File Menu**

This is the File Menu. It contains the Save As, Print, Printer Setup, and Exit commands. In Question mode, these commands allow you to save the current question text (including answers and explanations if desired) to a file, print the text, set up printer options, and exit **PowerCD**.

**Edit Menu**

This is the Edit Menu. It contains the Copy and Find Word commands. In Question mode, the Copy command allows you to copy the current question text (including answers and explanations if desired) to the Clipboard. The Find Word command is unavailable while in Question mode.

## **GoTo Menu**

This is the GoTo Menu. It contains the Previous, Find Page, Catalog & Information, Feature, Presentation, Text, View, and Question commands. In Question mode, these commands allow you to return to a previous document within **PowerCD**; find a page within the current question; receive support and information on **PowerCD**; and go to Feature Presentation, Presentation, Text, and View modes.

## **Contents Menu**

This is the Contents Menu. It contains the Feature, Presentation, Text, View, Question, and Quiz commands. In Question mode, these commands allow you to display the Feature Presentation, Presentation, Text, View, Question, and Quiz Table of Contents.

## **Reference Menu**

This is the Reference Menu. It contains the Main Index, Local Index, Glossary, Show Reference Links, Open Dictionary, Review Quiz Results, Show History, and Show Answers commands. In Question mode, these commands allow you to display the Main Index, Local Index, Glossary List, and Reference List; open the dictionary; review your last quiz results; show where you've been in **PowerCD**; and show possible answers to the current question. Please note that the Review Quiz Results command will not perform any function unless a quiz has been taken.

## **Controls Menu**

This is the Controls Menu. It contains the Page Back, Page Forward, Next Question, Pause, and End Quiz commands. In Question mode, these commands allow you to page up, page down, go to the next question, pause any audio associated with the question, and end a quiz. Please note that the End Quiz command is only available in Quiz mode when a quiz is currently underway.

## **Help Menu**

This is the Help Menu. It contains the **PowerCD** Help, About, Copyright, and Register commands. These commands allow you to receive help in using this title, display information about this software, display the copyright for this title, and open the PowerCD Registration Form.



**Document Bar**

This is the Document Bar. It displays the category name for the current question.

## **Document Display**

This is the Document Display. This is where the documents in Question mode are displayed.

**Pause Button**

This is the Pause Button. Select this button to pause any audio associated with the current question.

**Play Button**

This is the Play Button. Select this button to begin or continue any audio associated with the current question.

## **Mode Display**

This is the Mode Display. It displays which the current question.

**Time Display**

This is the Time Display. It displays the time elapsed for each question.

## **Return to Feature Presentation Button**

This is the Return to Feature Presentation Button. Select it to return to your previous location in Feature Presentation mode.

**Browse Indexes Button**

This is the Browse Indexes Button. Select it to examine the indexes of your title.



### **Show Answers Button**

This is the Show Answers Button. Select it to display possible answers for the current question.

## **Open Dictionary Button**

This is the Open Dictionary Button. Select it to open the dictionary.

## **Backtrack Button**

This is the Backtrack Button. Select it to go to a previous document within **PowerCD**.

## **Catalog & Information Button**

This is the Catalog & Information Button. Select it for information on other **PowerCD** titles, customer service, and technical support.

## **Status Display**

This is the Status Display. It displays concise, context-sensitive help for the various buttons located at the bottom of the **PowerCD** window. Simply place your cursor over the button and read the display.

## **Page Back Button**

This is the Page Back Button. Select it to move back a page within Question mode.

**Page Forward Button**

This is the Page Forward Button. Select it to move forward a page within Question mode.

**Page Display**

This is the Page Display. It displays the current page and the total number of pages that the current question contains.



## **File Menu**

This is the File Menu. It contains the Save As, Print, Printer Setup, and Exit commands. In Question mode, these commands allow you to save the current question text (including answers and explanations if desired) to a file, print the text, set up printer options, and exit **PowerCD**.

**Edit Menu**

This is the Edit Menu. It contains the Copy and Find Word commands. In Question mode, the Copy command allows you to copy the current question text (including answers and explanations if desired) to the Clipboard. The Find Word command is unavailable while in Question mode.

## **GoTo Menu**

This is the GoTo Menu. It contains the Previous, Find Page, Catalog & Information, Feature, Presentation, Text, View, and Question commands. In Question mode, these commands allow you to return to a previous document within **PowerCD**; find a page within the current explanation; receive support and information on **PowerCD**; and go to Feature Presentation, Presentation, Text, View, and Quiz modes.

## **Contents Menu**

This is the Contents Menu. It contains the Feature, Presentation, Text, View, Question, and Quiz commands. In Question mode, these commands allow you to display the Feature Presentation, Presentation, Text, View, Question, and Quiz Table of Contents.

## **Reference Menu**

This is the Reference Menu. It contains the Main Index, Local Index, Glossary, Show Reference Links, Open Dictionary, Review Quiz Results, Show History, and Show Answers commands. In Question mode, these commands allow you to display the Main Index, Local Index, Glossary List, and Reference List; open the dictionary; review your last quiz results; show where you've been in **PowerCD**; and show possible answers to the current question.

## **Controls Menu**

This is the Controls Menu. It contains the Page Back, Page Forward, Next Question, Pause, and End Quiz commands. In Question mode, these commands allow you to page up, page down, go to the next question, pause any audio associated with the question, and end a quiz.

## **Help Menu**

This is the Help Menu. It contains the **PowerCD** Help, About, Copyright, and Register commands. These commands allow you to receive help in using this title, display information about this software, display the copyright for this title, and open the PowerCD Registration Form.

**Document Bar**

This is the Document Bar. It displays the category name for the current question.



## **Document Display**

This is the Document Display. This is where the documents in Question mode are displayed.

**Pause Button**

This is the Pause Button. Select this button to pause any audio associated with the current question.

**Play Button**

This is the Play Button. Select this button to begin or continue any audio associated with the current question.

## **Mode Display**

This is the Mode Display. It displays the current question.

**Time Display**

This is the Time Display. This display is disabled while you are on an Explanation page.

## **Return to Feature Presentation Button**

This is the Return to Feature Presentation Button. Select it to return to your previous location in Feature Presentation mode.

**Browse Indexes Button**

This is the Browse Indexes Button. Select it to examine the indexes of your title.

**Return to Question Button**

This is the Return to Question Button. Select it to return to the question from the current explanation.



## **Open Dictionary Button**

This is the Open Dictionary Button. Select it to open the dictionary.

## **Backtrack Button**

This is the Backtrack Button. Select it to go to a previous document within **PowerCD**.

## **Status Display**

This is the Status Display. It displays concise, context-sensitive help for the various buttons located at the bottom of the **PowerCD** window. Simply place your cursor over the button and read the display.

## **Page Back Button**

This is the Page Back Button. Select it to move back a page when you are on an Explanation page.

## **Page Forward Button**

This is the Page Forward Button. Select it to move forward a page when you are on an Explanation page.

**Page Display**

This is the Page Display. It displays the current page and the total number of pages that the current explanation contains.

## **File Menu**

This is the File Menu. It contains the Save As, Print, Printer Setup, and Exit commands. In Quiz mode, these commands allow you to save selected pages in the quiz to a file, print, set up printer options, and exit **PowerCD**. Please note that only the Exit command is available while you are taking a quiz.

**Edit Menu**

This is the Edit Menu. It contains the Copy and Find Word commands. In Quiz mode, the Copy command allows you to copy selected pages in the quiz to the Clipboard. The Find Word command is unavailable while in Quiz mode and the Copy command is unavailable while you are taking a quiz.



## **GoTo Menu**

This is the GoTo Menu. It contains the Previous, Find Page, Catalog & Information, Feature, Presentation, Text, View, and Question commands. In Quiz mode, these commands allow you to return to a previous document within **PowerCD**; find a page within the current explanation; receive support and information on **PowerCD**; and go to Feature Presentation, Presentation, Text, View, and Question modes. Please note that all of these commands are unavailable while taking a quiz.

## **Contents Menu**

This is the Contents Menu. It contains the Feature, Presentation, Text, View, Question, and Quiz commands. In Quiz mode, these commands allow you to display the Feature Presentation, Presentation, Text, View, Question, and Quiz Table of Contents. Please note that all of these commands are unavailable while you are taking a quiz.

## **Reference Menu**

This is the Reference Menu. It contains the Main Index, Local Index, Glossary, Show Reference Links, Open Dictionary, Review Quiz Results, Show History, and Show Answers commands. In Quiz mode, these commands allow you to display the Main Index, Local Index, Glossary List, and Reference List; open the dictionary; review your quiz results; show where you've been in **PowerCD**; and show possible answers to the current question. Please note that only the Open Dictionary and Show Answers commands are available while you are taking a quiz.

## **Controls Menu**

This is the Controls Menu. It contains the Page Back, Page Forward, Next Question, Pause, and End Quiz commands. In Quiz mode, these commands allow you to page up, page down, go to the next question, pause any audio associated with the question, and end a quiz.

## **Help Menu**

This is the Help Menu. It contains the **PowerCD** Help, About, Copyright, and Register commands. These commands allow you to receive help in using this title, display information about this software, display the copyright for this title, and open the PowerCD Registration Form.

**Document Bar**

This is the Document Bar. It displays the name of the current quiz.

## **Document Display**

This is the Document Display. This is where the documents in Quiz mode are displayed.

**Pause Button**

This is the Pause Button. Select this button to pause any audio associated with the current question.



**Play Button**

This is the Play Button. Select this button to pause any audio associated with the current question.

## **Mode Display**

This is the Mode Display. It displays what mode (in this case, Quiz) you are in.

**Time Display**

This is the Time Display. It displays how much time has elapsed during the quiz.

**End Quiz Button**

This is the End Quiz Button. Select it to return to questions you have skipped or to end the quiz and review how you scored.

## **Show Answers Button**

This is the Show Answers Button. Select it to show the possible answers for the current question.

## **Next Question Button**

This is the Next Question Button. Select it to go to the next question.

## **Status Display**

This is the Status Display. It displays concise, context-sensitive help for the various buttons located at the bottom of the **PowerCD** window. Simply place the cursor over the button and read the display.

## **Page Back Button**

This is the Page Back Button. Select it to move back a page when you are in a quiz.



## **Page Forward Button**

This is the Page Forward Button. Select it to move forward a page when you are in a quiz.

**Page Display**

This is the Page Display. It displays the number of the question you are currently on and the total number of questions in the quiz.

## **File Menu**

This is the File Menu. It contains the Save As, Print, Printer Setup, and Exit commands. In Quiz mode, these commands allow you to save selected pages in the quiz to a file, print selected pages from the quiz, set up printer options, and exit **PowerCD**.

**Edit Menu**

This is the Edit Menu. It contains the Copy and Find Word commands. In Quiz mode, the Copy command allows you to copy selected pages in the quiz to the Clipboard, except while you are taking a quiz. The Find Word command is unavailable while in Quiz mode.

## **GoTo Menu**

This is the GoTo Menu. It contains the Previous, Find Page, Catalog & Information, Feature, Presentation, Text, View, and Question commands. In Quiz mode, these commands allow you to return to a previous document within **PowerCD**; find a page within the current explanation; receive support and information on **PowerCD**; and go to Feature Presentation, Presentation, Text, View, and Question modes.

## **Contents Menu**

This is the Contents Menu. It contains the Feature, Presentation, Text, View, Question, and Quiz commands. In Quiz mode, these commands allow you to display the Feature Presentation, Presentation, Text, View, Question, and Quiz Table of Contents.

## **Reference Menu**

This is the Reference Menu. It contains the Main Index, Local Index, Glossary, Show Reference Links, Open Dictionary, Review Quiz Results, Show History, and Show Answers commands. In Quiz mode, these commands allow you to display the Main Index, Local Index, Glossary List, and Reference List; open the dictionary; review your last quiz results; show where you've been in **PowerCD**; and show possible answers to the current question.

## **Controls Menu**

This is the Controls Menu. It contains the Page Back, Page Forward, Next Question, Pause, and End Quiz commands. In Quiz mode, these commands allow you to page up, page down, go to the next question, pause any audio associated with the question, and end a quiz.



## **Help Menu**

This is the Help Menu. It contains the **PowerCD** Help, About, Copyright, and Register commands. These commands allow you to receive help in using this title, display information about this software, display the copyright for this title, and open the PowerCD Registration Form.

**Document Bar**

This is the Document Bar. It displays the name of the quiz that you just completed.

## **Document Display**

This is the Document Display. This is where the Quiz Results document is displayed.

## **Mode Display**

This is the Mode Display. It displays what mode (in this case, Quiz) you are in.

## **Return to Feature Presentation Button**

This is the Return to Feature Presentation Button. Select it to return to where you last were in Feature Presentation mode.

**Browse Indexes Button**

This is the Browse Indexes Button. Select it to examine the indexes of your title.

## **Open Dictionary Button**

This is the Open Dictionary Button. Select it to open the dictionary.

## **Backtrack Button**

This is the Backtrack Button. Select it to go to a previous document within **PowerCD**.



## **Catalog & Information Button**

This is the Catalog & Information Button. Select it for information on other **PowerCD** titles, customer service, and technical support.

## **Status Display**

This is the Status Display. It displays concise, context-sensitive help for the various buttons located at the bottom of the **PowerCD** window. Simply place your cursor over the button and read the display.

## **Page Back Button**

This is the Page Back Button. Select it to move back a page in the Quiz Results document.

## **Page Forward Button**

This is the Page Forward Button. Select it to move forward a page in the Quiz Results document.

**Page Display**

This is the Page Display. It displays the page you are currently on and the total number of pages in the Quiz Results document.

## **Entry Window**

This is the Entry Window. It displays the entry that is currently highlighted in the Main Index. You can also use it to type in a new entry.

## **Main Index**

This is the Main Index. It displays the names of all the indexes and a few selected documents from the title.

**scroll bar**

This is the scroll bar. Click on either of the arrow buttons or on the bar itself to move up and down the Main Index.



**OK Button**

This is the OK Button. Select it to go to the index or document highlighted in the Main Index.

## **Cancel Button**

This is the Cancel Button. Select it to close the Main Index.

## **Previous Button**

This is the Previous Button. Select it to return to the previous index.

## **Main Button**

This is the Main Button. It is disabled when you are in the Main Index. In other indexes, it returns you to the Main Index.

## **History Button**

This is the History Button. Select it to show which indexes you have been in.

**Printer Button**

This is the Printer Button. Select it to print, save, or copy the contents of the Main Index.

**Index Status Display**

This is the number of the currently highlighted index or document and the total number of entries in the Main Index.

## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu, which you can use to move or close the Main Index. You can also double-click on the Control Menu Box to close the Main Index.



Welcome to **PowerCD** Help! We hope you enjoy your stay and learn what you need to know as quickly and as easily as possible.



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Word Search



You can use the following keys and key combinations to [choose](#) commands and perform certain functions in **PowerCD**.

**Ctrl+A** -- Save As

**Ctrl+P** -- Print

**Alt+X** or **Alt+F4** or **Escape** -- Exit

**Ctrl+C** -- Copy

**Ctrl+F** -- Find Word

**Backspace** -- Previous

**Find Page** -- Find Page

**Ctrl+Home** -- Go to Feature Presentation

**Ctrl+R** -- Go to Presentation

**Ctrl+T** -- Go to Text

**Ctrl+V** -- Go to View

**Ctrl+Q** -- Go to Question

**Ctrl+Shift+Home** -- Display Feature Presentation TOC

**Ctrl+Shift+R** -- Display Presentation TOC

**Ctrl+Shift+T** -- Display Text TOC

**Ctrl+Shift+V** -- Display View TOC

**Ctrl+Shift+Q** -- Display Question TOC

**Ctrl+I** -- Display Main Index

**Ctrl+L** -- Display Local Index

**Ctrl+G** -- Display Glossary

**Ctrl+D** -- Open Dictionary

**Page Up** -- Page Up

**UpArrow** -- Page Up

**LeftArrow** -- Page Up

**Page Down** -- Page Down

**DownArrow** -- Page Down

**RightArrow** -- Page Down

**Ctrl+Y** -- Pause

**F1** -- **PowerCD** Help

**Right Mouse Button** -- Return to the question from an explanation in Question [mode](#)

**Home** -- Go to top of document or list

**End** -- Go to end of document or list

Every **PowerCD** comes with a full [hypertext](#) glossary. This glossary lists terms that are helpful in understanding and learning the material contained in the [title](#). These terms appear throughout **PowerCD** as [green text](#), which can be selected with your mouse to display an explanation. To display an explanation:

▶ [Select](#) the green glossary term

Or

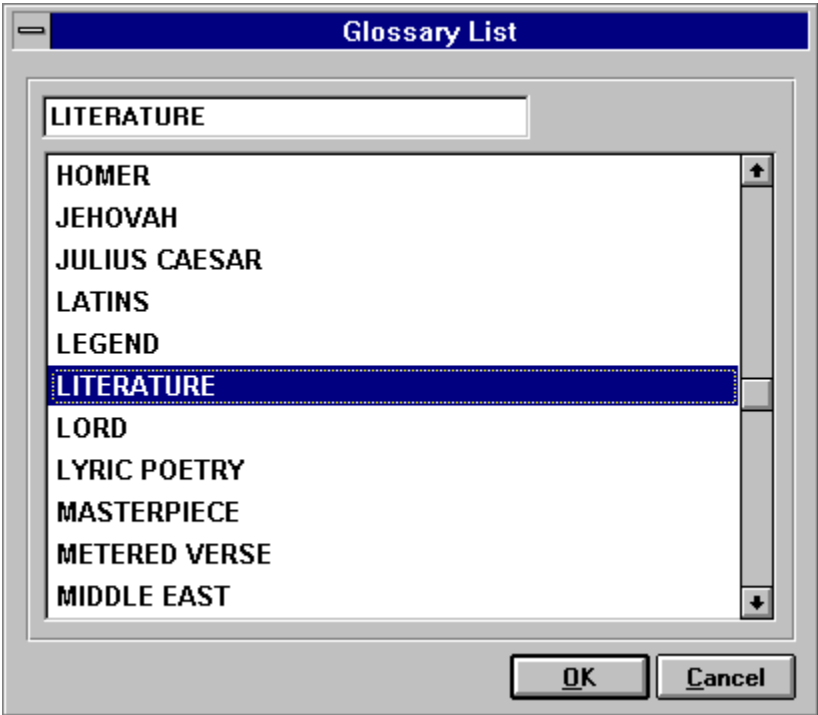
- 1) [Choose](#) Glossary from the Reference Menu or use the Ctrl+G [key combination](#).
- 2) Select one of the terms in the [Glossary List](#) or type the word and select the OK Button or press Return.

To browse all of the explanations in the glossary:

- Select the Page Back or Page Forward Button in the Glossary Dialog Box.
- Press the Page Back or Page Forward Button.

Back

This is the Glossary List. To display it, [choose](#) the Glossary [command](#) from the Reference Menu or use the Ctrl+G [key combination](#). [Click](#) on any part of the [graphic](#) for a further explanation.



## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu, which you can then use to move or close the Glossary List. You can also double-click on the Control Menu Box to close the Glossary List.

## **Glossary List**

This is the Glossary List. To display an explanation for one of the entries, select it.

**Entry Window**

This is the currently highlighted entry in the Glossary List.

**OK Button**

This is the OK Button. Select it to display the currently highlighted entry in the Glossary List.

## **Cancel Button**

This is the Cancel Button. Select it to close the Glossary List.



**scroll bar**

This is the scroll bar. Click on either of the arrow buttons or on the bar itself to move up and down the Glossary List.

Every **PowerCD** is fully indexed, which allows you to search for specific topics quickly and easily. All the documents in the [title](#) are listed and can be accessed through the various indexes. To display the [Main Index](#):

[Choose](#) Main Index from the Reference Menu.

Use the Ctrl+I [key combination](#).

[Select](#) the Browse Indexes Button located at the bottom of the **PowerCD** [window](#).

Using an [index](#):

Select one of the entries to go to it.

Select the Previous Button to return to a previous index.

Select the Main Button to return to the Main Index.

Select the History Button located at the bottom right corner of index to find out which indexes you have covered while in the current **PowerCD** session.

Select the Printer Button to [print](#), save, or [copy](#) the contents of an index.

Select the Cancel Button or press the Escape key to [close](#) an index.

In addition to the Main Index, some documents within **PowerCD** may contain their own Local Index. To display this index:

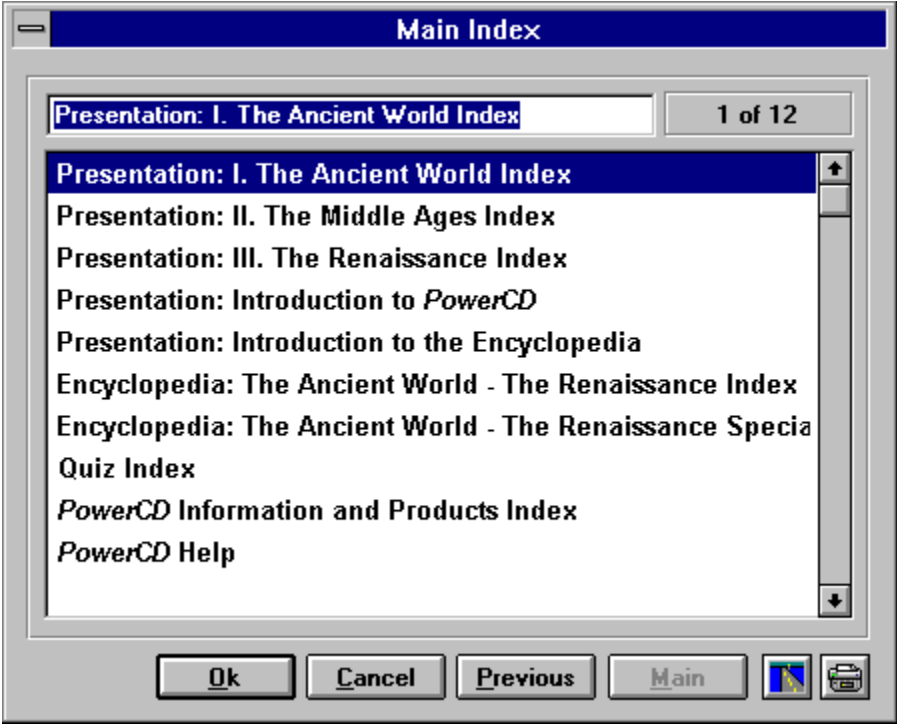
Choose Local Index from the Reference Menu.

Use the Ctrl+L key combination.


When a Local Index does not exist for the current [document](#), the last index you were last in will be displayed.

Back

This is the Main Index. To display it, choose Main Index from the Reference Menu, use the Ctrl+I [key combination](#), or [select](#) the Browse Indexes button located at the bottom of the **PowerCD** [window](#). [Click](#) on any part of the [graphic](#) for a further explanation.



References are documents in **PowerCD** that are related to the current [document](#) or page. These references can include questions, enlarged views, entries from an encyclopedia, or an [index](#) of related items. These references appear as [blue text](#) throughout **PowerCD** and can be selected with your mouse. To go to one of these references:

 [Select](#) the blue [reference](#) term.

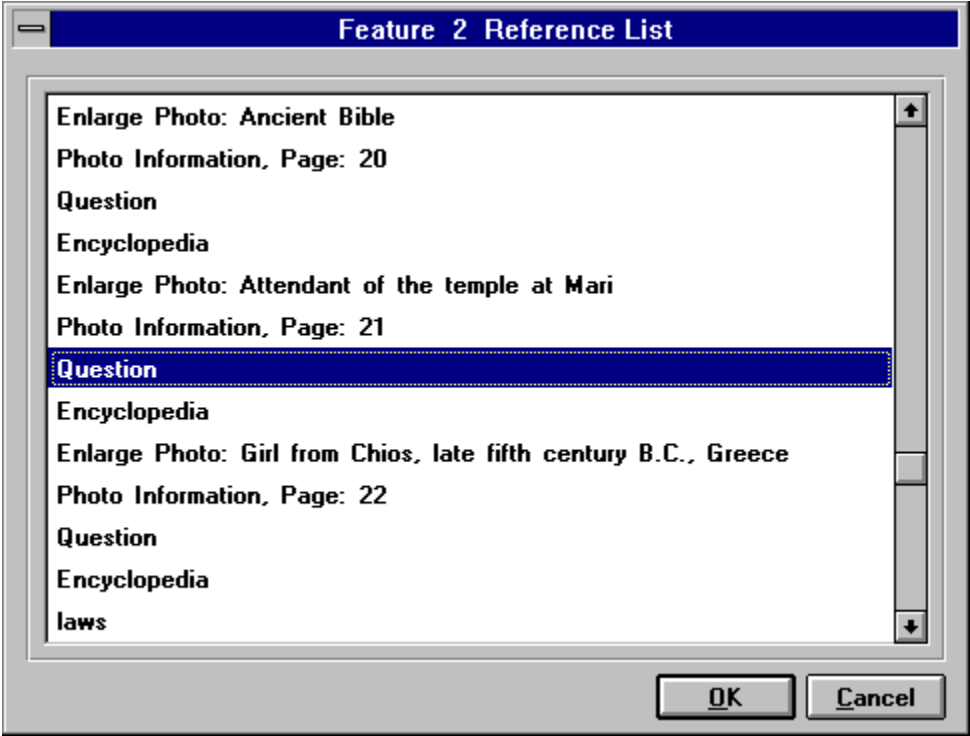
Or

- 1) [Choose](#) Show Reference Links from the Reference Menu.
- 2) Select one of the references from the [Reference List](#).

To [close](#) the Reference List, select the Cancel Button or press the Escape key.

Back

This is the Reference List. To display it, choose Show Reference Links from the Reference Menu. [Click](#) on any part of the [graphic](#) for a further explanation.



## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu, which you can then use to move or close the Reference List. You can also double-click on the Control Menu Box to close the Reference List.

## **Reference List**

This is the Reference List. To go to one of the references in this list, select it.

**OK Button**

This is the OK Button. Select it to go to the currently highlighted reference.



**Cancel Button**

This is the Cancel Button. Select it to close the Reference List.

**scroll bar**

This is the scroll bar. Click on either one of the arrows or on the bar to move up and down the Reference List.

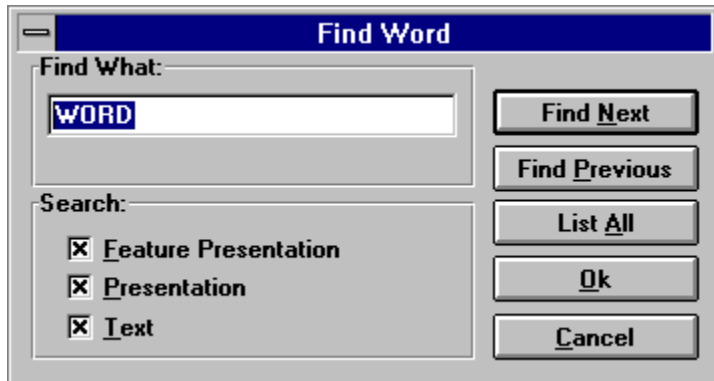
[Word Search](#) is a feature of **PowerCD** that locates occurrences of a word. In this [title](#), you can search for any word (excluding such common words as "the" and "or") within Feature Presentation, Presentation, and/or Text [mode](#). To do this:

- 1) [Choose](#) Find Word from the Edit Menu or use the Ctrl+F [key combination](#).
- 2) Type the word you would like to search for in the [Find Word Dialog Box](#).
- 3) [Select](#) which modes you would like to search in.

Using Word Search:

- Select the Find Next Button to go to the next occurrence of the word.
- Select the Find Previous Button to return to a previous occurrence of the word.
- Select the List All Button to list all the locations where the word was found.
- Select the OK Button to remain in one of the locations where the word was found. To return to your previous location from one of these locations, choose Previous from the GoTo Menu.
- Select the Cancel Button to cancel the search.

This is the Find Word Dialog Box. This dialog box is displayed after you have chosen Find Word from the GoTo Menu or used the Ctrl+F [key combination](#). [Click](#) on any part of the [graphic](#) for a further explanation.



## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu, which you can then use to move or close the Find Word Dialog Box. You can also double-click on the Control Menu Box to close the Find Word Dialog Box.

**Entry Window**

Type the word you would like to search for here.

Select this box to search for the word in Feature Presentation mode.

Select this box to search for the word in Presentation mode.



Select this box to search for the word in Text mode.

## **Find Word Dialog Box**

This is the Find Word Dialog Box. Use this box to define and control the search you would like to perform.

**Find Next Button**

This is the Find Next Button. Select it to find the next occurrence of the word you were searching for.

## **Find Previous Button**

This is the Find Previous Button. Select it to return to a previous occurrence of the word.

## **List All Button**

This is the List All Button. Select it to list all the locations where the word was found. To go to one of these locations, select it.

**OK Button**

This is the OK Button. Select it to remain at one of the locations where the word was found.

## **Cancel Button**

This is the Cancel Button. Select it to cancel the search.

Feature Presentation [mode](#) is the main [multimedia](#) program of **PowerCD** and automatically begins playing when you run **PowerCD**.

Consisting of selected documents containing text, audio, and images that are played in a pre-set order, Feature Presentation mode allows you to learn in an [interactive](#) and exciting way as you explore the material and shape the very way you learn.

To pause the Feature Presentation, [select](#) the Pause Button located in the lower left corner of the **PowerCD** [window](#).



Presentation [mode](#) contains selected presentations that are self-playing and which provide topical and in-depth discussions.

These presentations combine text, audio, and images to allow you to further explore the subject, as well as learn more about the **PowerCD** operating environment.

Text [mode](#) houses volumes of information that complements and provides a background for the material found in Feature Presentation and Presentation mode.

[Choose](#) from the numerous text documents to explore specific topics, books, and writings that interest you. Everything you need is now just on one [CD-ROM!](#)

To change pages within Text mode, [select](#) the Page Back and Page Forward Buttons located in the lower right corner of the **PowerCD** [window](#).

View [mode](#) lets you view selected images that link to other modes. You can play these views and, on some titles, their corresponding audio captions in an automatic sequence, or just browse through them at your own pace.

This can be very useful for photographers and artists who are interested in studying the many photographs, paintings, and drawings found in **PowerCD** titles.

To pause or play this sequence and audio, [select](#) the Pause and Play Buttons located in the lower left corner of the **PowerCD** [window](#).

Question [mode](#) includes several [interactive](#) questions about the [title](#) subject. These questions are a valuable asset in testing your knowledge of the material and for finding those areas in which further study is required.

To help you in your learning process, these questions are interactive and include full answers and explanations. It's like having your own personal tutor.

Quiz [mode](#) contains several different randomized quizzes that cover all the subject areas of the [title](#) material. These quizzes are timed and let you test yourself and your knowledge of the subject.

You can set the total time allowed for each quiz and the number of questions for each quiz, thus allowing you to adjust the quiz to your ability. Your complete quiz results are displayed in the Quiz Results [document](#), which allows you to see how well you scored and return to those questions you missed.



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To save the text of the current Feature Presentation [document](#) to a [file](#):

- 1) [Choose](#) Save As from the File Menu or use the Ctrl+A [key combination](#).
- 2) Type the pages you would like to save. (Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)
- 3) Specify standard characteristics for the file, such as the [filename](#) and the [directory](#) in the Save As Dialog Box.

After the file has been saved, a dialog box will appear to confirm that it was saved.

---

*SEE ALSO*

[File Menu--Save As](#)

To [print](#), [copy](#), or save a view while in Feature Presentation [mode](#):

- 1) Enlarge the [view](#) by selecting the appropriate view from the Reference List. On some titles you can do this by selecting the Enlarge Photo Button.
- 2) [Select](#) the Printer Button located in the bottom right corner of the screen.
- 3) Select whether you would like to print, save, or copy the view and press Return or select the OK Button.

Please note that only the enlarged view will be printed, saved, or copied.

---

*SEE ALSO*

[Feature Presentation Buttons and Displays](#)  
[Reference Menu--Show Reference Links](#)

To [print](#) the text of the current Feature Presentation [document](#) directly from *PowerCD*:

- 1) [Choose](#) Print from the File Menu or use the Ctrl+P [key combination](#).
- 2) Type the pages you would like to print and [select](#) the OK Button or press Return.  
(Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)

While printing, a [dialog box](#) will appear to notify you of the status of the [print job](#) and to allow you to cancel it. After the print job has finished, a dialog box will appear to confirm that the pages were printed.

---

*SEE ALSO*

[File Menu--Print](#)

To set up your printer while in Feature Presentation [mode](#):

- 1) [Choose](#) Printer Setup from the File Menu.
- 2) Specify the standard setup options you would like for printing in the Print Setup Dialog Box. You can choose the printer, the orientation of the printing, the paper size and source, and many other options.
- 3) [Select](#) the OK Button to save the settings so that the next time you [print](#), the printer will be set up to your liking.

---

*SEE ALSO*

[File Menu--Printer Setup](#)

To exit **PowerCD** from Feature Presentation [mode](#):

- [Choose](#) Exit from the File Menu.
- Use the Alt+X [key combination](#).
- [Double-click](#) on the Control Menu Box.
- Press the Escape key.

This will bring up a [dialog box](#) asking whether you want to exit **PowerCD**. [Select](#) the Yes Button to exit and the No Button to remain in **PowerCD**.

---

*SEE ALSO*

[File Menu--Exit](#)



To copy the text of the current Feature Presentation [document](#) to the Clipboard:

- 1) [Choose](#) Copy from the Edit Menu or use the Ctrl+C [key combination](#).
- 2) Type the pages you would like to copy and [select](#) the OK Button or press Return.  
(Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)

Using the Clipboard, you will then be able to [paste](#) the text into other applications.

---

*SEE ALSO*

[Edit Menu--Copy](#)

You can search for any word (excluding such common words as "the" and "or") within Feature Presentation, Presentation, and/or Text [mode](#). This can prove very useful in searching for information on a specific topic within **PowerCD**. To do this while in Feature Presentation mode:

- 1) [Choose](#) the Find Word [command](#) from the Edit Menu or use the Ctrl+F [key combination](#).
- 2) Type the word you would like to search for in the Find Word Dialog Box.
- 3) [Select](#) the mode(s) to perform the search in by selecting the appropriate box(es).

You can then either:

- Select the Find Next Button to go to the next occurrence of the word.
- Select the Find Previous Button to go to the previous occurrence of the word.
- Select the List All Button to display a list of all the locations where the word was found. This will display the Search Results Dialog Box. From this dialog box you can then select which location you want to go to.

If you would like to remain at one of the locations where the word was found, select the OK Button. To return to your previous location:

- Choose Previous from the GoTo Menu.
- Select the Backtrack Button located at the bottom of the **PowerCD** [window](#).
- Press the Backspace key.
- Choose Show History from the Reference Menu and select where you would like to return.


If you do not want to remain at any of the locations where the word was found, select the Cancel Button.

---

*SEE ALSO*

[Word Search](#)  
[Edit Menu--Find Word](#)  
[Return to a Previous Document](#)

To receive information on other **PowerCD** titles, customer service, and technical support while in Feature Presentation mode:

 [Choose](#) the Catalog & Information [command](#) from the GoTo Menu.

 [Select](#) the Catalog & Information Button located at the bottom of the **PowerCD** [window](#).

---

*SEE ALSO*

[Feature Presentation Buttons and Displays](#)  
[GoTo Menu--Catalog & Information](#)

To return to a previous document within **PowerCD** while in Feature Presentation [mode](#):

- ☛ [Choose](#) Previous from the GoTo Menu.
- ☛ [Select](#) the Backtrack Button located at the bottom of the **PowerCD** [window](#).
- ☛ Press the Backspace key.
- ☛ Choose the Show History [command](#) from the Reference Menu to display all your previous locations in **PowerCD**. Select one of these locations to return to it.

This will take you to your last location within the previous document. It will not, however, allow you to return to previous pages within the same document.

---

*SEE ALSO*

[GoTo Menu--Previous](#)  
[Feature Presentation Buttons and Displays](#)  
[Reference Menu--Show History](#)

To find a page within the current Feature Presentation [document](#):

- 1) [Choose](#) Find Page from the GoTo Menu or use the Ctrl+N [key combination](#).
- 2) Type the page you would like to go to in the Find Page Number Dialog Box.
- 3) [Select](#) the OK Button or press Return.

---

*SEE ALSO*

[GoTo Menu--Find Page](#)

When you are in Feature Presentation [mode](#), the Feature [command](#) located in the GoTo Menu and the Ctrl+Home [key combination](#) will not perform any [function](#) because you are already in Feature Presentation mode.

---

*SEE ALSO*

[GoTo Menu--Feature](#)

To go to Presentation [mode](#) while in Feature Presentation mode:

[Choose](#) Presentation from the GoTo Menu.

Use the Ctrl+R [key combination](#).

This will take you to your last location in Presentation mode.

---

*SEE ALSO*

[GoTo Menu--Presentation](#)

To go to Text [mode](#) while in Feature Presentation mode:

[Choose](#) Text from the GoTo Menu.

Use the Ctrl+T [key combination](#).

This will take you to your last location in Text mode.

---

*SEE ALSO*

[GoTo Menu--Text](#)



To go to View [mode](#) while in Feature Presentation mode:

[Choose](#) View from the GoTo Menu.

Use the Ctrl+V [key combination](#).


This will take you to your last location in View mode.


---

*SEE ALSO*

[GoTo Menu--View](#)

To go to Question [mode](#) while in Feature Presentation mode:

 [Choose](#) Question from the GoTo Menu.

 Use the Ctrl+Q [key combination](#).

This will take you to your last location in Question mode.


---

*SEE ALSO*

[GoTo Menu--Question](#)

The Feature Presentation Table of Contents (TOC) lists all the documents in Feature Presentation [mode](#). To display the Feature Presentation TOC while in Feature Presentation mode:

 [Choose](#) Feature from the Contents Menu.

 Use the Ctrl+Shift+Home [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Feature Presentation TOC.


To [print](#), save, or [copy](#) the Feature Presentation TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--Feature  
Feature Presentation Buttons and Displays](#)

The Presentation Table of Contents (TOC) lists all the presentations in Presentation [mode](#). To display the Presentation TOC while in Feature Presentation mode:

 [Choose](#) Presentation from the Contents Menu.

 Use the Ctrl+Shift+R [key combination](#).

To go to one of these presentations, [select](#) it. The number of the currently highlighted presentation and the total number of presentations is shown at the bottom of the Presentation TOC.


To [print](#), save, or [copy](#) the Presentation TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--Presentation  
Feature Presentation Buttons and Displays](#)

The Text Table of Contents (TOC) lists all the documents in Text [mode](#). To display the Text TOC while in Feature Presentation mode:

 [Choose](#) Text from the Contents Menu.

 Use the Ctrl+Shift+T [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Text TOC.


To [print](#), save, or [copy](#) the Text TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--Text](#)  
[Feature Presentation Buttons and Displays](#)

The View Table of Contents (TOC) lists all the views in View [mode](#). To display the View TOC while in Feature Presentation mode:

 [Choose](#) View from the Contents Menu.

 Use the Ctrl+Shift+V [key combination](#).

To go to one of these views, [select](#) it. The number of the currently highlighted view and the total number of views is shown at the bottom of the View TOC.

To [print](#), save, or [copy](#) the View TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--View](#)  
[Feature Presentation Buttons and Displays](#)

The Question Table of Contents (TOC) lists all the questions in Question [mode](#). To display the Question TOC while in Feature Presentation mode:

 [Choose](#) Question from the Contents Menu.

 Use the Ctrl+Shift+Q [key combination](#).

To go to one of these questions, [select](#) it. The number of the currently highlighted question and the total number of questions is shown at the bottom of the Question TOC.


To [print](#), save, or [copy](#) the Question TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--Question  
Feature Presentation Buttons and Displays](#)

The Quiz Table of Contents (TOC) lists all the quizzes in Quiz [mode](#). To display the Quiz TOC while in Feature Presentation mode:

 [Choose](#) Quiz from the Contents Menu.

To go to one of these quizzes, [select](#) it. A [dialog box](#) will then appear to allow you to set the number of questions and the total time allowed for the quiz. The number of the currently highlighted quiz and the total number of quizzes is shown at the bottom of the Quiz TOC.

For an introduction to **PowerCD** quizzes, select the Introduction Button. For the quiz results from your last quiz, select the Results Button.

---

*SEE ALSO*

[Contents Menu--Quiz](#)  
[Feature Presentation Buttons and Displays](#)





References are documents or locations in **PowerCD** that are related to the current [document](#) or page. In Feature Presentation [mode](#), these related documents usually include an enlarged view, entries from an [index](#), and a question from Question mode. To display a list of references for the current Feature Presentation document:

1) [Choose](#) Show Reference Links from the Reference Menu.


To go to one of these references in the Reference List, [select](#) it. Please note that these references appear as [blue text](#) throughout Feature Presentation, Presentation, and Text mode and can also be selected to go to a reference.

To return to where you were before going to a reference:

 Choose Previous from the GoTo Menu.

 Select the Backtrack Button located at the bottom of the **PowerCD** [window](#).

 Press the Backspace key.

 Choose the Show History [command](#) from the Reference Menu to display a list of your previous locations within the current **PowerCD** session. To go to one of these locations, select it.

---

*SEE ALSO*

[Reference Menu--Show Reference Links](#)

[Use Blue Reference Terms](#)

[GoTo Menu--Previous](#)

[Feature Presentation Buttons and Displays](#)

[Reference Menu--Show History](#)

The Glossary List contains terms that are helpful in understanding the subject of this **PowerCD title**. To display the Glossary List while in Feature Presentation **mode**:

☐ **Choose** Glossary from the Reference Menu.

☐ Use the Ctrl+G **key combination**.

Using the Glossary List:

☐ **Select** one of these glossary terms for an explanation. Use the Page Back and Page Forward Buttons located in the bottom right corner of the **dialog box** to scroll up and down the explanation and other explanations. To return to the Glossary List, select the Glossary List Button.


Please note that glossary terms appear throughout Feature Presentation, Presentation, Text, Question, and Quiz mode as **green text**, and can also be selected to display explanations.

---

*SEE ALSO*

[Glossary](#)  
[Reference Menu--Glossary](#)  
[Feature Presentation Buttons and Displays](#)

The Main Index lists all the indexes, plus a few selected documents, in this **PowerCD** [title](#). It is useful for finding a specific topic or location. To display the Main Index while in Feature Presentation [mode](#):


 [Choose](#) Main Index from the Reference Menu.


 Use the Ctrl+I [key combination](#).


 [Select](#) the Browse Indexes Button.


Using the Main Index:

 Select one of the indexes or documents to go to it.

 Select the Previous Button to return to a previous [index](#).

 Select the History Button to display the Index History List--a listing of all the indexes you have covered while in **PowerCD**. Select one of the entries from this list to return to it.

 Select the Main Button to return to the Main Index.

 Select the Printer Button to [print](#), save, or [copy](#) an index. This will bring up the Print/Save/Copy Dialog Box, which will allow you to specify which option you would like. Please note that you will not be able to specify the number of pages.

---

*SEE ALSO*

[Indexes](#)  
[Reference Menu--Main Index](#)  
[Feature Presentation Buttons and Displays](#)

A Local Index pertains only to the current [document](#) that you are in. Not all documents contain a Local Index, however. To display the Local Index while in Feature Presentation [mode](#):

[Choose](#) Local Index from the Reference Menu.

Use the Ctrl+L [key combination](#).


When a Local Index does not exist for the current document, the last [index](#) you were in will be displayed.

---

*SEE ALSO*

[Indexes](#)  
[Reference Menu--Local Index](#)

Each **PowerCD** title comes with a fully [interactive](#) dictionary. To [open](#) this dictionary while in Feature Presentation [mode](#):

 [Choose](#) Open Dictionary from the Reference Menu.

 Use the Ctrl+D [key combination](#).

 [Select](#) the Open Dictionary Button.


---

*SEE ALSO*

[Reference Menu--Open Dictionary  
Feature Presentation Buttons and Displays](#)


After you have completed a quiz, your results are displayed in the Quiz Results [document](#). The Quiz Results document gives your score and the time it took you to finish the quiz. It also lets you to return to those questions that you missed or skipped.

At any point in Feature Presentation [mode](#), you can return to this document to view your quiz results. To do this:

 [Choose](#) Review Quiz Results from the Reference Menu.

Using Quiz Results:

 [Select](#) any one of the questions ([blue text](#)) in the list to return to a question.


 Select the Page Back or Page Forward Buttons to change pages in order to see the entire list.

---


*SEE ALSO*

[Reference Menu--Review Quiz Results](#)  
[Feature Presentation Buttons and Displays](#)

The History Table of Contents (TOC) lists all the documents you have been to in **PowerCD** during the current session. This TOC is cleared each time you exit **PowerCD**. To display the History TOC while in Feature Presentation [mode](#):

 [Choose](#) Show History from the Reference Menu.

Using the History TOC:

 [Select](#) one of the documents to return to it. The number of the currently highlighted [document](#) and the total number of documents are displayed at the bottom of the History TOC.


 Select the Printer Button to [print](#), save, or [copy](#) the History TOC.

---

*SEE ALSO*

[Reference Menu--Show History](#)  
[Feature Presentation Buttons and Displays](#)

To find out what version of **PowerCD** you have and other basic information about this [software](#) while in Feature Presentation [mode](#):

 [Choose](#) About from the Help Menu.

This will bring up the About **PowerCD** Dialog Box.


---

*SEE ALSO*

[Help Menu--About](#)



To display the copyright for this **PowerCD** [title](#) while in Feature Presentation [mode](#):

 [Choose](#) Copyright from the Help Menu.

This will bring up the Copyright Information Dialog Box.

---

*SEE ALSO*

[Help Menu--Copyright](#)

The Feature Presentation automatically begins playing when you run **PowerCD**. To pause the program:


- ▣ [Choose](#) Pause from the Controls Menu.
- ▣ Use the Ctrl+Y [key combination](#).
- ▣ [Select](#) the Pause Button located in the bottom left corner of the **PowerCD** [window](#).

---


*SEE ALSO*

[Controls Menu--Pause  
Feature Presentation Buttons and Displays](#)

To play the Feature Presentation:

 De-select Pause from the Controls Menu.

 Use the Ctrl+Y [key combination](#).

 [Select](#) the Play Button located in the lower left corner of the **PowerCD** [window](#).


Please note that the Feature Presentation automatically begins playing when you run **PowerCD**.

---


*SEE ALSO*

[Controls Menu--Pause](#)  
[Feature Presentation Buttons and Displays](#)


There are three ways to find out where you are while in Feature Presentation [mode](#). To find out the name of the current Feature Presentation [document](#) and its duration:

 Refer to the Document Bar, which is located just beneath the [menu bar](#).

To find out the mode (in this case, Feature Presentation) and the number of the current document you are in:

 Refer to the Mode Display, which is located in the lower left corner of the **PowerCD** [window](#).

To find out how much time has elapsed in the current document:


 Refer to the Time Display, which is just to the right of the Mode Display.


---

*SEE ALSO*

[Feature Presentation Buttons and Displays](#)


To advance a page within the current Feature Presentation [document](#):


 [Choose](#) Page Forward from the Controls Menu.

 [Select](#) the Page Forward Button located in the lower right corner of the **PowerCD** [window](#).

 Press the Page Down, DownArrow, or RightArrow key.

To go back a page:

 Choose Page Back from the Controls Menu.

 Select the Page Back Button located just to the left of the Page Forward Button.


 Press the Page Up, UpArrow, or LeftArrow key.

---

*SEE ALSO*

[Controls Menu--Page Forward  
Feature Presentation Buttons and Displays](#)

To find out what page you are on while in Feature Presentation [mode](#):

 Refer to the Page Display, which is located in the lower right corner of the **PowerCD** [window](#).


The Page Display displays the page you are on and the total number of pages within the current Feature Presentation [document](#).

---

*SEE ALSO*


[Feature Presentation Buttons and Displays](#)

Throughout **PowerCD** you will come across [blue text](#). Words in blue are [hypertext](#) references, which when selected with your mouse, take you to another location within the same [document](#), a related document, or an [index](#). To go to one of these references:

 [Select](#) the appropriate blue text.

To show a listing of all the references for the current Feature Presentation document:

 [Choose](#) Show Reference Links from the Reference Menu.

 Select one of the references from the list to go to it.

---

*SEE ALSO*


[Use References](#)  
[Reference Menu--Show Reference Links](#)

Throughout **PowerCD** and Feature Presentation [mode](#) you will come across [green text](#). Words in green are [hypertext](#) glossary terms, which when selected with your mouse, bring up an explanation for the word.

To scroll up and down the current explanation and other explanations:

 Use the Page Back and Page Forward Buttons located in the bottom right corner of the Glossary Dialog Box.

To display the Glossary List from the Glossary Dialog Box:

 [Select](#) the Glossary List Button.

To [close](#) the dialog box:

 Select the Cancel Button.

 Press the Escape key.

---

*SEE ALSO*

[Glossary](#)  
[Feature Presentation Buttons and Displays](#)



For selected views in Feature Presentation [mode](#) there may be a corresponding enlarged view. This allows you to study an image more closely. To enlarge a view:

- 1) [Choose](#) Show Reference Links from the Reference Menu.
- 2) [Select](#) the listing for view you would like to enlarge.

On some **PowerCD** titles, these enlarged views also will be accessible by selecting the Enlarge Photo Button.

---

*SEE ALSO*

[Reference Menu--Show Reference Links](#)

To save the text of the current presentation to a [file](#):

- 1) [Choose](#) Save As from the File Menu or use the Ctrl+A [key combination](#).
- 2) Type the pages you would like to save. (Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)
- 3) Specify standard characteristics for the file, such as the [filename](#) and the [directory](#) in the Save As Dialog Box.

After the file has been saved, a dialog box will appear to confirm that it was saved.

---

*SEE ALSO*

[File Menu--Save As](#)

To [print](#) the text of the current presentation directly from **PowerCD**:

- 1) [Choose](#) Print from the File Menu or use the Ctrl+P [key combination](#).
- 2) Type the pages you would like to print and [select](#) the OK Button or press Return.  
(Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)

While printing, a [dialog box](#) will appear to notify you of the status of the [print job](#) and to allow you to cancel it. After the print job has finished, a dialog box will appear to confirm that the pages were printed.

---

*SEE ALSO*

[File Menu--Print](#)

To set up your printer while in Presentation [mode](#):

- 1) [Choose](#) Printer Setup from the File Menu.
- 2) Specify the setup options you would like for printing in the Print Setup Dialog Box. You can choose the printer you want, the orientation of the printing, the paper size and source, and many other options.
- 3) [Select](#) the OK Button to save the settings so that the next time you [print](#), the printer will be set up to your liking.

---

*SEE ALSO*

[File Menu--Printer Setup](#)

To exit **PowerCD** from Presentation [mode](#):

- [Choose](#) Exit from the File Menu.
- Use the Alt+X [key combination](#).
- [Double-click](#) on the Control Menu Box.
- Press the Escape key.

This will bring up a [dialog box](#) asking whether you want to exit **PowerCD**. [Select](#) the Yes Button to exit and the No Button to remain in **PowerCD**.

---

*SEE ALSO*

[File Menu--Exit](#)

To copy the text of the current presentation to the Clipboard:

- 1) [Choose](#) Copy from the Edit Menu or use the Ctrl+C [key combination](#).
- 2) Type the pages you would like to copy and [select](#) the OK Button or press Return.  
(Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)

Using the Clipboard, you will then be able to [paste](#) the text into other applications.

---

*SEE ALSO*

[Edit Menu--Copy](#)

You can search for any word (excluding such common words as "the" and "or") within Feature Presentation, Presentation, and/or Text [mode](#). This can prove very useful in searching for information on a specific topic within **PowerCD**. To do this while in Presentation mode:

- 1) [Choose](#) the Find Word [command](#) from the Edit Menu or use the Ctrl+F [key combination](#).
- 2) Type the word you would like to search for in the Find Word Dialog Box.
- 3) [Select](#) the mode(s) to perform the search in by selecting the appropriate box(es).

You can then either:

- Select the Find Next Button to go to the next occurrence of the word.
- Select the Find Previous Button to go to the previous occurrence of the word.
- Select the List All Button to display all the locations where the word was found. This will display the Search Results Dialog Box. From this dialog box you can then select which location you want.

If you would like to remain at one of the locations where the word was found, select the OK Button. To return to your previous location:

- Choose Previous from the GoTo Menu.
- Select the Backtrack Button located at the bottom of the **PowerCD** [window](#).
- Press the Backspace key.
- Choose Show History from the Reference Menu and select where you would like to return.

If you do not want to remain at any of the locations where the word was found, select the Cancel Button.

---

*SEE ALSO*

[Word Search](#)  
[Edit Menu--Find Word](#)  
[Return to a Previous Document](#)

To receive information on other **PowerCD** titles, customer service, and technical support while in Presentation mode:

 [Choose](#) the Catalog & Information [command](#) from the GoTo Menu.

 [Select](#) the Catalog & Information Button located at the bottom of the **PowerCD** [window](#).

---

*SEE ALSO*

[Presentation Buttons and Displays](#)  
[GoTo Menu--Catalog & Information](#)



To return to a previous document within **PowerCD** while in Presentation [mode](#):

- ☛ [Choose](#) Previous from the GoTo Menu.
- ☛ [Select](#) the Backtrack Button located at the bottom of the **PowerCD** [window](#).
- ☛ Press the Backspace key.
- ☛ Choose the Show History [command](#) from the Reference Menu to display all your previous locations within **PowerCD**. Select one of these locations to return to it.

This will take you to your last location within the previous document. It will not, however, allow you to return to previous pages within the same document.

---

*SEE ALSO*

[GoTo Menu--Previous](#)  
[Presentation Buttons and Displays](#)  
[Reference Menu--Show History](#)

To find a page within the current presentation:

- 1) [Choose](#) Find Page from the GoTo Menu or use the Ctrl+N [key combination](#).
- 2) Type the page you would like to go to in the Find Page Number Dialog Box.
- 3) [Select](#) the OK Button or press Return.

---

*SEE ALSO*

[GoTo Menu--Find Page](#)

To go to Feature Presentation [mode](#) while in Presentation mode:

- ☐ [Choose](#) Feature from the GoTo Menu.
- ☐ Use the Ctrl+Home [key combination](#).
- ☐ [Select](#) the Return to Feature Presentation Button.

This will take you to your last location within Feature Presentation mode.

---

*SEE ALSO*

[GoTo Menu--Feature  
Presentation Buttons and Displays](#)

When you are in Presentation [mode](#), the Presentation [command](#) located in the GoTo Menu and the Ctrl+R [key combination](#) will not perform any [function](#) because you are already in Presentation mode.

---

*SEE ALSO*

[GoTo Menu--Presentation](#)

To go to Text [mode](#) while in Presentation mode:

[Choose](#) Text from the GoTo Menu.

Use the Ctrl+T [key combination](#).

This will take you to your last location in Text mode.

---

*SEE ALSO*

[GoTo Menu--Text](#)

To go to View [mode](#) while in Presentation mode:

[Choose](#) View from the GoTo Menu.

Use the Ctrl+V [key combination](#).


This will take you to your last location in View mode.


---

*SEE ALSO*

[GoTo Menu--View](#)

To go to Question [mode](#) while in Presentation mode:

 [Choose](#) Question from the GoTo Menu.

 Use the Ctrl+Q [key combination](#).

This will take you to your last location in Question mode.


---

*SEE ALSO*

[GoTo Menu--Question](#)

The Feature Presentation Table of Contents (TOC) lists all the documents in Feature Presentation [mode](#). To display the Feature Presentation TOC while in Presentation mode:

 [Choose](#) Feature from the Contents Menu.

 Use the Ctrl+Shift+Home [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Feature Presentation TOC.

To [print](#), save, or [copy](#) the Feature Presentation TOC, select the Printer Button.


---


*SEE ALSO*

[Contents Menu--Feature Presentation Buttons and Displays](#)



The Presentation Table of Contents (TOC) lists all the presentations in Presentation [mode](#). To display the Presentation TOC while in Presentation mode:

 [Choose](#) Presentation from the Contents Menu.

 Use the Ctrl+Shift+R [key combination](#).

To go to one of these presentations, [select](#) it. The number of the currently highlighted presentation and the total number of presentations is shown at the bottom of the Presentation TOC.


To [print](#), save, or [copy](#) the Presentation TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--Presentation  
Presentation Buttons and Displays](#)

The Text Table of Contents (TOC) lists all the documents in Text [mode](#). To display the Text TOC while in Presentation mode:

 [Choose](#) Text from the Contents Menu.

 Use the Ctrl+Shift+T [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Text TOC.


To [print](#), save, or [copy](#) the Text TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--Text  
Presentation Buttons and Displays](#)

The View Table of Contents (TOC) lists all the views in View [mode](#). To display the View TOC while in Presentation mode:

 [Choose](#) View from the Contents Menu.

 Use the Ctrl+Shift+V [key combination](#).

To go to one of these views, [select](#) it. The number of the currently highlighted view and the total number of views is shown at the bottom of the View TOC.

To [print](#), save, or [copy](#) the View TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--View  
Presentation Buttons and Displays](#)

The Question Table of Contents (TOC) lists all the questions in Question [mode](#). To display the Question TOC while in Presentation mode:

 [Choose](#) Question from the Contents Menu.

 Use the Ctrl+Shift+Q [key combination](#).

To go to one of these questions, [select](#) it. The number of the currently highlighted question and the total number of questions is shown at the bottom of the Question TOC.

To [print](#), save, or [copy](#) the Question TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--Question  
Presentation Buttons and Displays](#)

The Quiz Table of Contents (TOC) lists all the quizzes in Quiz [mode](#). To display the Quiz TOC while in Presentation mode:

 [Choose](#) Quiz from the Contents Menu.

To go to one of the quizzes, [select](#) it. A [dialog box](#) will then appear to let you set the number of questions and the total time allowed for the quiz. The number of the currently highlighted quiz and the total number of quizzes is shown at the bottom of the Quiz TOC.

For an introduction to **PowerCD** quizzes, select the Introduction Button. For the results from your last quiz, select the Results Button.

---

*SEE ALSO*

[Contents Menu--Quiz  
Presentation Buttons and Displays](#)

References are documents or locations in **PowerCD** that are related to the current [document](#) or page. To display a list of references for the current presentation:

1) [Choose](#) Show Reference Links from the Reference Menu.

To go to one of the references in the Reference List, [select](#) it. Please note that these references appear as [blue text](#) throughout Feature Presentation, Presentation, and Text [mode](#) and can also be selected to go to a reference.

To return to where you last were before going to a reference:

Choose Previous from the GoTo Menu.

Select the Backtrack Button located at the bottom of the **PowerCD** [window](#).

Press the Backspace key.

Choose the Show History [command](#) from the Reference Menu to display a list of all the locations you have been to within the current **PowerCD** session. To go to one of these locations, select it.

---

*SEE ALSO*


[Reference Menu--Show Reference Links](#)  
[Use Blue Reference Terms](#)  
[GoTo Menu--Previous](#)  
[Presentation Buttons and Displays](#)  
[Reference Menu--Show History](#)

The Glossary List contains terms that are helpful in understanding the subject of this **PowerCD** [title](#). To display the Glossary List while in Presentation [mode](#):

 [Choose](#) Glossary from the Reference Menu.

 Use the Ctrl+G [key combination](#).

Using the Glossary List:

 [Select](#) one of these glossary terms for an explanation. Use the Page Back and Page Forward Buttons located in the bottom right corner of the [dialog box](#) to scroll up and down the current explanation and other explanations. To return to the Glossary List, select the Glossary List Button.


Please note that these glossary terms appear throughout Feature Presentation, Presentation, Text, Question, and Quiz mode as [green text](#) and also can be selected to display explanations.

---

*SEE ALSO*

[Glossary](#)  
[Reference Menu--Glossary](#)  
[Presentation Buttons and Displays](#)

The Main Index lists all the indexes, plus a few selected documents, in this **PowerCD** [title](#). It is useful in finding a specific topic or location. To display the Main Index while in Presentation [mode](#):


 [Choose](#) Main Index from the Reference Menu.


 Use the Ctrl+I [key combination](#).

 [Select](#) the Browse Indexes Button.


Using the Main Index:

 Select one of the indexes or documents to go to it.

 Select the Previous Button to return to a previous [index](#).

 Select the History Button to display the Index History List--a listing of all the indexes that you have been to while in **PowerCD**. Select one of the entries from this list to return to it.

 Select the Main Button to return to the Main Index.

 Select the Printer Button to [print](#), save, or [copy](#) an index. This will bring up the Print/Save/Copy Dialog Box, which will allow you to specify which option you want. Please note that you will not be able to specify the number of pages.

---

*SEE ALSO*

[Indexes](#)

[Reference Menu--Main Index](#)

[Presentation Buttons and Displays](#)



A Local Index pertains only to the current [document](#). Not all documents contain a Local Index, however. To display the Local Index if one exists while in Presentation [mode](#):

[Choose](#) Local Index from the Reference Menu.

Use the Ctrl+L [key combination](#).


When a Local Index does not exist for the current presentation, the last [index](#) you were in will instead be displayed.

---

*SEE ALSO*

[Indexes](#)  
[Reference Menu--Local Index](#)

Each **PowerCD** [title](#) comes with a fully [interactive](#) dictionary. To [open](#) this dictionary while in Presentation [mode](#):

 [Choose](#) Open Dictionary from the Reference Menu.

 Use the Ctrl+D [key combination](#).

 [Select](#) the Open Dictionary Button.

---

*SEE ALSO*

[Reference Menu--Open Dictionary  
Presentation Buttons and Displays](#)

After you have completed or ended a quiz, your results will be displayed in the Quiz Results [document](#). The Quiz Results document gives you your score and the time it took to finish the quiz. It also lets you return to those questions that you missed or skipped.

At any point in Presentation [mode](#), you can return to this document to view your quiz results. To do this:

[Choose](#) Review Quiz Results from the Reference Menu.

Using Quiz Results:

[Select](#) any one of the questions ([blue text](#)) in the list to return to a question.

Select the Page Back or Page Forward Buttons to change pages so that you can see the entire list.

---

*SEE ALSO*

[Reference Menu--Review Quiz Results  
Presentation Buttons and Displays](#)

The History Table of Contents (TOC) lists all the documents you have been to in **PowerCD** during the current session. This TOC is cleared each time you exit **PowerCD**. To display the History TOC while in Presentation [mode](#):

 [Choose](#) Show History from the Reference Menu.

Using the History TOC:

 [Select](#) one of the documents to return to it. The number of the currently highlighted [document](#) and the total number of documents are displayed at the bottom of the History TOC.


 Select the Printer Button to [print](#), save, or [copy](#) the History TOC.

---

*SEE ALSO*

[Reference Menu--Show History](#)  
[Presentation Buttons and Displays](#)

To find out what version of **PowerCD** you have and other basic information about this [software](#) while in Presentation [mode](#):

 [Choose](#) About from the Help Menu.

This will bring up the About **PowerCD** Dialog Box.

---

*SEE ALSO*

[Help Menu--About](#)

To display the copyright for this **PowerCD** [title](#) while in Presentation [mode](#):

 [Choose](#) Copyright from the Help Menu.

This will bring up the Copyright Information Dialog Box.

---

*SEE ALSO*

[Help Menu--Copyright](#)

To pause the presentation:

- ☐ [Choose](#) Pause from the Controls Menu.
- ☐ Use the Ctrl+Y [key combination](#).
- ☐ [Select](#) the Pause Button located in the bottom left corner of the **PowerCD** [window](#).

---

*SEE ALSO*

[Controls Menu--Pause  
Presentation Buttons and Displays](#)

To play the presentation:

- De-select Pause from the Controls Menu.
- Use the Ctrl+Y [key combination](#).
- [Select](#) the Play Button located in the lower left corner of the **PowerCD** [window](#).


---

*SEE ALSO*


[Controls Menu--Pause  
Presentation Buttons and Displays](#)




There are three ways to find out where you are in **PowerCD** while in Presentation [mode](#). To find out the name of the current presentation and its duration:

 Refer to the [Document Bar](#), which is located just beneath the [menu bar](#).

To find out the mode (in this case, Presentation) and the number of the current presentation:

 Refer to the Mode Display, which is located in the lower left corner of the **PowerCD** [window](#).

To find out how much time has elapsed in the current presentation:


 Refer to the Time Display, which is just to the right of the Mode Display.


---

*SEE ALSO*

[Presentation Buttons and Displays](#)


To advance a page within the current presentation:


 [Choose](#) Page Forward from the Controls Menu.

 [Select](#) the Page Forward Button located in the lower right corner of the **PowerCD window**.

 Press the Page Down, DownArrow, or RightArrow key.

To go back a page:

 Choose Page Back from the Controls Menu.

 Select the Page Back Button located just to the left of the Page Forward Button.


 Press the Page Up, UpArrow, or LeftArrow key.

---

*SEE ALSO*

[Controls Menu--Page Forward  
Presentation Buttons and Displays](#)

To find out what page you are on while in Presentation [mode](#):

 Refer to the Page Display, which is located in the lower right corner of the **PowerCD** [window](#).


The Page Display gives the current page and the total number of pages within the current presentation.

---

*SEE ALSO*

[Presentation Buttons and Displays](#)

Throughout **PowerCD** you will come across [blue text](#). Words in blue are [hypertext](#) references, which when selected with your mouse, take you to another location within the same [document](#), a related document, or an [index](#). To go to one of these references:

 [Select](#) the appropriate blue text.

To show a list of all the references for the current presentation:

 [Choose](#) Show Reference Links from the Reference Menu.

 Select one of the references from the list to go to it.

---

*SEE ALSO*


[Use References](#)  
[Reference Menu--Show Reference Links](#)

Throughout **PowerCD** and Presentation [mode](#) you will come across [green text](#). Words in green are [hypertext](#) glossary terms, which when selected with your mouse, bring up an explanation for the word.

To scroll up and down the explanation and other explanations:

 Use the Page Back and Page Forward Buttons located in the bottom right corner of the Glossary Dialog Box.

To display the Glossary List from the Glossary Dialog Box:

 [Select](#) the Glossary List Button.

To [close](#) the dialog box:

 Select the Cancel Button.

 Press the Escape key.

---

*SEE ALSO*

[Glossary](#)  
[Presentation Buttons and Displays](#)

For some views in Presentation [mode](#) there may be a corresponding enlarged view. This allows you to study a particular image more closely. To enlarge a view:

- 1) [Choose](#) Show Reference Links from the Reference Menu.
- 2) [Select](#) the view you would like to enlarge.

On some **PowerCD** titles, enlarged views are also accessible by selecting the Enlarge Photo Button.

---

*SEE ALSO*

[Reference Menu--Show Reference Links](#)

To save the text of the current Text [document](#) to a [file](#):

- 1) [Choose](#) Save As from the File Menu or use the Ctrl+A [key combination](#).
- 2) Type the pages you would like to save. (Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)
- 3) Specify standard characteristics for the file, such as the [filename](#) and the [directory](#) you would like to save it to, in the Save As Dialog Box.

After the file has been saved, a dialog box will appear to confirm that it was saved.

---

*SEE ALSO*

[File Menu--Save As](#)

To [print](#) the text of the current Text [document](#) directly from **PowerCD**:

- 1) [Choose](#) Print from the File Menu or use the Ctrl+P [key combination](#).
- 2) Type the pages you would like to print and [select](#) the OK Button or press Return.  
(Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)

While printing, a [dialog box](#) will appear to notify you of the status of the [print job](#) and to allow you to cancel it. After the print job has finished, a dialog box will appear to confirm that the pages were printed.

---

*SEE ALSO*

[File Menu--Print](#)



To set up your printer while in Text [mode](#):

- 1) [Choose](#) Printer Setup from the File Menu.
- 2) Specify the standard setup options you want for printing in the Print Setup Dialog Box. You can choose the printer, the orientation of the printing, the paper size and source, and many other options.
- 3) [Select](#) the OK Button to save the settings so that the next time you [print](#), the printer will be set up to your liking.

---

*SEE ALSO*

[File Menu--Printer Setup](#)

To exit **PowerCD** from Text [mode](#):

- [Choose](#) Exit from the File Menu.
- Use the Alt+X [key combination](#).
- [Double-click](#) on the Control Menu Box.
- Press the Escape key.

This will bring up a [dialog box](#) asking whether you want to exit **PowerCD**. [Select](#) the Yes Button to exit and the No Button to remain in **PowerCD**.

---

*SEE ALSO*

[File Menu--Exit](#)

To copy the text of the current Text [document](#) to the Clipboard:

- 1) [Choose](#) Copy from the Edit Menu or use the Ctrl+C [key combination](#).
- 2) Type the pages you would like to copy and [select](#) the OK Button or press Return.  
(Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)

Using the Clipboard, you will then be able to [paste](#) the text into other applications.

---

*SEE ALSO*

[Edit Menu--Copy](#)

You can search for any word (excluding such common words as "the" and "or") within Feature Presentation, Presentation, and/or Text [mode](#). This can prove very useful in searching for information on a specific topic within **PowerCD**. To do this while in Text mode:

- 1) [Choose](#) the Find Word [command](#) from the Edit Menu or use the Ctrl+F [key combination](#).
- 2) Type the word you would like to search for in the Find Word Dialog Box.
- 3) [Select](#) the mode(s) to perform the search in by selecting the appropriate box(es).

You can then either:

- Select the Find Next Button to go to the next occurrence of the word.
- Select the Find Previous Button to go to the previous occurrence of the word.
- Select the List All Button to display a list of all the locations where the word was found. This will display the Search Results Dialog Box. From this dialog box you can then select where you would like to go.

If you want to remain at one of the locations where the word was found, select the OK Button. To return to your previous location after doing this:

- Choose Previous from the GoTo Menu.
- Select the Backtrack Button located at the bottom of the **PowerCD** [window](#).
- Press the Backspace key.
- Choose Show History from the Reference Menu and select where you would like to return.

If you do not want to remain at any of the locations where the word was found, select the Cancel Button.

---

*SEE ALSO*

[Word Search](#)  
[Edit Menu--Find Word](#)  
[Return to a Previous Document](#)

To receive information on other **PowerCD** titles, customer service, and technical support while in Text mode:

 [Choose](#) the Catalog & Information [command](#) from the GoTo Menu.

 [Select](#) the Catalog & Information Button located at the bottom of the **PowerCD** [window](#).

---

*SEE ALSO*

[Text Buttons and Displays](#)  
[GoTo Menu--Catalog & Information](#)

To return to a previous document within **PowerCD** while in Text [mode](#):

- ☛ [Choose](#) Previous from the GoTo Menu.
- ☛ [Select](#) the Backtrack Button located at the bottom of the **PowerCD** [window](#).
- ☛ Press the Backspace key.
- ☛ Choose the Show History [command](#) from the Reference Menu to display all your previous locations within **PowerCD**. Select one of these locations to return to it.

This will take you to your last location within the previous document. It will not, however, allow you to return to previous pages within the same document.

---

*SEE ALSO*

[GoTo Menu--Previous](#)  
[Text Buttons and Displays](#)  
[Reference Menu--Show History](#)

To find a page within the current Text [document](#):


- 1) [Choose](#) Find Page from the GoTo Menu or use the Ctrl+N [key combination](#).
- 2) Type the page you would like to go to in the Find Page Number Dialog Box.
- 3) [Select](#) the OK Button or press Return.


---


*SEE ALSO*

[GoTo Menu--Find Page](#)

To go to Feature Presentation [mode](#) while in Text mode:

 [Choose](#) Feature from the GoTo Menu.

 Use the Ctrl+Home [key combination](#).

 [Select](#) the Return to Feature Presentation Button located along the bottom of the **PowerCD** [window](#).

This will take you to your last location in Feature Presentation mode.

---

*SEE ALSO*

[GoTo Menu--Feature  
Text Buttons and Displays](#)



To go to Presentation [mode](#) while in Text mode:

[Choose](#) Presentation from the GoTo Menu.

Use the Ctrl+R [key combination](#).

This will take you to your last location in Presentation mode.

---

*SEE ALSO*

[GoTo Menu--Presentation](#)

When you are in Text [mode](#), the Text [command](#) located in the GoTo Menu and the Ctrl+T [key combination](#) will not perform any [function](#) because you are already in Text mode.

---

*SEE ALSO*

[GoTo Menu--Text](#)

To go to View [mode](#) while in Text mode:

[Choose](#) View from the GoTo Menu.

Use the Ctrl+V [key combination](#).

This will take you to your last location in View mode.

---

*SEE ALSO*

[GoTo Menu--View](#)

To go to Question [mode](#) while in Text mode:

[Choose](#) Question from the GoTo Menu.

Use the Ctrl+Q [key combination](#).


This will take you to your last location in Question mode.


---

*SEE ALSO*

[GoTo Menu--Question](#)

The Feature Presentation Table of Contents (TOC) lists all the documents in Feature Presentation [mode](#). To display the Feature Presentation TOC while in Text mode:

 [Choose](#) Feature from the Contents Menu.

 Use the Ctrl+Shift+Home [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Feature Presentation TOC.


To [print](#), save, or [copy](#) the Feature Presentation TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--Feature  
Text Buttons and Displays](#)

The Presentation Table of Contents (TOC) lists all the presentations in Presentation [mode](#). To display the Presentation TOC while in Text mode:

 [Choose](#) Presentation from the Contents Menu.

 Use the Ctrl+Shift+R [key combination](#).

To go to one of these presentations, [select](#) it. The number of the currently highlighted presentation and the total number of presentations is shown at the bottom of the Presentation TOC.


To [print](#), save, or [copy](#) the Presentation TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--Presentation  
Text Buttons and Displays](#)

The Text Table of Contents (TOC) lists all the documents in Text [mode](#). To display the Text TOC while in Text mode:

 [Choose](#) Text from the Contents Menu.

 Use the Ctrl+Shift+T [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Text TOC.


To [print](#), save, or [copy](#) the Text TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--Text](#)  
[Text Buttons and Displays](#)

The View Table of Contents (TOC) lists all the views in View [mode](#). To display the View TOC while in Text mode:

 [Choose](#) View from the Contents Menu.

 Use the Ctrl+Shift+V [key combination](#).

To go to one of these views, [select](#) it. The number of the currently highlighted view and the total number of views is shown at the bottom of the View TOC.

To [print](#), save, or [copy](#) the View TOC, select the Printer Button.

---


*SEE ALSO*

[Contents Menu--View  
Text Buttons and Displays](#)



The Question Table of Contents (TOC) lists all the questions in Question [mode](#). To display the Question TOC while in Text mode:

 [Choose](#) Question from the Contents Menu.

 Use the Ctrl+Shift+Q [key combination](#).

To go to one of these questions, [select](#) it. The number of the currently highlighted question and the total number of questions is shown at the bottom of the Question TOC.


To [print](#), save, or [copy](#) the Question TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--Question  
Text Buttons and Displays](#)

The Quiz Table of Contents (TOC) lists all the quizzes in Quiz [mode](#). To display the Quiz TOC while in Text mode:

 [Choose](#) Quiz from the Contents Menu.

To go to one of the quizzes, [select](#) it. A [dialog box](#) will then appear to let you set the number of questions and the total time allowed for the quiz. The number of the currently highlighted quiz and the total number of quizzes is shown at the bottom of the Quiz TOC.

For an introduction to **PowerCD** quizzes, select the Introduction Button. For the quiz results from your last quiz, select the Results Button.

---

*SEE ALSO*

[Contents Menu--Quiz](#)  
[Text Buttons and Displays](#)

References are documents or locations in **PowerCD** that are related to the current [document](#) or page. To display a list of references for the current Text document:

1) [Choose](#) Show Reference Links from the Reference Menu.

To go to one of the references in the Reference List, [select](#) it. Please note that these references appear as [blue text](#) throughout Feature Presentation, Presentation, and Text [mode](#) and can also be selected to go to a [reference](#).

To return to where you were before going to a reference:

Choose Previous from the GoTo Menu.

Select the Backtrack Button located at the bottom of the **PowerCD** [window](#).

Press the Backspace key.


Choose the Show History [command](#) from the Reference Menu to display a list of all your previous locations within the current **PowerCD** session. To go to one of these locations, select it.

---

*SEE ALSO*


[Reference Menu--Show Reference Links](#)  
[Use Blue Reference Terms](#)  
[GoTo Menu--Previous](#)  
[Text Buttons and Displays](#)  
[Reference Menu--Show History](#)

The Glossary List contains terms that are helpful in understanding the subject of this **PowerCD** [title](#). To display the Glossary List while in Text [mode](#):

 [Choose](#) Glossary from the Reference Menu.

 Use the Ctrl+G [key combination](#).

Using the Glossary List:

 [Select](#) one of the glossary terms for an explanation. Use the Page Back and Page Forward Buttons located in the bottom right corner of the [dialog box](#) to scroll up and down the current explanation and other explanations. To return to the Glossary List, select the Glossary List Button.

Please note that these terms appear throughout Feature Presentation, Presentation, Text, Question, and Quiz mode as [green text](#) and can also be selected to display explanations.

---

*SEE ALSO*

[Glossary](#)  
[Reference Menu--Glossary](#)  
[Text Buttons and Displays](#)

The Main Index lists all the indexes, plus a few selected documents, in this **PowerCD** [title](#). It is useful in finding a specific topic or location. To display the Main Index while in Text [mode](#):

☐ [Choose](#) Main Index from the Reference Menu.

☐ Use the Ctrl+I [key combination](#).

☐ [Select](#) the Browse Indexes Button.

Using the Main Index:

☐ Select one of the indexes or documents to go to it.

☐ Select the Previous Button to return to a previous [index](#).

☐ Select the History Button to display the Index History List, which contains all the indexes that you have been to while in **PowerCD**. Select one of the entries from this list to return to it.

☐ Select the Main Button to return to the Main Index.

☐ Select the Printer Button to [print](#), save, or [copy](#) an index. This will bring up the Print/Save/Copy Dialog Box, which allows you to specify which option you want. Please note that you will not be able to specify the number of pages.

---

*SEE ALSO*

[Indexes](#)  
[Reference Menu--Main Index](#)  
[Text Buttons and Displays](#)

A Local Index pertains only to the current [document](#). Not all documents contain a Local Index, however. To display the Local Index while in Text [mode](#):

[Choose](#) Local Index from the Reference Menu.

Use the Ctrl+L [key combination](#).


When a local index does not exist for the current document, the last [index](#) you were in will be displayed.

---

*SEE ALSO*

[Indexes](#)  
[Reference Menu--Local Index](#)

Each **PowerCD** [title](#) comes with a fully [interactive](#) dictionary. To [open](#) this dictionary while in Text [mode](#):

 [Choose](#) Open Dictionary from the Reference Menu.

 Use the Ctrl+D [key combination](#).

 [Select](#) the Open Dictionary Button.


---

*SEE ALSO*

[Reference Menu--Open Dictionary  
Text Buttons and Displays](#)


After you have completed or ended a quiz, your results will be displayed in the Quiz Results [document](#). The Quiz Results document gives you your score and the time it took to finish the quiz. It also lets you return to those questions that you missed or skipped.

At any point in Text [mode](#), you can return to this document to view your quiz results. To do this:

 [Choose](#) Review Quiz Results from the Reference Menu.

Using Quiz Results:

 [Select](#) any one of the questions ([blue text](#)) in the list to return to a question.

 Select the Page Back or Page Forward Buttons to change pages to see the entire list.


---

*SEE ALSO*


[Reference Menu--Review Quiz Results](#)  
[Text Buttons and Displays](#)



The History Table of Contents (TOC) lists all the documents you have been to in **PowerCD** during the current session. This TOC is cleared each time you exit **PowerCD**. To display the History TOC while in Text [mode](#):

 [Choose](#) Show History from the Reference Menu.

Using the History TOC:

 [Select](#) one of the documents to return to it. The number of the currently highlighted [document](#) and the total number of documents are displayed at the bottom of the History TOC.

 Select the Printer Button to [print](#), save, or [copy](#) the History TOC.

---

*SEE ALSO*


[Reference Menu--Show History](#)  
[Text Buttons and Displays](#)

Autoreader reads text aloud and works in both Text and Question modes. It is only available to Windows users who have the Text Assist electronic text-to-speech synthesizer program by Creative Labs and a Soundblaster 16+ audio card with advanced signal processing installed.

When installed, the Autoreader Menu will appear, from which you can adjust the pitch, speed, and volume of the voice synthesizer.

Please note that the directory where Text Assist is installed must be included in the DOS PATH statement of your AUTOEXEC.BAT file. Please refer to your Text Assist manual for more detailed instructions.

To find out what version of **PowerCD** you have and other basic information about this [software](#) while in Text [mode](#):

 [Choose](#) About from the Help Menu.


This will bring up the About **PowerCD** Dialog Box.

---

*SEE ALSO*

[Help Menu--About](#)

To display the copyright for this **PowerCD** [title](#) while in Text [mode](#):

 [Choose](#) Copyright from the Help Menu.


This will bring up the Copyright Information Dialog Box.

---


*SEE ALSO*

[Help Menu--Copyright](#)

There are two ways to find out where you are while in Text [mode](#). To find out the name of the current Text [document](#):

 Refer to the Document Bar, which is located just beneath the [menu bar](#).

To find out the mode (in this case, Text) and the number of the current document you are in:


 Refer to the Mode Display, which is located in the lower left corner of the **PowerCD** [window](#).


---

*SEE ALSO*

[Text Buttons and Displays](#)


To advance a page within the current Text [document](#):


 [Choose](#) Page Forward from the Controls Menu.

 [Select](#) the Page Forward Button located in the lower right corner of the **PowerCD** [window](#).

 Press the Page Down, DownArrow, or RightArrow key.

To go back a page:

 Choose Page Back from the Controls Menu.

 Select the Page Back Button located just to the left of the Page Forward Button.


 Press the Page Up, UpArrow, or LeftArrow key.

---

*SEE ALSO*

[Controls Menu--Page Forward  
Text Buttons and Displays](#)

To find out what page you are on while in Text [mode](#):

 Refer to the Page Display, which is located in the lower right corner of the **PowerCD** [window](#).


The Page Display shows the page you are on and the total number of pages within the current Text [document](#).

---

*SEE ALSO*


[Text Buttons and Displays](#)

Throughout **PowerCD** you will come across [blue text](#). Words in blue are [hypertext](#) references, which when selected with your mouse, take you to another location within the same [document](#), a related document, or an [index](#). To go to one of these references:

 [Select](#) the appropriate blue text.

To show a listing of all the references for the current Text document:

 [Choose](#) Show Reference Links from the Reference Menu.

 Select one of the references from the list to go to it.

---

*SEE ALSO*

[Use References](#)  
[Reference Menu--Show Reference Links](#)




Throughout **PowerCD** and Text [mode](#) you will come across [green text](#). Words in green are [hypertext](#) glossary terms, which when selected with your mouse, bring up an explanation for the word.

To scroll up and down the current explanation and other explanations:

 Use the Page Back and Page Forward Buttons located in the bottom right corner of the Glossary Dialog Box.

To display the Glossary List from the Glossary Dialog Box:

 [Select](#) the Glossary List Button.

To [close](#) the dialog box:

 Select the Cancel Button.

 Press the Escape key.

---

*SEE ALSO*

[Glossary](#)  
[Text Buttons and Displays](#)

To save the current view to a [file](#):

- 1) [Choose](#) Save As from the File Menu or use the Ctrl+A [key combination](#).
- 2) Specify standard characteristics for the [file](#), such as the [filename](#) and the [directory](#) in the Save As Dialog Box.

To save an enlarged view to a file:

- 1) Enlarge the current view by [selecting](#) the enlarge photo reference from the Reference List. On some titles you can do this by selecting the Enlarge Photo Button.
- 2) Select the Printer Button located in the lower right corner of the screen.
- 3) Select Save to File and press Return or select the OK Button.

After the file has been saved, a dialog box will appear to confirm that it was saved.

---

*SEE ALSO*

[File Menu--Save As](#)  
[Reference Menu--Show Reference Links](#)  
[View Buttons and Displays](#)

To [print](#) the current view:

- 1) [Choose](#) Print from the File Menu or use the Ctrl+P [key combination](#).
- 2) [Select](#) whether you would like to print the image in full size and select the OK Button or press Return.

To print an enlarged view:

- 1) Enlarge the current view by selecting the enlarge photo reference from the Reference List. On some titles, you can do this by selecting the Enlarge Photo Button.
- 2) Select the Printer Button located in the lower right corner of the screen.
- 3) Select Print to Printer and press Return or select the OK Button.

---

*SEE ALSO*

[File Menu--Print](#)  
[Reference Menu--Show Reference Links](#)  
[View Buttons and Displays](#)

To set up your printer while in View [mode](#):

- 1) [Choose](#) Printer Setup from the File Menu.
- 2) Specify the standard setup options you want for printing in the Print Setup Dialog Box. You can choose the printer, the orientation of the printing, the paper size and source, and many other options.
- 3) [Select](#) the OK Button to save the settings so that the next time you [print](#), the printer will be set up to your liking.

---

*SEE ALSO*

[File Menu--Printer Setup](#)

To exit **PowerCD** from View [mode](#):

- [Choose](#) Exit from the File Menu.
- Use the Alt+X [key combination](#).
- [Double-click](#) on the Control Menu Box.
- Press the Escape key.

This will bring up a [dialog box](#) asking whether you want to exit **PowerCD**. [Select](#) the Yes Button to exit and the No Button to remain in **PowerCD**.

---

*SEE ALSO*

[File Menu--Exit](#)

To [copy](#) the current view to the [Clipboard](#):

[Choose](#) Copy from the Edit Menu.

Use the Ctrl+C [key combination](#).

To copy an enlarged view to the Clipboard:

- 1) Enlarge the current view by [selecting](#) the enlarge photo reference from the Reference List. On some titles you can do this by selecting the Enlarge Photo Button.
- 2) Select the Printer Button located at the bottom of the screen.
- 3) Select Copy to the Clipboard and press Return or select the OK Button.

Using the Clipboard, you will then be able to [paste](#) the view into other applications.

---

*SEE ALSO*

[Edit Menu--Copy](#)  
[Reference Menu--Show Reference Links](#)  
[View Buttons and Displays](#)

You can search for any word (excluding such common words as "the" and "or") within Feature Presentation, Presentation, and/or Text [mode](#). This can prove very useful in searching for information on a specific topic within **PowerCD**. To do this while in View mode:

- 1) [Choose](#) the Find Word [command](#) from the Edit Menu or use the Ctrl+F [key combination](#).
- 2) Type the word you would like to search for in the Find Word Dialog Box.
- 3) [Select](#) the mode(s) to perform the search in by selecting the appropriate box(es).

You can then either:

- Select the Find Next Button to go to the next occurrence of the word.
- Select the Find Previous Button to go to the previous occurrence of the word.
- Select the List All Button to display a list of all the locations where the word was found. This will display the Search Results Dialog Box. From this dialog box you can then select which location you want.

If you would like to remain at one of the locations where the word was found, select the OK Button. To return to your previous location after doing this:

- Choose Previous from the GoTo Menu.
- Select the Backtrack Button located at the bottom of the **PowerCD** [window](#).
- Press the Backspace key.
- Choose Show History from the Reference Menu and select where you would like to return.

If you do not want to remain at any of the locations where the word was found, select the Cancel Button.

---

*SEE ALSO*

[Word Search](#)  
[Edit Menu--Find Word](#)  
[Return to a Previous Document](#)

To receive information on other **PowerCD** titles, customer service, and technical support while in View mode:

 [Choose](#) the Catalog & Information [command](#) from the GoTo Menu.

 [Select](#) the Catalog & Information Button located at the bottom of the **PowerCD** [window](#).

---

*SEE ALSO*

[View Buttons and Displays](#)  
[GoTo Menu--Catalog & Information](#)



To return to a previous document within **PowerCD** while in View [mode](#):

- ☛ [Choose](#) Previous from the GoTo Menu.
- ☛ [Select](#) the Backtrack Button located at the bottom of the **PowerCD** [window](#).
- ☛ Press the Backspace key.
- ☛ Choose the Show History [command](#) from the Reference Menu to display all your previous locations within **PowerCD**. Select one of these locations to return to it.

This will take you to your last location within the previous document. It will not, however, allow you to return to previous pages within the same document.

---

*SEE ALSO*

[GoTo Menu--Previous](#)  
[Text Buttons and Displays](#)  
[Reference Menu--Show History](#)

To find a page within the View [mode](#):

- 1) [Choose](#) Find Page from the GoTo Menu or use the Ctrl+N [key combination](#).
- 2) Type the page you would like to go to in the Find Page Number Dialog Box.
- 3) [Select](#) the OK Button or press Return.

---

*SEE ALSO*

[GoTo Menu--Find Page](#)

To go to Feature Presentation [mode](#) while in View mode:

- ☐ [Choose](#) Feature from the GoTo Menu.
- ☐ Use the Ctrl+Home [key combination](#).
- ☐ [Select](#) the Return to Feature Presentation Button.

This will take you to your last location within Feature Presentation mode.

---

*SEE ALSO*

[GoTo Menu--Feature  
View Buttons and Displays](#)

To go to Presentation [mode](#) while in View mode:

[Choose](#) Presentation from the GoTo Menu.

Use the Ctrl+R [key combination](#).

This will take you to your last location in Presentation mode.

---

*SEE ALSO*

[GoTo Menu--Presentation](#)

To go to Text [mode](#) while in View mode:

[Choose](#) Text from the GoTo Menu.

Use the Ctrl+T [key combination](#).

This will take you to your last location in Text mode.

---

*SEE ALSO*

[GoTo Menu--Text](#)

When you are in View [mode](#), the View [command](#) located in the GoTo Menu and the Ctrl+V [key combination](#) will not perform any [function](#) because you are already in View mode.

---

*SEE ALSO*

[GoTo Menu--View](#)

To go to Question [mode](#) while in View mode:

[Choose](#) Question from the GoTo Menu.

Use the Ctrl+Q [key combination](#).

This will take you to your last location in Question mode.


---

*SEE ALSO*

[GoTo Menu--Question](#)

The Feature Presentation Table of Contents (TOC) lists all the documents in Feature Presentation [mode](#). To display the Feature Presentation TOC while in View mode:

 [Choose](#) Feature from the Contents Menu.

 Use the Ctrl+Shift+Home [key combination](#).

To go to one of the documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Feature Presentation TOC.

To [print](#), save, or [copy](#) the Feature Presentation TOC, select the Printer Button.


---


*SEE ALSO*

[Contents Menu--Feature  
View Buttons and Displays](#)



The Presentation Table of Contents (TOC) lists all the presentations in Presentation [mode](#). To display the Presentation TOC while in View mode:

 [Choose](#) Presentation from the Contents Menu.

 Use the Ctrl+Shift+R [key combination](#).

To go to one of the presentations, [select](#) it. The number of the currently highlighted presentation and the total number of presentations is shown at the bottom of the Presentation TOC.


To [print](#), save, or [copy](#) the Presentation TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--Presentation View Buttons and Displays](#)

The Text Table of Contents (TOC) lists all the documents in Text [mode](#). To display the Text TOC while in View mode:

 [Choose](#) Text from the Contents Menu.

 Use the Ctrl+Shift+T [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Text TOC.


To [print](#), save, or [copy](#) the Text TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--Text  
View Buttons and Displays](#)

The View Table of Contents (TOC) lists all the views in View [mode](#). To display the View TOC while in View mode:

 [Choose](#) View from the Contents Menu.

 Use the Ctrl+Shift+V [key combination](#).

To go to one of the views, [select](#) it. The number of the currently highlighted view and the total number of views is shown at the bottom of the View TOC.

To [print](#), save, or [copy](#) the View TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--View  
View Buttons and Displays](#)

The Question Table of Contents (TOC) lists all the questions in Question [mode](#). To display the Question TOC while in View mode:

 [Choose](#) Question from the Contents Menu.

 Use the Ctrl+Shift+Q [key combination](#).

To go to one of the questions, [select](#) it. The number of the currently highlighted question and the total number of questions is shown at the bottom of the Question TOC.

To [print](#), save, or [copy](#) the Question TOC, select the Printer Button.

---

*SEE ALSO*

[Contents Menu--Question  
View Buttons and Displays](#)

The Quiz Table of Contents (TOC) lists all the quizzes in Quiz [mode](#). To display the Quiz TOC while in View mode:

 [Choose](#) Quiz from the Contents Menu.

To go to one of the quizzes, [select](#) it. A [dialog box](#) will then appear to allow you to set the number of questions and the total time allowed for the quiz. The number of the currently highlighted quiz and the total number of quizzes is shown at the bottom of the Quiz TOC.

For an introduction to **PowerCD** quizzes, select the Introduction Button. For the quiz results from your last quiz, select the Results Button.

---

*SEE ALSO*

[Contents Menu--Quiz  
View Buttons and Displays](#)

References are documents or locations in **PowerCD** that are related to the current [document](#) or page. In View [mode](#), these related documents usually include an enlarged view and a related page from Feature Presentation mode. To display a list of references for the current view:

1) [Choose](#) Show Reference Links from the Reference Menu.

To go to one of the references in the Reference List, [select](#) it. Please note that these references appear as [blue text](#) throughout Feature Presentation, Presentation, and Text mode and can also be [selected](#) to go to a [reference](#).

To return to your previous position:

Choose Previous from the GoTo Menu.

Select the Backtrack Button located at the bottom of the **PowerCD** [window](#).

Press the Backspace key.

Choose the Show History [command](#) from the Reference Menu to display a list of all your previous locations in the current **PowerCD** session. To go to one of these locations, select it.

---

*SEE ALSO*


[Reference Menu--Show Reference Links](#)

[GoTo Menu--Previous](#)

[View Buttons and Displays](#)


[Reference Menu--Show History](#)

The Glossary List contains terms that are helpful in understanding the subject of this **PowerCD** [title](#). To display the Glossary List while in View [mode](#):

 [Choose](#) Glossary from the Reference Menu.

 Use the Ctrl+G [key combination](#).

Using the Glossary List:

 [Select](#) one of the glossary terms for an explanation. Use the Page Back and Page Forward Buttons located in the bottom right corner of the [dialog box](#) to scroll up and down the current explanation and other explanations. To return to the Glossary List, select the Glossary List Button.


Please note that these glossary terms appear throughout Feature Presentation, Presentation, Text, Question, and Quiz mode as [green text](#) and can also be selected to display explanations.

---

*SEE ALSO*

[Glossary](#)  
[Reference Menu--Glossary](#)  
[View Buttons and Displays](#)

The Main Index lists all the indexes, plus a few selected documents, in this **PowerCD** [title](#). It is useful in finding a specific topic or location. To display the Main Index while in View [mode](#):


 [Choose](#) Main Index from the Reference Menu.


 Use the Ctrl+I [key combination](#).

 [Select](#) the Browse Indexes Button.


Using the Main Index:

 Select one of the indexes or documents to go to it.

 Select the Previous Button to return to a previous [index](#).

 Select the History Button to display the Index History List--a listing of all the indexes that you have covered while in **PowerCD**. Select one of the entries from this list to return to it.

 Select the Main Button to return to the Main Index.

 Select the Printer Button to [print](#), save, or [copy](#) an index. This will bring up the Print/Save/Copy Dialog Box, which allows you to specify which option you would like. Please note that you will not be able to specify the number of pages.


---

*SEE ALSO*

[Indexes](#)  
[Reference Menu--Main Index](#)  
[View Buttons and Displays](#)



A Local Index pertains only to the current [document](#). Not all documents contain a Local Index, however. To display the Local Index while in View [mode](#):

 [Choose](#) Local Index from the Reference Menu.

 Use the Ctrl+L [key combination](#).

When a Local Index does not exist for the particular view that you are in, the last [index](#) you were in will be displayed.

---

*SEE ALSO*

[Indexes](#)  
[Reference Menu--Local Index](#)

Each **PowerCD** [title](#) comes with a fully [interactive](#) dictionary. To [open](#) this dictionary while in View [mode](#):

 [Choose](#) Open Dictionary from the Reference Menu.

 Use the Ctrl+D [key combination](#).

 [Select](#) the Open Dictionary Button.


---

*SEE ALSO*

[Reference Menu--Open Dictionary  
View Buttons and Displays](#)


After you have completed or ended a quiz, your results are displayed in the Quiz Results [document](#). The Quiz Results document gives you your score and the time you took to finish the quiz. It also allows you to return to those questions that you missed or skipped.

At any point in View [mode](#), you can return to this document to view your quiz results. To do this:

 [Choose](#) Review Quiz Results from the Reference Menu.

Using Quiz Results:

 [Select](#) any one of the questions ([blue text](#)) in the list to return to a question.

 Select the Page Back or Page Forward Buttons to change pages to see the entire list.

---

*SEE ALSO*

[Reference Menu--Review Quiz Results  
View Buttons and Displays](#)

The History Table of Contents (TOC) lists all the documents you have been to in **PowerCD** during the current session. This TOC is cleared each time you exit **PowerCD**. To display the History TOC while in View [mode](#):

 [Choose](#) Show History from the Reference Menu.

Using the History TOC:

 [Select](#) one of the documents to return to it. The number of the currently highlighted [document](#) and the total number of documents are displayed at the bottom of the History TOC.


 Select the Printer Button to [print](#), save, or [copy](#) the History TOC.

---

*SEE ALSO*

[Reference Menu--Show History  
View Buttons and Displays](#)

To find out what version of **PowerCD** you have and other basic information about this [software](#) while in View [mode](#):

 [Choose](#) About from the Help Menu.

This will bring up the About **PowerCD** Dialog Box.

---

*SEE ALSO*

[Help Menu--About](#)

To display the copyright for this **PowerCD** [title](#) while in View [mode](#):

 [Choose](#) Copyright from the Help Menu.

This will bring up the Copyright Information Dialog Box.

---

*SEE ALSO*

[Help Menu--Copyright](#)

For selected views in View [mode](#) there may be a corresponding enlarged view. This allows you to study a particular image more closely. To enlarge a view:

- 1) [Choose](#) Show Reference Links from the Reference Menu.
- 2) [Select](#) the listing for view you would like to enlarge.

On some **PowerCD** titles, these enlarged views will also be accessible by selecting the Enlarge Photo Button.

---

*SEE ALSO*

[Reference Menu--Show Reference Links](#)

The views in View [mode](#) are played in an automatic sequence, with a preset allotted time for each view. To pause this automatic sequence in order to study a particular view:

☛ [Choose](#) Pause from the Controls Menu.

☛ Use the Ctrl+Y [key combination](#).

☛ [Select](#) the Pause Button located in the lower left corner of the **PowerCD** [window](#).

Doing this also will pause any audio caption that might exist for that particular view. Please note that not all **PowerCD** titles have audio captions.

---

SEE ALSO


[Controls Menu--Pause  
View Buttons and Displays](#)



The views in View [mode](#) can be played in an automatic sequence, with a preset allotted time for each view. To play this automatic sequence:

 De-select Pause from the Controls Menu.

 Use the Ctrl+Y [key combination](#).

 [Select](#) the Play Button located in the lower left corner of the **PowerCD** [window](#).


Doing this also will play any audio caption that might exist for that particular view. Please note that not all **PowerCD** titles have audio captions.

---


*SEE ALSO*

[Controls Menu--Pause  
View Buttons and Displays](#)


There are three ways to find out where you are in **PowerCD** while in View [mode](#). To find out the name of the current view:

 Refer to the [Document Bar](#), which is located just beneath the [menu bar](#).

To find out the mode (in this case, View) and the number of the current document you are in:

 Refer to the Mode Display, which is located in the lower left corner of the **PowerCD** [window](#).

To find out how much time has elapsed in the audio caption:


 Refer to the Time Display, which is just to the right of the Mode Display.


---

*SEE ALSO*

[View Buttons and Displays](#)


To advance a page within View [mode](#):


 [Choose](#) Page Forward from the Controls Menu.

 [Select](#) the Page Forward Button located in the lower right corner of the **PowerCD** [window](#).

 Press the Page Down, DownArrow, or RightArrow key.

To go back a page:

 Choose Page Back from the Controls Menu.

 Select the Page Back Button located just to the left of the Page Forward Button.


 Press the Page Up, UpArrow, or LeftArrow key.

---

*SEE ALSO*

[Controls Menu--Page Forward  
View Buttons and Displays](#)

To find out what page you are currently on while in View [mode](#):

 Refer to the Page Display, which is located in the lower right corner of the **PowerCD** [window](#).

The Page Display displays the page you are on and the total number of pages within View mode.

---

*SEE ALSO*

[View Buttons and Displays](#)

To save the text of the current question to a [file](#):

- 1) [Choose](#) Save As from the File Menu or use the Ctrl+A [key combination](#).
- 2) [Select](#) whether you would like to save the explanations.
- 3) Type the pages you would like to save (only when the question is longer than one page). (Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)
- 4) Specify standard characteristics for the file, such as the [filename](#) and the [directory](#) you would like to save it to, in the Save As Dialog Box.

After the file has been saved, a dialog box will appear to confirm that it was saved.

---

*SEE ALSO*

[File Menu--Save As](#)

To [print](#), save, or [copy](#) a view while in Question [mode](#):

- 1) Enlarge the [view](#) by selecting the appropriate view from the Reference List. On some titles you can do this by selecting the Enlarge Photo Button.
- 2) [Select](#) the Printer Button located in the bottom right corner of the screen.
- 3) Select whether you would like to print, save, or copy the view and press Return or select the OK Button.

Please note that only the enlarged view will be printed, saved, or copied.

---

*SEE ALSO*

[Question Buttons and Displays](#)  
[Reference Menu--Show Reference Links](#)

To [print](#) the text of the current question directly from *PowerCD*:

- 1) [Choose](#) Print from the File Menu or use the Ctrl+P [key combination](#).
- 2) [Select](#) whether you would like to print the explanations.
- 3) Type the pages you would like to print (only when the question longer than one page) and select the OK Button or press Return. (Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)

While printing, a [dialog box](#) will appear to notify you of the status of the [print job](#) and to allow you to cancel it. After the print job has finished, a dialog box will appear to confirm that the pages were printed.

---

*SEE ALSO*

[File Menu--Print](#)

To set up your printer while in Question [mode](#):

- 1) [Choose](#) Printer Setup from the File Menu.
- 2) Specify the standard setup options you would like for printing in the Print Setup Dialog Box. You can choose the printer you would like to [print](#) to, the orientation of the printing, the paper size and source, as well as many other options.
- 3) [Select](#) the OK Button to save the settings, so that the next time you print, the printer will be set up to your liking.

---

*SEE ALSO*

[File Menu--Printer Setup](#)



To exit **PowerCD** from Question [mode](#):

- [Choose](#) Exit from the File Menu.
- Use the Alt+X [key combination](#).
- [Double-click](#) on the Control Menu Box.
- Press the Escape key.

This will bring up a [dialog box](#) asking whether you want to exit **PowerCD**. [Select](#) the Yes Button to exit and the No Button to remain in **PowerCD**.

---

*SEE ALSO*

[File Menu--Exit](#)

To copy the text of the current question to the Clipboard:

- 1) [Choose](#) Copy from the Edit Menu or use the Ctrl+C [key combination](#).
- 2) [Select](#) whether you would like the explanations to be copied.
- 3) Type the pages you would like to copy (only when the question is longer than one page) and select the OK Button or press Return. (Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)

Using the Clipboard, you then will be able to [paste](#) the text into other applications.

---

*SEE ALSO*

[Edit Menu--Copy](#)

You can search for any word (excluding such common words as "the" and "or") within Feature Presentation, Presentation, and/or Text [mode](#). This can prove very useful in searching for information on a specific topic within **PowerCD**.


This command is unavailable while in Question mode.

---

*SEE ALSO*

[Word Search](#)  
[Edit Menu--Find Word](#)

To receive information on other **PowerCD** titles, customer service, and technical support while in Question mode:

 [Choose](#) the Catalog & Information [command](#) from the GoTo Menu.

 [Select](#) the Catalog & Information Button located at the bottom of the **PowerCD** [window](#).

---

*SEE ALSO*

[Question Buttons and Displays](#)  
[GoTo Menu--Catalog & Information](#)

To return to a previous document within **PowerCD** while in Question [mode](#):

- ☛ [Choose](#) Previous from the GoTo Menu.
- ☛ [Select](#) the Backtrack Button located at the bottom of the **PowerCD** [window](#).
- ☛ Press the Backspace key.
- ☛ Choose the Show History [command](#) from the Reference Menu to display all your previous locations within **PowerCD**. Select one of these locations to return to it.

This will take you to your last location within the previous document. It will not, however, allow you to return to previous pages within the same document.

---

*SEE ALSO*

[GoTo Menu--Previous](#)  
[Question Buttons and Displays](#)  
[Reference Menu--Show History](#)

To find a page within the current question:

- 1) [Choose](#) Find Page from the GoTo Menu or use the Ctrl+N [key combination](#).
- 2) Type the page you would like to go to in the Find Page Number Dialog Box.
- 3) [Select](#) the OK Button or press Return.

Please note that most questions are less than two pages long, so the Page Back and Page Forward Buttons may be more useful.

---

*SEE ALSO*

[GoTo Menu--Find Page](#)

To go to Feature Presentation [mode](#) while in Question mode:

- ☐ [Choose](#) Feature from the GoTo Menu.
- ☐ Use the Ctrl+Home [key combination](#).
- ☐ [Select](#) the Return to Feature Presentation Button.

This will take you to your last location within Feature Presentation mode.

---

*SEE ALSO*

[GoTo Menu--Feature  
Question Buttons and Displays](#)

To go to Presentation [mode](#) while in Question mode:

[Choose](#) Presentation from the GoTo Menu.

Use the Ctrl+R [key combination](#).

This will take you to your last location in Presentation mode.

---

*SEE ALSO*

[GoTo Menu--Presentation](#)



To go to Text [mode](#) while in Question mode:

[Choose](#) Text from the GoTo Menu.

Use the Ctrl+T [key combination](#).

This will take you to your last location in Text mode.

---

*SEE ALSO*

[GoTo Menu--Text](#)

To go to View [mode](#) while in Question mode:

[Choose](#) View from the GoTo Menu.

Use the Ctrl+V [key combination](#).

This will take you to your last location in View mode.

---

*SEE ALSO*

[GoTo Menu--View](#)

To go to Question [mode](#) while in Question mode:

[Choose](#) Question from the GoTo Menu.

Use the Ctrl+Q [key combination](#).

This will take you to your last location in Question mode.


---

*SEE ALSO*

[GoTo Menu--Question](#)

The Feature Presentation Table of Contents (TOC) lists all the documents in Feature Presentation [mode](#). To display the Feature Presentation TOC while in Question mode:

 [Choose](#) Feature from the Contents Menu.

 Use the Ctrl+Shift+Home [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Feature Presentation TOC.


To [print](#), save, or [copy](#) the Feature Presentation TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--Feature  
Question Buttons and Displays](#)

The Presentation Table of Contents (TOC) lists all the presentations in Presentation [mode](#). To display the Presentation TOC while in Question mode:

 [Choose](#) Presentation from the Contents Menu.

 Use the Ctrl+Shift+R [key combination](#).

To go to one of these presentations, [select](#) it. The number of the currently highlighted presentation and the total number of presentations is shown at the bottom of the Presentation TOC.


To [print](#), save, or [copy](#) the Presentation TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--Presentation  
Question Buttons and Displays](#)

The Text Table of Contents (TOC) lists all the documents in Text [mode](#). To display the Text TOC while in Question mode:

 [Choose](#) Text from the Contents Menu.

 Use the Ctrl+Shift+T [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Text TOC.


To [print](#), save, or [copy](#) the Text TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--Text  
Question Buttons and Displays](#)

The View Table of Contents (TOC) lists all the views in View [mode](#). To display the View TOC while in Question mode:

 [Choose](#) View from the Contents Menu.

 Use the Ctrl+Shift+V [key combination](#).

To go to one of these views, [select](#) it. The number of the currently highlighted view and the total number of views is shown at the bottom of the View TOC.

To [print](#), save, or [copy](#) the View TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--View  
Question Buttons and Displays](#)

The Question Table of Contents (TOC) lists all the questions in Question [mode](#). To display the Question TOC while in Question mode:

 [Choose](#) Question from the Contents Menu.

 Use the Ctrl+Shift+Q [key combination](#).

To go to one of these questions, [select](#) it. The number of the currently highlighted question and the total number of questions is shown at the bottom of the Question TOC.

To [print](#), save, or [copy](#) the Question TOC, select the Printer Button.


---

*SEE ALSO*

[Contents Menu--Question  
Question Buttons and Displays](#)



The Quiz Table of Contents (TOC) lists all the quizzes in Quiz [mode](#). To display the Quiz TOC while in Question mode:

 [Choose](#) Quiz from the Contents Menu.

To go to one of these quizzes, [select](#) it. A [dialog box](#) will then appear to allow you to set the number of questions and the total time allowed for the quiz. The number of the currently highlighted quiz and the total number of quizzes is shown at the bottom of the Quiz TOC.

For an introduction to **PowerCD** quizzes, select the Introduction Button. For the quiz results from your last quiz, select the Results Button.

---

*SEE ALSO*

[Contents Menu--Quiz  
Question Buttons and Displays](#)

References are documents or locations in **PowerCD** that are related to the current [document](#) or page. In Question [mode](#), these related documents usually include an enlarged view and the possible answers to the current question. To display a list of references for the current question:

1) [Choose](#) Show Reference Links from the Reference Menu.

To go to one of these references in the Reference List, [select](#) it. Please note that these references appear as [blue text](#) throughout Feature Presentation, Presentation, and Text mode and can also be selected to go to a [reference](#).

To return to where you last were before going to a reference:

Choose Previous from the GoTo Menu.

Select the Backtrack Button located at the bottom of the **PowerCD** [window](#).

Press the Backspace key.

Choose the Show History [command](#) from the Reference Menu to display a list of all your previous locations in the current **PowerCD** session. To go to one of these locations, select it.

---

SEE ALSO

[Reference Menu--Show Reference Links](#)

[GoTo Menu--Previous](#)

[Question Buttons and Displays](#)

[Reference Menu--Show History](#)

The Glossary List contains terms that are helpful in understanding the subject of this **PowerCD title**. To display the Glossary List while in Question mode:

☛ Choose Glossary from the Reference Menu.

☛ Use the Ctrl+G key combination.

Using the Glossary List:

☛ Select one of the glossary terms for an explanation. Use the Page Back and Page Forward Buttons located in the bottom right corner of the dialog box to scroll up and down the current explanation and other explanations. To return to the Glossary List, select the Glossary List Button.


Please note that glossary terms appear throughout Feature Presentation, Presentation, Text, Question, and Quiz mode as green text and can also be selected to display explanations.

---

*SEE ALSO*

[Glossary](#)  
[Reference Menu--Glossary](#)  
[Question Buttons and Displays](#)

The Main Index lists all the indexes, plus a few selected documents, in this **PowerCD** [title](#), which is useful for finding a specific topic or location. To display the Main Index while in Question [mode](#):


 [Choose](#) Main Index from the Reference Menu.


 Use the Ctrl+I [key combination](#).


 [Select](#) the Browse Indexes Button.


Using the Main Index:

 Select one of the indexes or documents to go to it.

 Select the Previous Button to return to a previous [index](#).

 Select the History Button to display the Index History List--a listing of all the indexes that you covered while in **PowerCD**. Select one of the entries from this list to return to it.

 Select the Main Button to return to the Main Index.

 Select the Printer Button to [print](#), save, or [copy](#) an index. This will bring up the Print/Save/Copy Dialog Box, which will allow you to specify which option you would like. Please note that you will not be able to specify the number of pages.

---

*SEE ALSO*

[Indexes](#)  
[Reference Menu--Main Index](#)  
[Question Buttons and Displays](#)

A Local Index pertains only to the current [document](#) that you are in. Not all documents contain a Local Index, however. To display the Local Index while in Question [mode](#):

[Choose](#) Local Index from the Reference Menu.

Use the Ctrl+L [key combination](#).


When a Local Index does not exist for the current document, the last [index](#) you were in will be displayed.

---

*SEE ALSO*

[Indexes](#)  
[Reference Menu--Local Index](#)

Each **PowerCD** title comes with a fully [interactive](#) dictionary. To [open](#) this dictionary while in Question [mode](#):

 [Choose](#) Open Dictionary from the Reference Menu.

 Use the Ctrl+D [key combination](#).

 [Select](#) the Open Dictionary Button.


---

*SEE ALSO*

[Reference Menu--Open Dictionary  
Question Buttons and Displays](#)


After you have completed or ended a quiz, your results are displayed in the Quiz Results [document](#). The Quiz Results document gives you your score and the time it took to finish the quiz. It also allows you to return to those questions that you missed or skipped.

At any point in Question [mode](#), you can return to this document to view your quiz results. To do this:

 [Choose](#) Review Quiz Results from the Reference Menu.

Using Quiz Results:

 [Select](#) any one of the questions ([blue text](#)) in the list to return to a question.


 Select the Page Back or Page Forward Buttons to change pages in order to see the entire list.

---


*SEE ALSO*

[Reference Menu--Review Quiz Results  
Question Buttons and Displays](#)

The History Table of Contents (TOC) lists all the documents you have been to in **PowerCD** during the current session. This TOC is cleared each time you exit **PowerCD**. To display the History TOC while in Question [mode](#):

 [Choose](#) Show History from the Reference Menu.

Using the History TOC:

 [Select](#) one of the documents to return to it. The number of the currently highlighted [document](#) and the total number of documents are displayed at the bottom of the History TOC.

 Select the Printer Button to [print](#), save, or [copy](#) the History TOC.

---

*SEE ALSO*

[Reference Menu--Show History  
Question Buttons and Displays](#)




Autoreader reads text aloud and works in both Text and Question modes. It is only available to Windows users who have the Text Assist electronic text-to-speech synthesizer program by Creative Labs and a Soundblaster 16+ audio card with advanced signal processing installed.


When installed, the Autoreader Menu will appear, from which you can adjust the pitch, speed, and volume of the voice synthesizer.

Please note that the directory where Text Assist is installed must be included in the DOS PATH statement of your AUTOEXEC.BAT file. Please refer to your Text Assist manual for more detailed instructions.


To go to the next question:

 [Choose](#) Next Question from the Controls Menu.

Since most questions and explanations are only one page, you can also:

 Choose Page Forward from the Controls Menu.

 Press the Page Down, DownArrow, or RightArrow key.


 Select the Page Forward Button located in the lower right corner of the **PowerCD** window.

---

*SEE ALSO*

[Controls Menu--Next Question  
Question Buttons and Displays](#)

To show a list of the possible answers to the current question:

 [Choose](#) Show Answers from the Reference Menu.

 [Select](#) the Show Answers Button located at the bottom of the **PowerCD** [window](#).


From this list you will then be able to choose an answer or skip the question.

---

*SEE ALSO*

[Reference Menu--Show Answers  
Question Buttons and Displays](#)

To find out what version of **PowerCD** you have and other basic information about this [software](#) while in Question [mode](#):

 [Choose](#) About from the Help Menu.


This will bring up the About **PowerCD** Dialog Box.

---

*SEE ALSO*

[Help Menu--About](#)

To display the copyright for this **PowerCD** [title](#) while in Question [mode](#):

 [Choose](#) Copyright from the Help Menu.

This will bring up the Copyright Information Dialog Box.

---

*SEE ALSO*

[Help Menu--Copyright](#)

To pause the question:

- [Choose](#) Pause from the Controls Menu.
- Use the Ctrl+Y [key combination](#).
- [Select](#) the Pause Button located in the lower left corner of the **PowerCD** [window](#).

This will pause any audio associated with the current question (not applicable to all **PowerCD** titles).

---


*SEE ALSO*

[Controls Menu--Pause  
Question Buttons and Displays](#)

To play the current question:

 De-select Pause from the Controls Menu.

 Use the Ctrl+Y [key combination](#).

 [Select](#) the Play Button located in the lower left corner of the **PowerCD** [window](#).


This will pause any audio associated with the current question (this is not applicable to all **PowerCD** titles).

---


*SEE ALSO*

[Controls Menu--Pause  
Question Buttons and Displays](#)


There are three ways to find out where you are in **PowerCD** while in Question [mode](#). To find out the category name of the current question:

 Refer to the [Document Bar](#), which is located just beneath the [menu bar](#).

To find out the mode (in this case, Question) and the number of the current question:

 Refer to the Mode Display, which is located in the lower left corner of the **PowerCD** [window](#).

To find out how much time has elapsed in the current question:

 Refer to the Time Display, which is just to the right of the Mode Display.


---


*SEE ALSO*

[Question Buttons and Displays](#)




To advance a page within the current question or explanation:


 [Choose](#) Page Forward from the Controls Menu.

 [Select](#) the Page Forward Button located in the lower right corner of the **PowerCD** window.

 Press the Page Down, DownArrow, or RightArrow key.

To go back a page:

 Choose Page Back from the Controls Menu.

 Select the Page Back Button located just to the left of the Page Forward Button.


 Press the Page Up, UpArrow, or LeftArrow key.

---

*SEE ALSO*

[Controls Menu--Page Forward  
Question Buttons and Displays](#)

To find out what page you are on while in Question [mode](#):

 Refer to the Page Display, which is located in the lower right corner of the **PowerCD** [window](#).

The Page Display displays the current page and the total number of pages within the current question or explanation.


---

*SEE ALSO*


[Question Buttons and Displays](#)

Throughout **PowerCD** and Question [mode](#) you will come across [green text](#). Words in green are [hypertext](#) glossary terms, which when selected with your mouse, bring up an explanation for the word.

To scroll up and down the explanation and other explanations:

 Use the Page Back and Page Forward Buttons located in the bottom right corner of the Glossary Dialog Box.

To display the Glossary List from the Glossary Dialog Box:

 [Select](#) the Glossary List Button.

To [close](#) the dialog box:

 Select the Cancel Button.

 Press the Escape key.

---

*SEE ALSO*

[Glossary](#)  
[Question Buttons and Displays](#)

To return to the question from an explanation:

- [Select](#) the Return to Question Button located at the bottom of the **PowerCD** [window](#).
- Select the Backtrack Button located at the bottom of the **PowerCD** window.
- Press the right mouse button.


---


*SEE ALSO*

[Question Buttons and Displays](#)

To answer a question:

 [Select](#) the answer ([blue text](#)) with your mouse.

 Press the appropriate key on the keyboard.

 [Choose](#) Show Answers from the Reference Menu or select the Show Answers Button located at the bottom of the **PowerCD** [window](#). From this list you can then select your answer or skip the question.

---

*SEE ALSO*

[Reference Menu--Show Answers](#)

For selected views in Question [mode](#), there may be a corresponding enlarged view. This allows you to study a particular image more closely. To enlarge a view:

- 1) [Choose](#) Show Reference Links from the Reference Menu.
- 2) [Select](#) the view you would like to enlarge.

On some **PowerCD** titles, these enlarged views will also be accessible by selecting the Enlarge Photo Button.

---

*SEE ALSO*

[Reference Menu--Show Reference Links](#)

To save the text of the questions in the quiz and the Quiz Results [document](#) to a [file](#):

- 1) [Choose](#) Save As from the File Menu or use the Ctrl+A [key combination](#) while in the Quiz Results document.
- 2) [Select](#) whether you want to include the questions from the quiz.
- 3) Type the number of pages you would like to save. (Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)
- 4) Select the OK Button or press Return.

This will bring up the Save As Dialog Box, which will allow you to specify standard characteristics for the file, such as the [filename](#) and the [directory](#). After the file has been saved, a dialog box will appear to confirm that it was saved.

Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[File Menu--Save As](#)

To [print](#) the text of the questions in the quiz and the Quiz Results [document](#):

- 1) [Choose](#) Print from the File Menu or use the Ctrl+P [key combination](#) while in the Quiz Results document.
- 2) [Select](#) whether you want to include the questions from the quiz.
- 3) Type the pages you would like to print. (Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)
- 4) Select the OK Button or press Return.

After the [print job](#) has finished, a [dialog box](#) will appear to confirm that the pages were printed. Please note that this [command](#) is unavailable while taking a quiz.

---

*SEE ALSO*

[File Menu--Print](#)



To set up your printer while in Quiz [mode](#):

- 1) [Choose](#) Printer Setup from the File Menu.
- 2) Specify the standard setup options you would like for printing in the Print Setup Dialog Box. You can choose the printer, the orientation of the printing, the paper size and source, and many other options.
- 3) [Select](#) the OK Button to save the settings so that the next time you [print](#), the printer will be set up to your liking.

Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[File Menu--Printer Setup](#)

To exit **PowerCD** from Quiz [mode](#):

- [Choose](#) Exit from the File Menu.
- Use the Alt+X [key combination](#).
- [Double-click](#) on the Control Menu Box.
- Press the Escape key.

This will bring up a [dialog box](#) asking whether you want to exit **PowerCD**. [Select](#) the Yes Button to exit and the No Button to remain in **PowerCD**.

Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[File Menu--Exit](#)

To copy the text of the questions in the quiz and the Quiz Results [document](#):

- 1) [Choose](#) Copy from the Edit Menu or use the Ctrl+C [key combination](#) while in the Quiz Results document.
- 2) [Select](#) whether you would like to include the questions from the quiz. (Please note that these are printer pages, which are approximately twice the length of **PowerCD** pages.)
- 3) Type the pages you would like to copy.
- 4) Select the OK Button to copy the text.

Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[Edit Menu--Copy](#)

You can search for any word (excluding such common words as "the" and "or") within Feature Presentation, Presentation, and/or Text [mode](#). This can prove very useful in searching for information on a specific topic within **PowerCD**.


This command is unavailable while in Quiz mode.

---

*SEE ALSO*

[Word Search](#)  
[Edit Menu--Find Word](#)

To receive information on other **PowerCD** titles, customer service, and technical support while in Quiz mode:

 [Choose](#) the Catalog & Information [command](#) from the GoTo Menu.

 [Select](#) the Catalog & Information Button located at the bottom of the **PowerCD** [window](#).


Please note that this button only appears while in the Quiz Results document and not while you are taking a quiz.


---

*SEE ALSO*


[Quiz Buttons and Displays](#)  
[GoTo Menu--Catalog & Information](#)

To return to a previous document within **PowerCD** while in Quiz mode:

 Choose Previous from the GoTo Menu.

 Select the Backtrack Button located at the bottom of the **PowerCD** window.

 Press the Backspace key.

 Choose the Show History command from the Reference Menu to display all your previous locations within **PowerCD**. Select one of these locations to return to it.

This will take you to your last location within the previous document. It will not, however, allow you to return to previous pages within the same document.

Please note that this command is unavailable while you are taking a quiz.

---

*SEE ALSO*

[GoTo Menu--Previous](#)

[Quiz Buttons and Displays](#)

[Reference Menu--Show History](#)

The Find Page [command](#) in the GoTo Menu does not perform any [function](#) in Quiz [mode](#).

---

*SEE ALSO*

[GoTo Menu--Find Page](#)

To go to Feature Presentation [mode](#) while in Quiz mode:

[Choose](#) Feature from the GoTo Menu.

Use the Ctrl+Home [key combination](#).

This will take you to your last location within Feature Presentation mode. Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[GoTo Menu--Feature](#)



To go to Presentation [mode](#) while in Quiz mode:

[Choose](#) Presentation from the GoTo Menu.

Use the Ctrl+R [key combination](#).

This will take you to your last location in Presentation mode. Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[GoTo Menu--Presentation](#)

To go to Text [mode](#) while in Quiz mode:

[Choose](#) Text from the GoTo Menu.

Use the Ctrl+T [key combination](#).

This will take you to your last location in Text mode. Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[GoTo Menu--Text](#)

To go to View [mode](#) while in Quiz mode:

[Choose](#) View from the GoTo Menu.

Use the Ctrl+V [key combination](#).

This will take you to your last location in View mode. Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[GoTo Menu--View](#)

To go to Question [mode](#) while in Quiz mode:

[Choose](#) Question from the GoTo Menu.

Use the Ctrl+Q [key combination](#).

This will take you to your last location in Question mode. Please note that this [command](#) is unavailable while you are taking a quiz.


---

*SEE ALSO*

[GoTo Menu--Question](#)

The Feature Presentation Table of Contents (TOC) lists all the documents in Feature Presentation [mode](#). To display the Feature Presentation TOC while in Quiz mode:

 [Choose](#) Feature from the Contents Menu.

 Use the Ctrl+Shift+Home [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Feature Presentation TOC.


To [print](#), save, or [copy](#) the Feature Presentation TOC, select the Printer Button. Please note that the Feature [command](#) is unavailable while you are taking a quiz.


---

*SEE ALSO*

[Contents Menu--Feature Quiz Buttons and Displays](#)

The Presentation Table of Contents (TOC) lists all the presentations in Presentation [mode](#). To display the Presentation TOC while in Quiz mode:

 [Choose](#) Presentation from the Contents Menu.

 Use the Ctrl+Shift+R [key combination](#).

To go to one of these presentations, [select](#) it. The number of the currently highlighted presentation and the total number of presentations is shown at the bottom of the Presentation TOC.


To [print](#), save, or [copy](#) the Presentation TOC, select the Printer Button. Please note that the Presentation [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[Contents Menu--Presentation Quiz Buttons and Displays](#)

The Text Table of Contents (TOC) lists all the documents in Text [mode](#). To display the Text TOC while in Quiz mode:

 [Choose](#) Text from the Contents Menu.

 Use the Ctrl+Shift+T [key combination](#).

To go to one of these documents, [select](#) it. The number of the currently highlighted [document](#) and the total number of documents is shown at the bottom of the Text TOC.


To [print](#), save, or [copy](#) the Text TOC, select the Printer Button. Please note that the Text [command](#) is unavailable while you are taking a quiz.


---

*SEE ALSO*

[Contents Menu--Text  
Quiz Buttons and Displays](#)

The View Table of Contents (TOC) lists all the views in View [mode](#). To display the View TOC while in Quiz mode:

 [Choose](#) View from the Contents Menu.

 Use the Ctrl+Shift+V [key combination](#).

To go to one of these views, [select](#) it. The number of the currently highlighted view and the total number of views is shown at the bottom of the View TOC.

To [print](#), save, or [copy](#) the View TOC, select the Printer Button. Please note that the View [command](#) is unavailable while you are taking a quiz.

---


*SEE ALSO*

[Contents Menu--View  
Quiz Buttons and Displays](#)



The Question Table of Contents (TOC) lists all the questions in Question [mode](#). To display the Question TOC while in Quiz mode:

 [Choose](#) Question from the Contents Menu.

 Use the Ctrl+Shift+Q [key combination](#).

To go to one of these questions, [select](#) it. The number of the currently highlighted question and the total number of questions is shown at the bottom of the Question TOC.


To [print](#), save, or [copy](#) the Question TOC, select the Printer Button. Please note the Question [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[Contents Menu--Question Quiz Buttons and Displays](#)

The Quiz Table of Contents (TOC) lists all the quizzes in Quiz [mode](#). To display the Quiz TOC while in Quiz mode:

 [Choose](#) Quiz from the Contents Menu.

To go to one of the quizzes, [select](#) it. A [dialog box](#) will then appear to let you set the number of questions and the total time allowed for the quiz. The number of the currently highlighted quiz and the total number of quizzes is shown at the bottom of the Quiz TOC.

For an introduction to **PowerCD** quizzes, select the Introduction Button. For the quiz results from your last quiz, select the Results Button. Please note that the Quiz [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[Contents Menu--Quiz  
Quiz Buttons and Displays](#)

References are documents or locations in **PowerCD** that are related to the current [document](#) or page. In Quiz [mode](#), these related documents usually include all the questions from the quiz. To display a list of references for the current quiz (only while you are in the Quiz Results document):

1) [Choose](#) Show Reference Links from the Reference Menu.

To go to one of these questions in the Reference List, [select](#) it. Please note that these references appear as [blue text](#) throughout Feature Presentation, Presentation, and Text mode and can also be selected to go to a [reference](#).

To return to your previous location before going to a reference:

Choose Previous from the GoTo Menu.

Select the Backtrack Button located at the bottom of the **PowerCD** [window](#).

Press the Backspace key.

Choose the Show History [command](#) from the Reference Menu to display a list of all your previous locations within the current **PowerCD** session. To go to one of these locations, select it.

---

*SEE ALSO*

[Reference Menu--Show Reference Links](#)

[Use Blue Reference Terms](#)


[GoTo Menu--Previous](#)

[Quiz Buttons and Displays](#)

[Reference Menu--Show History](#)

Throughout **PowerCD** you will come across [blue text](#). Words in blue are [hypertext](#) references, which when selected with your mouse, take you to another location within the same [document](#), a related document, or an [index](#). In Quiz [mode](#), these references are available only in the Quiz Results document and allow you to return to any question in the quiz. To do this:

 [Select](#) the appropriate blue text.


 [Choose](#) Show Reference Links from the Reference Menu and select any of the questions listed to go to it.

---

*SEE ALSO*


[Use References](#)  
[Reference Menu--Show Reference Links](#)

The Glossary List contains terms that are helpful in understanding the subject of this **PowerCD** [title](#). To display the Glossary List while in Quiz [mode](#):

 [Choose](#) Glossary from the Reference Menu.

 Use the Ctrl+G [key combination](#).

Using the Glossary List:

 [Select](#) one of the glossary terms for an explanation. Use the Page Back and Page Forward Buttons located in the bottom right corner of the [dialog box](#) to scroll up and down the explanation and other explanations. To return to the Glossary List, select the Glossary List Button.

Please note that glossary terms appear throughout Feature Presentation, Presentation, Text, Question, and Quiz mode as [green text](#) and can also be selected to display explanations.

The Glossary [command](#) and the green glossary terms are unavailable while you are taking a quiz.

---

*SEE ALSO*

[Glossary](#)  
[Reference Menu--Glossary](#)  
[Quiz Buttons and Displays](#)

The Main Index lists all the indexes, plus a few selected documents, in this **PowerCD** [title](#), which is useful in finding a specific topic or location. To display the Main Index while in Quiz [mode](#):

[Choose](#) Main Index from the Reference Menu.

Use the Ctrl+I [key combination](#).

[Select](#) the Browse Indexes Button.

Using the Main Index:

Select one of the indexes or documents to go to it.

Select the Previous Button to return to a previous [index](#).

Select the History Button to display the Index History List--a listing of all the indexes that you have covered while in **PowerCD**. Select one of the entries from this list to return to it.

Select the Main Button to return to the Main Index.

Select the Printer Button to [print](#), save, or [copy](#) an index. This will bring up the Print/Save/Copy Dialog Box, which will allow you to specify which option you would like. Please note that you will not be able to specify the number of pages.

Please note that the Main Index is not available while you are taking a quiz.

---

*SEE ALSO*

[Indexes](#)

[Reference Menu--Main Index](#)

[Quiz Buttons and Displays](#)

A Local Index pertains only to the current [document](#) that you are in. Not all documents contain a Local Index, however. To display the Local Index while in Quiz [mode](#):

[Choose](#) Local Index from the Reference Menu.

Use the Ctrl+L [key combination](#).

When a Local Index does not exist for the current document, the last [index](#) you were in will be displayed.


Please note that the Local Index [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[Indexes](#)  
[Reference Menu--Local Index](#)

Each **PowerCD** [title](#) comes with a fully [interactive](#) dictionary. To [open](#) this dictionary while in Quiz [mode](#):

 [Choose](#) Open Dictionary from the Reference Menu.

 Use the Ctrl+D [key combination](#).

 [Select](#) the Open Dictionary Button.

---

*SEE ALSO*


[Reference Menu--Open Dictionary  
Quiz Buttons and Displays](#)



After you have completed or ended the quiz, your results are displayed in the Quiz Results [document](#). This document gives the number of questions in the quiz, the total number of questions you answered, the total number of correct answers, the percentage of correct answers, the time allowed for the entire quiz and each question, and the time taken to complete the quiz and each question.

In addition, it allows you to return to those questions that you missed or skipped. To do this:

 [Select](#) the corresponding [blue text](#).

 Select Show Reference Links from the Reference Menu and select any one of the questions listed to go to it.

Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[Reference Menu--Review Quiz Results](#)  
[Use Blue Reference Terms](#)

The History Table of Contents (TOC) lists all the documents you have been to in **PowerCD** during the current session. This TOC is cleared each time you exit **PowerCD**. To display the History TOC while in Quiz [mode](#):

[Choose](#) Show History from the Reference Menu.

Using the History TOC:

[Select](#) one of the documents to return to it. The number of the currently highlighted [document](#) and the total number of documents are displayed at the bottom of the History TOC.

Select the Printer Button to [print](#), save, or [copy](#) the History TOC.


Please note that the Show History [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[Reference Menu--Show History  
Quiz Buttons and Displays](#)

To find out what version of **PowerCD** you have and other basic information about this [software](#) while in Quiz [mode](#):

 [Choose](#) About from the Help Menu.

This will bring up the About **PowerCD** Dialog Box.


Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[Help Menu--About](#)

To display the copyright for this **PowerCD** [title](#) while in Quiz [mode](#):

 [Choose](#) Copyright from the Help Menu.

This will bring up the Copyright Information Dialog Box. Please note that this [command](#) is unavailable while you are taking a quiz.

---

*SEE ALSO*

[Help Menu--Copyright](#)

Once a quiz has begun, it is not possible to pause it. It is possible, however, to pause any audio associated with the current question. To do this:


- ☐ [Choose](#) Pause from the Controls Menu.
- ☐ Use the Ctrl+Y [key combination](#).
- ☐ [Select](#) the Pause Button located in the lower left corner of the **PowerCD** [window](#).

---


*SEE ALSO*

[Controls Menu--Pause Quiz Buttons and Displays](#)

A quiz cannot be paused or played. It is possible, however, to play any audio associated with the current question. To do this:

 [Choose](#) Pause from the Controls Menu.

 Use the Ctrl+Y [key combination](#).


 [Select](#) the Play Button located in the lower left corner of the **PowerCD** [window](#).

---


*SEE ALSO*

[Controls Menu--Pause  
Quiz Buttons and Displays](#)


There are three ways to find out your location in **PowerCD** while in Quiz [mode](#). To find out the category of current question:

 Refer to the [Document](#) Bar, which is located just beneath the [menu bar](#).

To find out the mode (in this case, Quiz) you are in:

 Refer to the Mode Display, which is located in the lower left corner of the **PowerCD** [window](#).

To find out how much time has elapsed in the current quiz:


 Refer to the Time Display, which is just to the right of the Mode Display.


---

*SEE ALSO*

[Question Buttons and Displays](#)

To skip a question in a quiz:

 [Choose](#) Next Question from the Controls Menu.

 [Select](#) the Next Question Button located at the bottom of the **PowerCD** [window](#).

If you prematurely end a quiz, you are given the option to return to those questions you skipped. If not, you can return to the skipped questions from the Quiz Results [document](#).


---


*SEE ALSO*

[Controls Menu--Next Question  
Quiz Buttons and Displays](#)




To advance a page while in Quiz [mode](#):


 [Choose](#) Page Forward from the Controls Menu.

 [Select](#) the Page Forward Button located in the lower right corner of the **PowerCD** [window](#).

 Press the Page Down, DownArrow, or RightArrow key.

To go back a page:

 Choose Page Back from the Controls Menu.

 Select the Page Back Button located just to the left of the Page Forward Button.


 Press the Page Up, UpArrow, or LeftArrow key.

---

*SEE ALSO*

[Controls Menu--Page Forward  
Quiz Buttons and Displays](#)

To find out the current question while in Quiz [mode](#):

 Refer to the Page Display, which is located in the lower right corner of the **PowerCD** [window](#).

The Page Display gives the current question and the total number of questions within the current quiz.

---

*SEE ALSO*

[Quiz Buttons and Displays](#)

Throughout **PowerCD** you will come across [green text](#). Words in green are [hypertext](#) glossary terms, which when selected with your mouse, bring up an explanation for the word.

These green glossary terms are unavailable while you are in Quiz [mode](#).

---

*SEE ALSO*

[Use the Glossary](#)

If you run out of time on the quiz, you will only be able to return to skipped questions from the Quiz Results [document](#). To do this:

[Select](#) the appropriate [blue text](#). All the questions, the correct responses, and your responses appear as blue text.

To return to any skipped questions during the course of the quiz:

[Choose](#) End Quiz from the Controls Menu.

Select the End Quiz Button located at the bottom of the **PowerCD** [window](#).

A [dialog box](#) will appear asking whether you would like to return to any skipped questions. Select the Yes Button to return to those questions.

---

*SEE ALSO*

[Review Quiz Results](#)  
[Controls Menu--End Quiz](#)  
[Quiz Buttons and Displays](#)


To begin a quiz:

- 1) [Choose](#) Quiz from the Contents Menu.
- 2) [Select](#) which quiz you would like from the Quiz Table of Contents.
- 3) Enter the number of questions you want in the quiz and the total amount of time for the quiz in the [Quiz Dialog Box](#).
- 4) Select the Begin Button.

For an introduction to **PowerCD** quizzes:

 Select the Introduction Button in the Quiz Table of Contents.

To review your last quiz results:

 Select the Results Button in the Quiz Table of Contents.

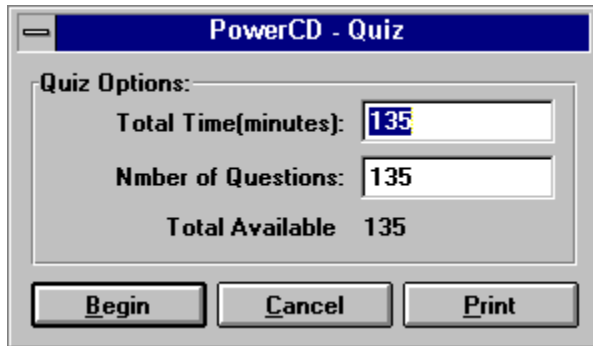
You can also [print](#), save, or [copy](#) the questions and answers from your last quiz and the Quiz Results [document](#) by selecting the Print Button in the Quiz Dialog Box.

---

*SEE ALSO*

[Contents Menu--Quiz  
Set Quiz Parameters](#)

This is the Quiz Dialog Box. This dialog box is displayed after you have selected a quiz from the Quiz Table of Contents. [Click](#) on any part of the [graphic](#) for a further explanation.



## **Control Menu Box**

This is the Control Menu Box. It is a standard feature of Windows. Click on it once to open the Control Menu, which you can then use to move or close the Quiz Dialog Box. You can also double-click on the Control Menu Box to close the Quiz Dialog Box.

## **Begin Button**

This is the Begin Button. Select it to begin the quiz.



**Cancel Button**

This is the Cancel Button. Select it to cancel the quiz and close the Quiz Dialog Box.

**Print Button**

This is the Print Button. Select it to print, save, or copy the questions and Quiz Results from the last quiz.


Enter the total amount of time you would like for the quiz here.

Enter the total number of questions you would like for the quiz here.

## **Quiz Dialog Box**

This is the Quiz Dialog Box. Use it to set the time and number of questions for the quiz.

After selecting the quiz you would like from the Quiz Table of Contents, the Quiz Dialog Box will appear. It allows you to set the number of questions and the total time for the quiz. To set the total amount of time for the quiz:

 Type the number of minutes in the Quiz Dialog Box.

To set the number of questions for the quiz:

 Type the number of questions in the Quiz Dialog Box.


Once you have set these parameters, [select](#) the Begin Button to begin the quiz.


---

*SEE ALSO*

[Begin a Quiz](#)

To end a quiz:

 [Choose](#) End Quiz from the Controls Menu.

 [Select](#) the End Quiz Button located at the bottom of the **PowerCD** [window](#).


This will bring up a [dialog box](#) asking whether you would like to return to any questions you skipped. To return to questions you skipped, select the Yes Button.

---

*SEE ALSO*

[Controls Menu--End Quiz  
Quiz Buttons and Displays](#)

To show a list of the possible answers to the current question:

 [Choose](#) Show Answers from the Reference Menu.

 [Select](#) the Show Answers Button located at the bottom of the **PowerCD** [window](#).

From this list you will then be able to choose an answer or skip the question.


---

*SEE ALSO*

[Reference Menu--Show Answers  
Quiz Buttons and Displays](#)




To go to the next question:


 [Choose](#) Next Question from the Controls Menu.

 [Select](#) the Next Question Button located at the bottom of the **PowerCD** [window](#).

Since most questions and explanations are only one page, you can also:

 Choose Page Forward from the Controls Menu.

 Press the Page Down, DownArrow, or RightArrow key.

 Select the Page Forward Button located in the lower right corner of the **PowerCD** window.

---

*SEE ALSO*

[Controls Menu--Next Question  
Quiz Buttons and Displays](#)



## Feature Presentation Menu Commands

[File Menu Commands](#)

[Edit Menu Commands](#)

[GoTo Menu Commands](#)

[Contents Menu Commands](#)

[Reference Menu Commands](#)

[Controls Menu Commands](#)

[Help Menu Commands](#)



## Presentation Menu Commands

[File Menu Commands](#)

[Edit Menu Commands](#)

[GoTo Menu Commands](#)

[Contents Menu Commands](#)

[Reference Menu Commands](#)

[Controls Menu Commands](#)

[Help Menu Commands](#)



## Text Menu Commands

[File Menu Commands](#)

[Edit Menu Commands](#)

[GoTo Menu Commands](#)

[Contents Menu Commands](#)

[Reference Menu Commands](#)

[Controls Menu Commands](#)

[Help Menu Commands](#)



## View Menu Commands

[File Menu Commands](#)

[Edit Menu Commands](#)

[GoTo Menu Commands](#)

[Contents Menu Commands](#)

[Reference Menu Commands](#)

[Controls Menu Commands](#)

[Help Menu Commands](#)



## Question Menu Commands

[File Menu Commands](#)

[Edit Menu Commands](#)

[GoTo Menu Commands](#)

[Contents Menu Commands](#)

[Reference Menu Commands](#)

[Controls Menu Commands](#)

[Help Menu Commands](#)



## Quiz Menu Commands

[File Menu Commands](#)

[Edit Menu Commands](#)

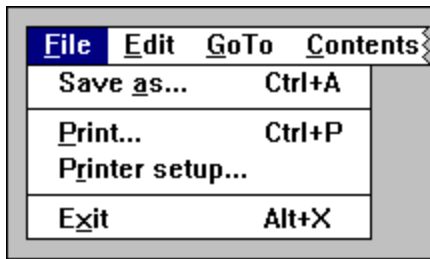
[GoTo Menu Commands](#)

[Contents Menu Commands](#)

[Reference Menu Commands](#)

[Controls Menu Commands](#)

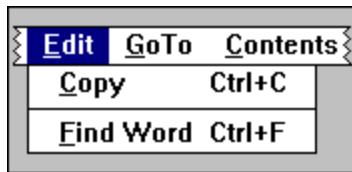
[Help Menu Commands](#)



This is the File Menu. It allows you to save, [print](#), set up your printer, and exit **PowerCD**.

[Click](#) on any of the commands for a further explanation.





This is the Edit Menu. It allows you to [copy](#) and find a word in **PowerCD**.

[Click](#) on either of the commands for a further explanation.

<u>G</u> oTo	<u>C</u> ontents	<u>R</u> eference
<u>P</u> revious		Backspace
<u>F</u> ind Page...		Ctrl+N
<u>C</u> atalog & Information		
<u>F</u> eature		Ctrl+Home
<u>P</u> resentation		Ctrl+R
<u>T</u> ext		Ctrl+T
<u>V</u> iew		Ctrl+V
<u>Q</u> uestion		Ctrl+Q

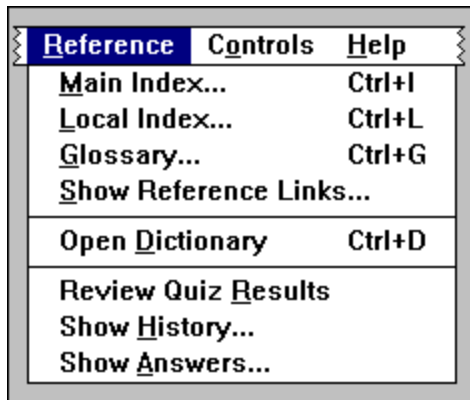
This is the GoTo Menu. It allows you to return to previous documents, find a page, receive information on **PowerCD**, and go to various modes in **PowerCD**.

[Click](#) on any of the commands for a further explanation.

<u>C</u> ontents	<u>R</u> eference	<u>C</u> ontrols
<u>F</u> eature...		Ctrl+Shift+Home
<u>P</u> resentation...		Ctrl+Shift+R
<u>T</u> ext...		Ctrl+Shift+T
<u>V</u> iew...		Ctrl+Shift+V
<u>Q</u> uestion...		Ctrl+Shift+Q
<u>Q</u> uiz...		

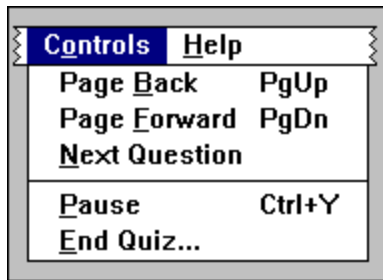
This is the Contents Menu. It allows you to display the table of contents for each of the modes in **PowerCD**.

[Click](#) on any of the commands for a further explanation.



This is the Reference Menu. It allows you to display the Main Index, Local Index, Glossary List, and Reference List; [open](#) the dictionary; review your last quiz results; show where you have been in **PowerCD**; and show the possible answers to the current question.

[Click](#) on any of the commands for a further explanation.



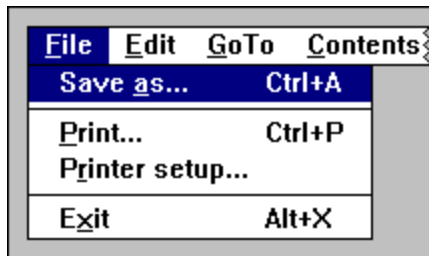
This is the Controls Menu. It allows you to [page up](#), [page down](#), go to the next question, pause, and end a quiz.

[Click](#) on any of the commands for a further explanation.



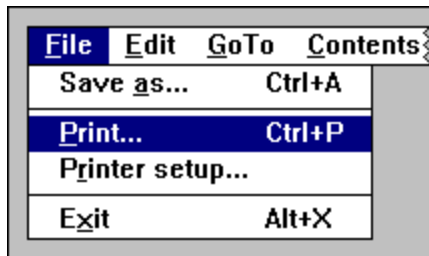
This is the Help Menu. It allows you to receive help on **PowerCD**, display basic information about this [software](#), display the copyright, and register your title.

[Click](#) on any of the commands for a further explanation.



This is the Save As [command](#). In Feature Presentation, Presentation, and Text [mode](#), it allows you to save selected pages of text from the current [document](#) to a [file](#). In View mode, it allows you to save the current view to a file. In Question mode, it allows you to save the current question and its corresponding answers and explanations to a file. In Quiz mode, it allows you to save questions from the quiz, their corresponding answers and explanations, and selected questions listed in the Quiz Results document to a file. Please note that this command is unavailable while you are taking a quiz.

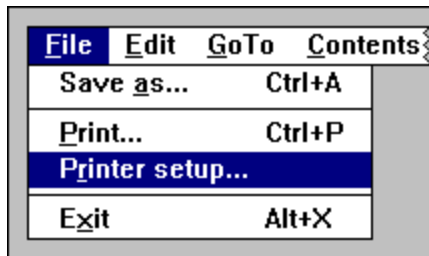
To [choose](#) this command, use your mouse or the Ctrl+A [key combination](#). [Click](#) on any of the commands for a further explanation.



This is the Print [command](#). In Feature Presentation, Presentation, and Text [mode](#), it allows you to [print](#) selected pages of text from the current [document](#). In View mode, this command lets you print, copy, or save the current view. In Question mode, it allows you to print the current question and its corresponding answers and explanations. In Quiz mode, it allows you to print the questions from the quiz, their corresponding answers and explanations, and selected questions listed in the Quiz Results document. Please note that this command is unavailable while you are taking a quiz.

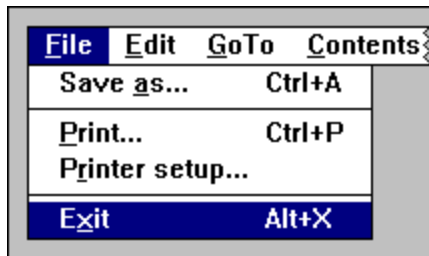
To [choose](#) this command, use your mouse or the Ctrl+P [key combination](#). [Click](#) on any of the commands for a further explanation.





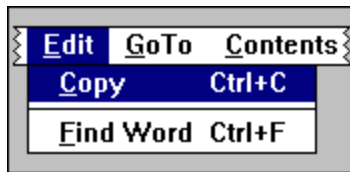
This is the Printer Setup [command](#). It allows you to set various options and preferences for your printer, such as the paper size and orientation. To [choose](#) this command, use your mouse. Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.



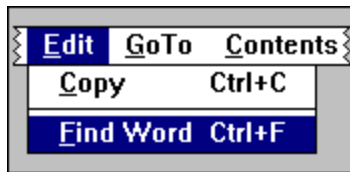
This is the Exit [command](#). It allows you to exit **PowerCD**. To [choose](#) this command, use your mouse, the Alt+X [key combination](#), or press the Escape key.

[Click](#) on any of the commands for a further explanation.



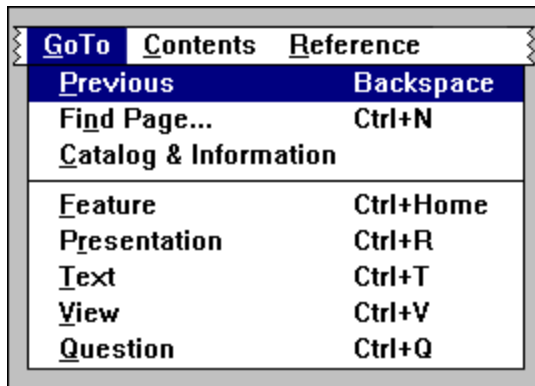
This is the Copy [command](#). In Feature Presentation, Presentation, and Text [mode](#), it allows you to copy selected pages of text from the current [document](#) to the [Clipboard](#). In View mode, it allows you to copy the current view to the Clipboard. In Question mode, it allows you to copy the current question and corresponding answers and explanations to the Clipboard. In Quiz mode, it allows you to copy questions from the quiz, their corresponding answers and explanations, and selected questions listed in the Quiz Results document to the Clipboard. Please note that this command is unavailable while you are taking a quiz.

To [choose](#) this command, use your mouse or the Ctrl+C [key combination](#). [Click](#) on any either of the commands for a further explanation.



This is the Find Word [command](#). It allows you to find any word (excluding such common words as "the" and "or") with Feature Presentation, Presentation, and/or Text [mode](#). To [choose](#) this command, use your mouse, the Ctrl+F [key combination](#), or [select](#) the Find Word Button (not available in View, Question, and Quiz modes) located at the bottom of the **PowerCD** [window](#). Please note that this command is unavailable while you are in Question and Quiz modes.

[Click](#) on either of the commands for a further explanation.



The image shows a menu window with three tabs: 'GoTo', 'Contents', and 'Reference'. The 'GoTo' tab is selected. Under this tab, the 'Previous' option is highlighted in blue. Other options listed include 'Find Page...', 'Catalog & Information', 'Feature', 'Presentation', 'Text', 'View', and 'Question'. Each option has a corresponding keyboard shortcut listed to its right.

GoTo	Contents	Reference
<b>Previous</b>		Backspace
Find Page...		Ctrl+N
<b>Catalog &amp; Information</b>		
Feature		Ctrl+Home
Presentation		Ctrl+R
Text		Ctrl+T
View		Ctrl+V
Question		Ctrl+Q

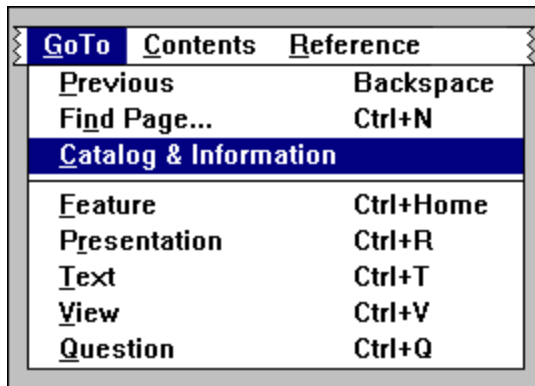
This is the Previous [command](#). It allows you to return to previous documents, regardless of [mode](#), within **PowerCD**. To [choose](#) this command, use your mouse, press the Backspace key, or [select](#) the Backtrack Button located at the bottom of the **PowerCD window**. Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<b>GoTo</b>	<b>C</b> ontents	<b>R</b> eference
<b>P</b> revious		<b>B</b> ackspace
<b>F</b> ind Page...		<b>C</b> trl+N
<b>C</b> atalog & Information		
<b>F</b> eature		<b>C</b> trl+Home
<b>P</b> resentation		<b>C</b> trl+R
<b>T</b> ext		<b>C</b> trl+T
<b>V</b> iew		<b>C</b> trl+V
<b>Q</b> uestion		<b>C</b> trl+Q

This is the Find Page [command](#). In Feature Presentation, Presentation, Text, and Question [mode](#), it allows you to go to any page within the current [document](#). In View mode, it allows you to go to any view. In Quiz mode, this command is disabled.

To [choose](#) this command, use your mouse or use the Ctrl+N [key combination](#). [Click](#) on any of the commands for a further explanation.



<u>G</u> oTo	<u>C</u> ontents	<u>R</u> eference
<u>P</u> revious		Backspace
<u>F</u> ind Page...		Ctrl+N
<b>Catalog &amp; Information</b>		
<u>F</u> eature		Ctrl+Home
<u>P</u> resentation		Ctrl+R
<u>T</u> ext		Ctrl+T
<u>V</u> iew		Ctrl+V
<u>Q</u> uestion		Ctrl+Q

This is the Catalog & Information [command](#). It allows you to receive information on other **PowerCD** titles, technical support, and customer service. To [choose](#) this command, use your mouse or select the Catalog & Information Button located at the bottom of the **PowerCD** [window](#). Please note that this command is not present while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>G</u> oTo	<u>C</u> ontents	<u>R</u> eference
<u>P</u> revious		Backspace
<u>F</u> ind Page...		Ctrl+N
<u>C</u> atalog & Information		
<u>F</u> eature		Ctrl+Home
<u>P</u> resentation		Ctrl+R
<u>T</u> ext		Ctrl+T
<u>V</u> iew		Ctrl+V
<u>Q</u> uestion		Ctrl+Q

This is the Feature [command](#). It allows you to go to your last location in Feature Presentation [mode](#). To [choose](#) this command, use your mouse, the Ctrl+Home [key combination](#), or [select](#) the Return to Feature Presentation Button located at the bottom of the **PowerCD** [window](#). Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.



<u>G</u> oTo	<u>C</u> ontents	<u>R</u> eference
<u>P</u> revious		Backspace
<u>F</u> ind Page...		Ctrl+N
<u>C</u> atalog & Information		
<u>F</u> eature		Ctrl+Home
<u>P</u> resentation		Ctrl+R
<u>T</u> ext		Ctrl+T
<u>V</u> iew		Ctrl+V
<u>Q</u> uestion		Ctrl+Q

This is the Presentation [command](#). It allows you to return to your last location in Presentation [mode](#). To [choose](#) this command, use your mouse or the Ctrl+R [key combination](#). Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>G</u> oTo	<u>C</u> ontents	<u>R</u> eference
<u>P</u> revious		Backspace
<u>F</u> ind Page...		Ctrl+N
<u>C</u> atalog & Information		
<u>F</u> eature		Ctrl+Home
<u>P</u> resentation		Ctrl+R
<u>T</u> ext		Ctrl+T
<u>V</u> iew		Ctrl+V
<u>Q</u> uestion		Ctrl+Q

This is the Text [command](#). It allows you to return to your last location in Text [mode](#). To [choose](#) this command, use your mouse or the Ctrl+T [key combination](#). Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>G</u> oTo	<u>C</u> ontents	<u>R</u> eference
<u>P</u> revious		Backspace
<u>F</u> ind Page...		Ctrl+N
<u>C</u> atalog & Information		
<u>F</u> eature		Ctrl+Home
<u>P</u> resentation		Ctrl+R
<u>T</u> ext		Ctrl+T
<u>V</u> iew		Ctrl+V
<u>Q</u> uestion		Ctrl+Q

This is the View [command](#). It allows you to return to your last location in View [mode](#). To [choose](#) this command, use your mouse or the Ctrl+V [key combination](#). Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>G</u> oTo	<u>C</u> ontents	<u>R</u> eference
<u>P</u> revious		Backspace
<u>F</u> ind Page...		Ctrl+N
<u>C</u> atalog & Information		
<u>F</u> eature		Ctrl+Home
<u>P</u> resentation		Ctrl+R
<u>T</u> ext		Ctrl+T
<u>V</u> iew		Ctrl+V
<u>Q</u> uestion		Ctrl+Q

This is the Question [command](#). It allows you to return to your last location in Question [mode](#). To [choose](#) this command, use your mouse or the Ctrl+Q [key combination](#). Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>C</u> ontents	<u>R</u> eference	<u>C</u> ontrols
<u>F</u> eature...		Ctrl+Shift+Home
<u>P</u> resentation...		Ctrl+Shift+R
<u>T</u> ext...		Ctrl+Shift+T
<u>V</u> iew...		Ctrl+Shift+V
<u>Q</u> uestion...		Ctrl+Shift+Q
<u>Q</u> uiz...		

This is the Feature [command](#). It allows you to display the Feature Presentation Table of Contents. To [choose](#) this command, use your mouse or use the Ctrl+Shift+Home [key combination](#). Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>C</u> ontents	<u>R</u> eference	<u>C</u> ontrols
<u>F</u> eature...		Ctrl+Shift+Home
<u>P</u> resentation...		Ctrl+Shift+R
<u>T</u> ext...		Ctrl+Shift+T
<u>V</u> iew...		Ctrl+Shift+V
<u>Q</u> uestion...		Ctrl+Shift+Q
<u>Q</u> uiz...		

This is the Presentation [command](#). It allows you to display the Presentation Table of Contents. To [choose](#) this command, use your mouse or the Ctrl+Shift+R [key combination](#). Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>C</u> ontents	<u>R</u> eference	<u>C</u> ontrols
<u>F</u> eature...		Ctrl+Shift+Home
<u>P</u> resentation...		Ctrl+Shift+R
<u>T</u> ext...		Ctrl+Shift+T
<u>V</u> iew...		Ctrl+Shift+V
<u>Q</u> uestion...		Ctrl+Shift+Q
<u>Q</u> uiz...		

This is the Text [command](#). It allows you to display the Text Table of Contents. To [choose](#) this command, use your mouse. Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>C</u> ontents	<u>R</u> eference	<u>C</u> ontrols
<u>F</u> eature...		Ctrl+Shift+Home
<u>P</u> resentation...		Ctrl+Shift+R
<u>T</u> ext...		Ctrl+Shift+T
<u>V</u> iew...		Ctrl+Shift+V
<u>Q</u> uestion...		Ctrl+Shift+Q
<u>Q</u> uiz...		

This is the View [command](#). It allows you to display the View Table of Contents. To [choose](#) this command, use your mouse. Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.



<u>C</u> ontents	<u>R</u> eference	<u>C</u> ontrols
<u>F</u> eature...		Ctrl+Shift+Home
<u>P</u> resentation...		Ctrl+Shift+R
<u>T</u> ext...		Ctrl+Shift+T
<u>V</u> iew...		Ctrl+Shift+V
<u>Q</u> uestion...		Ctrl+Shift+Q
<u>Q</u> uiz...		

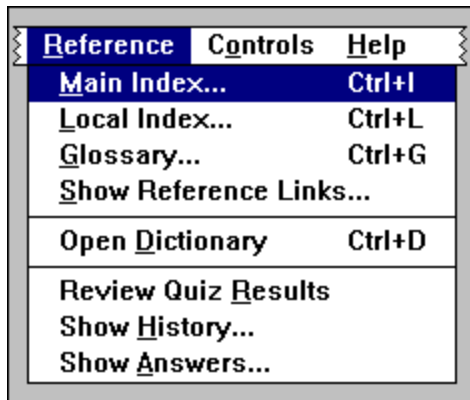
This is the Question [command](#). It allows you to display the Question Table of Contents. To [choose](#) this command, use your mouse. Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>C</u> ontents	<u>R</u> eference	<u>C</u> ontrols
<u>F</u> eature...		Ctrl+Shift+Home
<u>P</u> resentation...		Ctrl+Shift+R
<u>T</u> ext...		Ctrl+Shift+T
<u>V</u> iew...		Ctrl+Shift+V
<u>Q</u> uestion...		Ctrl+Shift+Q
<u>Q</u> uiz...		

This is the Quiz [command](#). It allows you to display the Quiz Table of Contents. To [choose](#) this command, use your mouse. Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.



This is the Main Index [command](#). It allows you to display the Main Index for this **PowerCD** [title](#). To [choose](#) this command, use your mouse or the Ctrl+I [key combination](#). Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>R</u> eference	<u>C</u> ontrols	<u>H</u> elp
<u>M</u> ain Index...		Ctrl+I
<u>L</u> ocal Index...		Ctrl+L
<u>G</u> lossary...		Ctrl+G
<u>S</u> how Reference Links...		
Open <u>D</u> ictionary		Ctrl+D
Review Quiz <u>R</u> esults		
Show <u>H</u> istory...		
Show <u>A</u> nswers...		

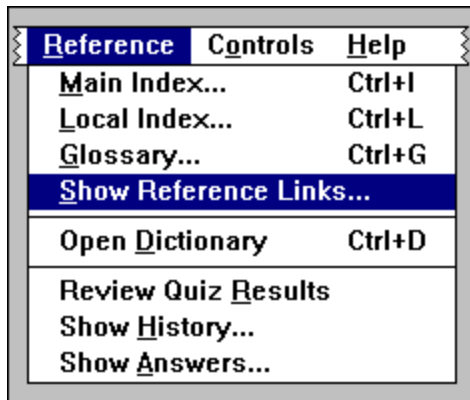
This is the Local Index [command](#). It allows you to display the Local Index for the current [document](#). If one does not exist, the last [index](#) you were in will instead be displayed. To [choose](#) this command, use your mouse or the Ctrl+L [key combination](#). Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.

<u>R</u> eference	<u>C</u> ontrols	<u>H</u> elp
<u>M</u> ain Index...		Ctrl+I
<u>L</u> ocal Index...		Ctrl+L
<u>G</u> lossary...		Ctrl+G
<u>S</u> how Reference Links...		
Open <u>D</u> ictionary		Ctrl+D
Review Quiz <u>R</u> esults		
Show <u>H</u> istory...		
Show <u>A</u> nswers...		

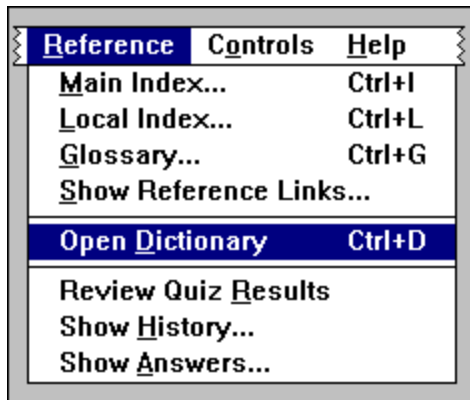
This is the Glossary [command](#). It allows you to display the Glossary List for this **PowerCD** [title](#). To [choose](#) this command, use your mouse or the Ctrl+G [key combination](#). Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.



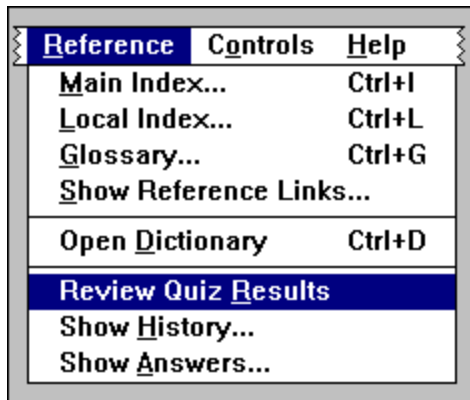
This is the Show Reference Links [command](#). It allows you to display the Reference List. To [choose](#) this command, use your mouse. Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.



This is the Open Dictionary [command](#). It allows you to [open](#) the [interactive](#) dictionary. To [choose](#) this command, use your mouse or use the Ctrl+D [key combination](#).

[Click](#) on any of the commands for a further explanation.



This is the Review Quiz Results [command](#). It allows you to review your last quiz results. To [choose](#) this command, use your mouse. Please note that this command is unavailable while you are taking a quiz.

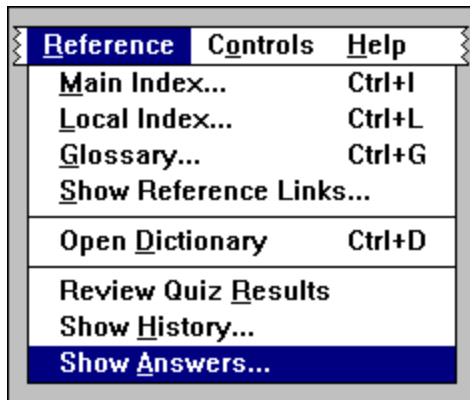
[Click](#) on any of the commands for a further explanation.



<u>R</u> eference	<u>C</u> ontrols	<u>H</u> elp
<u>M</u> ain Index...		Ctrl+I
<u>L</u> ocal Index...		Ctrl+L
<u>G</u> lossary...		Ctrl+G
<u>S</u> how Reference Links...		
Open <u>D</u> ictionary		Ctrl+D
Review Quiz <u>R</u> esults		
<b>Show <u>H</u>istory...</b>		
Show <u>A</u> nswers...		

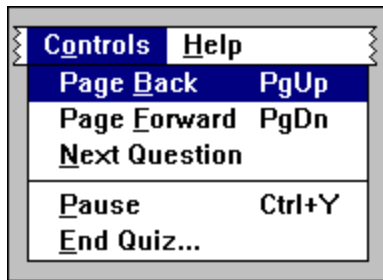
This is the Show History [command](#). It allows you to display the History Table of Contents--a listing of where you have been in the current **PowerCD** session. To [choose](#) this command, use your mouse. Please note that this command is unavailable while you are taking a quiz.

[Click](#) on any of the commands for a further explanation.



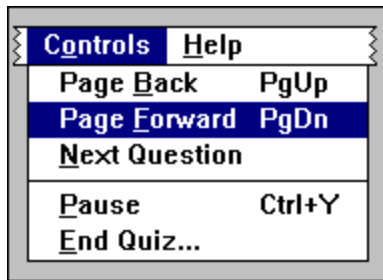
This is the Show Answers [command](#). It allows you to display the possible answers to the current question. To [choose](#) this command, use your mouse or [select](#) the Show Answers Button located at the bottom of the **PowerCD** [window](#). Please note that this command is only available in Question and Quiz [modes](#).

[Click](#) on any of the commands for a further explanation.



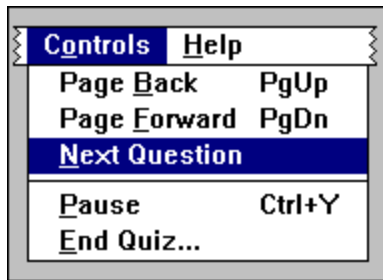
This is the Page Back [command](#). In Feature Presentation, Presentation, Text, Question, and Quiz [mode](#), it allows you to go to the previous page within the current [document](#). In View mode, it allows you to go to the previous view. To [choose](#) this command, use your mouse, press the Page Up key, UpArrow key, or LeftArrow key, or [select](#) the Page Back Button located in the bottom right corner of the **PowerCD** [window](#).

[Click](#) on any of the commands for a further explanation.



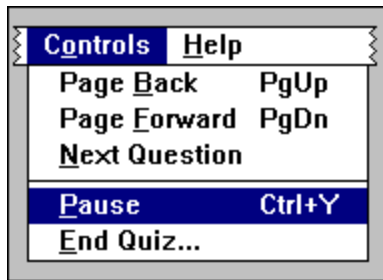
This is the Page Forward [command](#). In Feature Presentation, Presentation, Text, Question, and Quiz [mode](#), it allows you to go to the next page within the current [document](#). In View mode, it allows you to go to the next view. To [choose](#) this command, use your mouse, press the Page Down key, DownArrow key, or RightArrow key, or [select](#) the Page Forward Button located in the bottom right corner of the **PowerCD** [window](#).

[Click](#) on any of the commands for a further explanation.



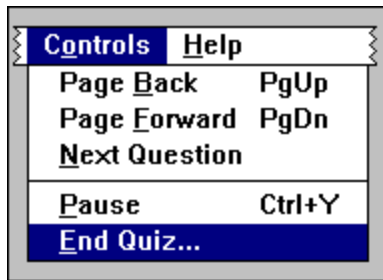
This is the Next Question [command](#). It allows you to go to the next question. To [choose](#) this command, use your mouse. Please note that this command is only available in Question and Quiz [modes](#).

[Click](#) on any of the commands for a further explanation.



This is the Pause [command](#). In Feature Presentation and Presentation [mode](#), it allows you to pause the current [document](#). In View mode, it allows you to pause the automatic view sequence and any audio associated with the current view. In Question and Quiz mode, it allows you to pause any audio associated with the current question. To [choose](#) this command, use your mouse or [select](#) the Pause Button located in the bottom left corner of the **PowerCD** [window](#).

[Click](#) on any of the commands for a further explanation.



This is the End Quiz [command](#). It allows you to end the current quiz and return to any skipped questions. To [choose](#) this command, use your mouse or [select](#) the End Quiz Button located at the bottom of the **PowerCD** [window](#). Please note that this command is only available while taking a quiz.

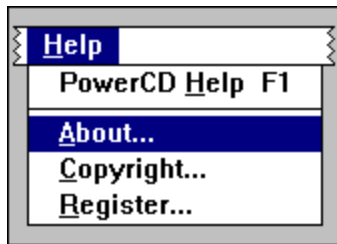
[Click](#) on any of the commands for a further explanation.



This is the **PowerCD** Help [command](#). It allows you to receive help on this **PowerCD** [title](#). To [choose](#) this command, use your mouse or press the F1 [function](#) key.

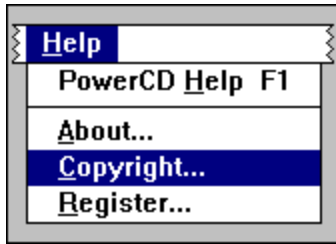
[Click](#) on any of the commands for a further explanation.





This is the About [command](#). It allows you to display basic information about this [software](#). To [choose](#) this command, use your mouse.

[Click](#) on any of the commands for a further explanation.



This is the Copyright [command](#). It allows you to see the copyright for this **PowerCD** [title](#). To [choose](#) this command, use your mouse.

[Click](#) on any of the commands for a further explanation.



This is the Register [command](#). It allows you to register your PowerCD [title](#). To [choose](#) this command, use your mouse.

[Click](#) on any of the commands for further explanation.



Backtrack Button



Find Word Button



Catalog & Information Button



Browse Indexes Button



Mode Display



Open Dictionary Button



Page Display



Page Forward Button



Page Back Button



Pause Button



Play Button



Status Display



Time Display



Backtrack Button



Find Word Button



Catalog & Information Button



Browse Indexes Button

**Presentation 1**

Mode Display



Open Dictionary Button

1/24

Page Display



Page Forward Button



Page Back Button



Pause Button



Play Button



Return to Feature Presentation Button

**Page Forward**

Status Display

00:00

Time Display



Backtrack Button



Find Word Button



Catalog & Information Button



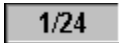
Browse Indexes Button



Mode Display



Open Dictionary Button



Page Display



Page Forward Button



Page Back Button



Return to Feature Presentation Button



Status Display



Backtrack Button



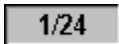
Catalog & Information Button



Mode Display



Open Dictionary Button



Page Display



Page Forward Button



Page Back Button



Pause Button



Play Button



Return to Feature Presentation Button



Show Reference Links Button



Status Display



Time Display



Backtrack Button



Catalog & Information Button



Browse Indexes Button

**Question 1**

Mode Display



Open Dictionary Button

1/1

Page Display



Page Forward Button



Page Back Button



Pause Button



Play Button



Return to Feature Presentation Button



Return to Question Button



Show Answers Button

**Page Forward**

Status Display

00:00

Time Display





End Quiz Button

**Quiz**

Mode Display



Next Question Button



Page Display



Page Forward Button



Page Back Button



Pause Button



Play Button



Show Answers Button

**Page Forward**

Status Display

**00:00**

Time Display



## Technical Support



[System Requirements](#)



[Installation](#)



[Technical Support](#)



[Questions and Comments](#)

No hard disk space is required to run **PowerCD**. The following are the recommended minimum system requirements to run **PowerCD** in Windows:

- 486DX\25 with Windows 3.1 or Windows 95
- 8 MB RAM (16 MB Ram Recommended for Windows 95)
- [CD-ROM](#) Drive (Double Speed or Greater Recommended)
- 640 x 480 VGA (SVGA, 256 Colors Recommended)
- Mouse and Sound Card Recommended

No hard disk installation is required to run **PowerCD**.

Follow these instructions to run **PowerCD** in Windows:

From the File Menu in Program Manager, [choose](#) Run and type "D:\POWERCD.EXE" and press the Enter key or [select](#) the OK Button. To create a **PowerCD icon** and/or to install the **PowerCD** Screen Saver, type "D:\SETUP.EXE" and press the Enter key or select the OK Button.

*Note:* "D" is used to denote the letter of your [CD-ROM](#) drive.

Please read through the entire **PowerCD** Help [file](#) before contacting Zane Publishing's **PowerCD** Technical Support.

To receive technical support you must first register your **PowerCD** program. When contacting Technical Support, please have available all information regarding your computer, system hardware, and [software](#) configuration. You may contact Zane Publishing's **PowerCD** Technical Support by using any of these convenient methods:

CompuServe: GO ZANEPUB (71333,2741);

Facsimile: 214-746-5560;

Telephone: 214-746-5630 Monday--Friday between 9 A.M. and 5 P.M. CST;

Or you can mail us a letter at:

ATTN: Technical Support  
Zane Publishing, Inc.  
1950 Stemmons, Suite 4044  
Dallas, TX 75207-3109

If you have a question or would like to comment about the contents of this **PowerCD** [title](#) or the **PowerCD** operating and publishing environment, please put your questions or comments in writing and send them to:

Zane Publishing, Inc.  
ATTN: Editorial Review Board  
1950 Stemmons, Suite 4044  
Dallas, TX 75207-3109  
CompuServe: GO ZANEPUB (71333,2741)  
Facsimile: 214-746-5560

**active**

Refers to a window or program that is currently available to the user for performing certain functions and operations.

**application**

A program that allows the user to perform certain tasks and functions not specifically related to the computer's operation.



**arrow keys**

The UpArrow, DownArrow, LeftArrow, and RightArrow keys on the keyboard which allow the user to move the insertion point or select from a list or index.

**blue text**

Hypertext references, which when selected take the user to a similar topic within the current or a related document. These references also may take the user to an index of related items. To display a list of these references for the current page, [choose](#) the Show Reference Links command from the Reference Menu.

**button**

A graphic that when selected by the user will perform an action.

**choose**

The action of selecting a command from a menu. This can be done by using your mouse or the keyboard.

**click**

The action of depressing the left or right mouse button to initiate some function on the computer.

**Clipboard**

A designated notepad where information copied from one application can be temporarily stored for use in other applications or the same application.

**close**

The process of placing a window into a condition where the information is not readily available. Re-accessing the information from a window would require the window to be re-opened.

**command**

An instruction given to the computer to perform a function. For example, the command Print tells the computer to print certain pages from the current document.



**command button**

A button that contains a Print, OK, Cancel, or Close command.

**context-sensitive**

An application is considered context-sensitive if, when a certain key is depressed, the Help for the current topic or function is displayed. For example, if a user was viewing the Printer Setup dialog box and pressed the Help button, the Help file would bring up information describing the Printer Setup function.

**copy**

The process of duplicating selected text, an image, or a document into the Clipboard.

**dialog box**

A box that appears on the screen and that requests information. This information must be provided before the computer can perform other operations.

**directory**

An area on a disk where a collection of files and documents can be stored.

**document**

A file that contains text and/or images. A document can be displayed in any mode.

**double-click**

The process of quickly depressing the right or left mouse button twice in succession to initiate some function.

**document display**

The area on the screen where you may view a document.



**file**

A collection of related information stored on a disk. This allows the user and computer to organize data in an orderly fashion.

**filename**

The name assigned to a file. The name can have up to eight characters with a three-character extension.

**function**

An operational instruction usually activated by a user's action. For example, clicking on the Open Dictionary button will initiate a function that opens the dictionary.

**graphic**

A bit-mapped image displayed on a computer screen.

**green text**

Hypertext links to glossary terms. When you select a green glossary term, a dialog box containing an explanation for the word will be displayed.

**hypertext**

Highlighted keywords, which when selected will perform some action. For example, when green text is selected, the corresponding explanation will be displayed.

**icon**

A small graphical image that represents an application. By selecting an icon, the application will be initiated.

**index**

A collection of topics or subjects organized in a list. An example is the Main Index.



**interactive**

Refers to an exchange of information between the computer and the user.

**key combination**

To press two or more keys together on the keyboard. For example, in order to execute the Ctrl+P key combination, press the Ctrl key, and while pressing it, press the P key.

**menu**

A list of options or commands in a program. For example, the File Menu contains the Save As, Print, Printer Setup, and Exit commands.

**menu bar**

A series of connected menus usually located at the top of the computer screen. The **PowerCD** menu bar contains the File, Edit, GoTo, Contents, Reference, Controls, and Help menus.

**mode**

Refers to the method of viewing documents in **PowerCD**. **PowerCD** has six modes: Feature, Presentation, View, Text, Question, and Quiz.

**multimedia**

Multimedia refers to the combination of text, audio, images, animation, and/or video in an application.

**open**

The process of reactivating a window to access the information contained within it.

**page**

Refers to the information that can be displayed in the Document Display at one time.



**page down**

The action of advancing to the next sequential page in a document. The Page Down key on the keyboard can be used to initiate this action.

**page up**

The action of going to the previous page in a document. The Page Up key on the keyboard can be used to initiate this action.

**paste**

The process of inserting cut or copied information into a document. The cut or copied item usually is held in the Clipboard.

## **presentation**

A presentation in **PowerCD** is an interactive program that contains text, audio, and images.

**print**

The action of a computer sending information to a printer so that the information can be printed.

**print job**

The actual collection of characters sent to the printer for printing. A print job usually is one document that may contain many pages.

**quiz**

A short, timed examination to test your knowledge of the title subject.

## **reference**

A document within **PowerCD** that is related to the current document or page.



**scroll bar**

A vertical or horizontal bar that appears at the bottom or on the side of a window. It can be used to pan through and view the contents of a window.

**select**

To click on something, such as hypertext (for instance, a green glossary term) or a button (for instance the OK Button); to double-click on an entry from a list (for instance, a term in the Glossary List); or to highlight an entry from a list and press return.

**shortcut key**

A unique combination of key strokes that initiates a menu command.

**software**

Computer programs that allow the computer hardware to perform functions. There are two basic kinds of software: system software and application software.

**title**

A CD-ROM that addresses a specific subject or group of subjects.

**view**

An image that appears in the Document Display.

**window**

A graphical section of the computer screen that can contain its own document and messages. Usually, a window is capable of being enlarged, shrunk, maximized, or minimized. Several windows often can be open at the same time.

## **Word Search**

A **PowerCD** feature that locates occurrences of a particular word.



**Alt key**

A special function key on the keyboard, which, when depressed in combination with another key, will enable some computer function.

**Backspace key**

A key on the keyboard usually denoted by a left-pointing arrow or the word "Backspace."  
When depressed, it will delete the character to the left of the cursor.

**CD-ROM**

An acronym for Compact Disk-Read-Only Memory. A CD-ROM is a media that is capable of storing hundreds of megabytes of information, and is similar to audio compact disks.

## **Control key**

A special function key on the keyboard, which, when depressed in conjunction with another key, will initiate some computer function. For example, while in **PowerCD**, depressing the Ctrl-Shift-Home key combination displays the Feature Presentation Table of Contents.

**End key**

A key on the keyboard that is used to advance to the end of a document or list. For example, while in **PowerCD**, to view the last term in the Glossary List, you would press the End key.

## **Escape key**

A software-dependent key on the keyboard that is usually used to exit a procedure or terminate some function. The Escape key in **PowerCD** is used to exit the program or a dialog box.

**Enter key**

A key on the keyboard (usually the largest) that is used to initiate a selected function.

**Home key**

A key on the keyboard that is used to return to the beginning of a document or list. For example, while in **PowerCD**, to view the first term in the Glossary List, you would press the Home key.



**run**

To execute a program.

**Shift key**

A special function key on the keyboard, which, when depressed in combination with another key(s) will enable some computer function. For example, while in **PowerCD**, depressing the Ctrl-Shift-Home key combination displays the Feature Presentation Table of Contents.

Welcome to **PowerCD** Help! You are currently in the Technical Support section.

Welcome to **PowerCD** Help! You are currently in the Quick Reference Section.


Welcome to **PowerCD** Help! You are currently in the Using **PowerCD** section.

Welcome to **PowerCD** Help! You are currently in the Introduction section.

## **Time Display**

This is the Time Display. This display is disabled in Text mode.


To open the PowerCD Registration Form while in Feature Presentation [mode](#):

 [Choose](#) Register from the Help Menu.

This allows you to register your PowerCD [title](#).




To open the PowerCD Registration Form while in Presentation [mode](#):

 [Choose](#) Register from the Help Menu.


This allows you to register your PowerCD [title](#).

To open the PowerCD Registration Form while in Question [mode](#):

 [Choose](#) Register from the Help Menu.


This allows you to register your PowerCD [title](#).

To open the PowerCD Registration Form while in Quiz [mode](#):

 [Choose](#) Register from the Help Menu.


This allows you to register your PowerCD [title](#).

To open the PowerCD Registration Form while in Text [mode](#):

 [Choose](#) Register from the Help Menu.

This allows you to register your PowerCD [title](#).

To open the PowerCD Registration Form while in View [mode](#):

 [Choose](#) Register from the Help Menu.

This allows you to register your PowerCD [title](#).

