TIME Magazine Compact ALMANAC

System Requirements

To get the best overall performance while running the 1992 TIME ALMANAC, you need a Multimedia PC (MPC) or equivalent computer which meets the following minimum system requirements:

- 386sx microprocessor or higher
- 3 MB of RAM
- 1.1 MB of hard disk space
- MPC compliant CD-ROM drive
- Microsoft CD-ROM extensions (MSCDEX) version 2.2 or later
- VGA+ graphics card and monitor (You must have at least 512K bytes of video RAM to display the program in 256 colors.)
- Windows compatible audio board
- Headphones or speakers attached to the audio board (not the CD-ROM drive)

Although the above requirments are needed to display the program optimally in 256 colors, you can run the program if your system only has a VGA graphics card.   The TIME ALMANAC will detect this upon installation and adjust the system's color palette to display the graphic screens in 16 colors and the videos in MCGA mode.   If you are running the TIME ALMANAC in VGA mode, read the troubleshooting section Video Playback Hints for more information.

Related Topics
Memory Requirements and Hints
CD-ROM Drive Requirements and Hints
Screen Modes and Video Cards
Video Playback Hints
Sound Board Problems and Hints
User Support

Sound Board Problems and Hints

Problem: No Sound

- Other applications that play sounds may interrupt audio in the TIME ALMANAC because your computer cannot play two sounds at the same time.   Typically, this is a temporary problem and will correct itself once all applications have been shut down.

- If you are running a screen saver that contains audio, you may need to de-activate the screen saver's sound in order to play audio in the TIME ALMANAC.

- Make sure your sound board is MPC compatible.

- Your speakers must be connected to your sound board and not your CD-ROM player. The TIME ALMANAC does not run with the PC's internal speaker driver, nor does it route sound through the CD-ROM player.

- Make sure that you have properly installed the Windows device drivers that specifically came with your sound board.   If you are not sure if your sound board is properly installed, review your sound card documentation.   If you are not sure if you have the latest Windows device drivers, contact your sound board's manufacturer.

- Adjust the audio card volume control to the mid-range position.   Make sure the sound board's software settings are also set at an audible level.   You may also have to adjust the volume control dial located on your speakers.

Problem: Sound Is Distorted or Choppy

- If the quality of your speakers is poor, you may experience some distortion.   If you want to raise the volume but don't want to hear the distortion, one solution is to lower the audio card volume control and use an external amplifier.

- Make sure your speaker cables are moved away from the power supply.   This will prevent background static and noise.

- Your software settings for your sound board may be causing distortion.   The TIME ALMANAC uses "Wave" audio files.   If your sound board's software option for "Wave file input" is set at its maximum, you may hear static and amplified distortion.   To change your sound board settings and achieve maximum performance, read the documentation that came with your sound board.

- You may not have the latest audio device drivers for your sound board.   Contact the manufacturer of your sound board to obtain the latest Windows device drivers.

- You must have an MPC compliant CD-ROM drive to ensure that the audio does not sound choppy.   If you do not have an MPC compliant CD-ROM player, the TIME ALMANAC may experience long pauses when trying to access data off the disc.   This may cause the audio to sound choppy and out of sync with the video.

- Please note that sound device drivers are not included in the TIME ALMANAC, nor does the program alter your sound board's device drivers in any way during installation.   If you did not receive Windows device drivers for your sound card when you purchased that board, you must obtain the device drivers directly from the manufacturer.

Related Topics

Video Playback Hints

Problem: No Video Playback

The TIME ALMANAC uses Microsoft's Video for Windows to play video clips in the program. If you do not have Video for Windows already installed on your hard drive, the TIME ALMANAC will detect this and install it automatically.

If you cannot open any video files or are receiving error messages regarding playback, you should try re-installing Video for Windows directly from the 1992 TIME ALMANAC compact disc.   To install Video for Windows directly from the disc:

1. Go into the File Manager and click on the letter of your CD-ROM drive.

2. Select the directory DISK1.

3. Once inside the DISK! directory, double-click on th file "setup.exe."   This will start the Video for Windows installation.

4. Follow the instructions that appear on your screen.

Problem: Video Frames Look Grainy

Since Video for Windows is designed to run in 256 colors or better, you should check to make sure your video card has at least 512 kilobytes of video RAM.   If your card supports 256 colors, make sure you have installed the proper video device driver for your specific card.   Without a video device driver to support 256 colors, Windows will default to its own VGA device driver.

Please note that video device drivers which support 256 colors are not included in the TIME ALMANAC.   If you did not receive Windows device drivers for your specific video card when you purchased your computer or your separately installed video board, you must obtain the device drivers directly from the manufacturer.

If you do not have a video card with 512 kilobytes of RAM, or cannot display the screen in 256 colors, the TIME ALMANAC will detect this and give you the option of playing back videos in MCGA mode.   MCGA is a special mode which allows VGA cards to display 256 simultaneous colors.   To play videos in MCGA mode, go to a video in the program, click on VIEW from the Menu Bar and select "Configure."   Select "Full Screen" and click the OK button.   Although MCGA is not optimal for video playback and you may see some jerky movements, it will allow you to view the videos.

Problem: Jerky Motion During Video Playback

You must have an MPC compliant CD-ROM player to play videos.   If you do not have an MPC compliant CD-ROM player, the TIME ALMANAC may experience long pauses when trying to access data off the CD, and the videos may appear jerky and too slow.

If you are not sure if your CD-ROM drive is MPC compliant, copy a video from the TIME ALMANAC to your hard drive.   Videos have the .AVI file extensions and many of them are located in the \time\videos\cnn subdirectory on the compact disc.   Once copied, use the Windows Media Player to play the video off your hard drive.   If the video plays smoothly off the hard drive, it is likely that your CD-ROM drive is not MPC compliant.   You can also

check the documentation that came with your drive, or contact the drive's manufacturer for more information.

Related Topics
System Requirements
Screen Modes and Video Cards
Sound Board Problems and Hints
Playing Videos

Screen Modes and Video Cards

The 1992 TIME ALMANAC is designed to run in 256 colors.   To display 256 colors, you need a VGA graphics card with at least 512 kilobytes of video RAM (i.e., VGA+, SVGA, 8514, TGA, XGA, etc.).

You must also have installed your specific video card's device driver, which allows Windows to display screens in 256 colors.   To install this device driver, read your video card documentation and the Windows Set-Up documentation.   Without your video card's specific device driver to display 256 colors, Windows will default to its own VGA device driver which only displays 16 colors.

Please note that video device drivers which support 256 colors are not included in the TIME ALMANAC.   If you did not receive Windows device drivers for your specific video card when you purchased your computer or your separately installed video board, you must obtain the device drivers directly from the manufacturer.

If you do not have a video card with 512 KB video RAM, or cannot display the screen in 256 colors, the TIME ALMANAC will detect this upon installation.   The program will then ask if you want to change the system's color palette for optimal viewing of graphics.   We strongly recommend that your allow the TIME ALMANAC to install its own palettized VGA display driver.

Related Topics
System Requirements
Video Playback Hints

You need an MPC compliant CD-ROM drive to run all TIME ALMANAC features optimally, especially videos. Specifically, your CD-ROM player must have a data transfer rate of 150 kilobytes per second or higher, a 390 ms (or better) data access rate (also called average seek time), and use less than 40% of your computer's CPU bandwidth.

CD-ROM Drive Requirements and Hints

MPC Compliancy
You need an MPC compliant CD-ROM drive to run all program features optimally, especially videos.   Specifically, your CD-ROM player must have a data transfer rate of 150 kilobytes per second or higher, a 390 ms (or better) data access rate (also called average seek time), and use less than 40% of your computer's CPU bandwidth.

If you do not have an MPC compliant CD player, the TIME ALMANAC may experience long pauses when trying to access data off the CD and the videos may appear jerky and too slow.   If you are not sure if your CD-ROM drive is MPC compliant, check the documentation that came with your drive, or contact the drive's manufacturer.

Error Message -- "Cannot Find TIME ALMANAC"
If the 1992 TIME ALMANAC cannot find the data files it needs to start the program, it will display the message -- "Cannot find the TIME ALMANAC -- Insert Disc."   To correct this problem, try the following:

1. Make sure the TIME ALMANAC compact disc is correctly inserted into the CD-ROM player.

2. Check to make sure your CD-ROM drive is plugged in, connected to your computer, and powered on.

3. Make sure the CD-ROM drive letter is active.   To ensure the drive letter is active, use the File Manager and select the letter of your CD-ROM drive.   If you cannot access the CD-ROM drive from the File Manager, try leaving Windows and rebooting your computer.

Related Topics
System Requirements
Video Playback Hints

Memory Requirements and Hints

In general, every time you open a window or application under Windows, it is placed in your system's memory or in a temporary Windows swap file on your hard drive.   The windows and/or applications reside in their assigned memory location until you close them.

The 1992 TIME ALMANAC requires approximately 3 MB of RAM to function properly and run smoothly.   If you are experiencing some slowness when opening windows in the program or receive an "Out of Memory" error message, yo may be experiencing a low memory situation.   The following hints may help you avoid running out of system memory:

- Check to ensure that you have at least 3 MB of RAM on your system.   To check your system's memory using DOS 5.0, exit Windows and go to DOS.   At the DOS prompt, type MEM and press [ENTER].   If you do not have 3 MB of high memory, you will not be able to open many windowsw in the program, although it will run.   The only solutions to low memory (less than 3 MB) problems is to close windows whenever possible, or to add more memory to your computer.

- If you are running Windows in "standard mode," try switching to "386 enhanced mode."   This will optimize the Windows environment for best overall performance on a 386 computer.   Review your Windows documentation or read the Windows Control Panel help screens for information about 386 enhanced mode.

- If you are already running Windows in "enhanced mode," try creating a permanent Windows swap file on your hard drive.   Windows usually creates a temporary swap file, but if your hard disk is full or fragmented, this file may be unavailable.   The size of the permanent swap file should be more than 2 MB.   Review your Windows documentation or read the Windows Control Panel help screens for instructions about changing your swap files.

- Defragment your hard drive.   If you cannot run Windows in enhanced mode, or if you cannot create a permanent swap file, try defragmenting ("cleaning up") your hard drive.   This will ensure that Windows has access to it's temporary swap file.   Disk defragmentation utilities, such as Norton SpeedDisk, are available from most software resellers.

- Close some windows!   If you have many windows open in the TIME ALMANAC, and/or you have other applications running, you may have exceeded your memory limitations and should close down some windows, or exit other programs which may be running.

Related Topics
System Requirements

User Support

If you have any questions about the TIME ALMANAC that are not answered in the User's Guide or these Help files, you may call us during the hours of 10 AM to 4 PM Eastern Standard Time at 202-244-4770 to get help from our technical department.

Also, please read the COMPACT PUBLISHING INC. PRODUCT LICENSE AND WARRANTY for procedures for returning a disc you belive may be defective.   Please do not return any disc until you have spoken with a technical support representative.   We can usually solve the problem.

In order to receive user support, you MUST be a registered user. Be sure to mail the user registration card as soon as you open the package!

Compact Publishing, Inc. makes no warranties or claims regarding the stability, quality, or performance characteristics of any video, sound, or printer device driver installed in the Windows environment and used by the 1992 TIME ALMANAC.

Hints On Using Search With NewsQuest

▪	The more search words you use, the more accurate your search will be in finding exactly the article you are looking for.

▪	If the entries don't include the issue of TIME Magazine that you are looking for, you can change the search words and repeat the process until you find what you want.

▪	In Search lists, the titles of all the articles will appear first, in chronological order with the most recent issue first.

▪	If your Search resulted in no entries, you should review your search words and check them against the Word List.

▪	If the words you entered are too vague or general, Search may yield a much greater number of entries than you want to look through. In that case, you can try new, more descriptive search words.

Related Topics
Using The Word List
NewsQuest Hints

Using Search With NewsQuest

One way to make NewsQuest more fun and interesting, and to improve your search skills at the same time, is to search the TIME articles using key words that appear in the question or quote. Using specific search words, you can narrow the Search list to just a few or even a single TIME article. Following the trail of search words through the article will lead you to the answer or the actual quote and the identity of the speaker.

To Use Search With NewsQuest

1. Select Search from FILE on the Menu Bar or click on the magnifying glass icon on the Tool Bar.

2. Type your search words in the search word box. You may enter as many words as you like, separating each with a single space. Be sure to start typing at the beginning of each line.

3. After you have entered the search words you want, select SHOW TOPICS.

4. If you are satisfied with the number of entries you have found, you can open one by clicking on its title or using the [Up/Down] arrow keys on the keyboard to highlight the entry and pressing [ENTER].

5. Selecting a title takes you to the first place where a search word appears in that entry. The word will appear highlighted. Use Find (under EDIT on the Menu Bar) to find other occurrences of your search words.

6. Press [ESC] to return to the Search dialog where you can enter new search words or return to NewsQuest.

7. Return to your NewsQuest question by pressing [ESC] to return to the Contents Screen and then selecting NewsQuest, or by pressing [CTRL]+[ESC] and selecting NewsQuest from the Task List.

Related Topics

Find
Using the Word List
Hints on Using Search

Hints On Playing NewsQuest

▪	The **Search** function can be very helpful! By using specific search words from the question or quotation, you can sometimes narrow your Search down to just one article. Following the trail of search words through the article will lead you to the answer or the actual quote and the identity of the speaker. Use **Find** under EDIT on the Menu Bar to find all the occurrences of your search words with the article(s).

▪	Each question includes the issue date of TIME from which it was taken. When conducting a Search, keep in mind that you will find the answer to your question in an article from that particular issue of the magazine.

▪	Use the **Word List** in Search to look up the spelling of an answer.

▪	If you're not sure of the author of the quote's identity, try to reveal more letters in the quotation. This is usually the best strategy.

Related Topics
How To Play NewsQuest
Using Search With NewsQuest
The Word List
Hints On Using Search With NewsQuest
The Find Function
Edit

How To Play NewsQuest

1. Begin NewsQuest by selecting NewsQuest from the Contents Screen of the TIME ALMANAC.

2. Each game consists of 20 questions from TIME Magazine.

3. First, select the section of the magazine from which you would like your first question. You have five choices--
   Nation
   World
   Business
   People
   Back Of The Book

4. Type the answer to the question in the space provided.

5. Press [ENTER].

6. If you answer the question correctly, you go on to the next question.

7. If you answer incorrectly, the program will offer you a hint.

8. If you accept the hint, you get one more chance to type in the correct answer.

9. If you do not choose the hint, you will go directly to a multiple choice question.

10. After you have answered four questions correctly, all subsequent questions will include a new option -- **Identify Quote**.

11. Choose Identify Quote if you are ready to name the person quoted. But keep in mind-- you only get one chance to identify the person quoted. If you try and fail, the game ends!

12. Type the name of the person quoted in the space provided.

13. Each game contains 20 questions. When you have seen them all, you have to try naming the author of the quotation.

14. At the end of every NewsQuest game, you have the option of playing another game or returning to the TIME ALMANAC Contents Screen.

Related Topics
Using Search To Find The Answers
Hints On Playing NewsQuest
The Contents Screen

All About NewsQuest

NewsQuest challenges your knowledge of people and events in the news.

Each quiz consists of a series of 20 questions drawn from articles in TIME Magazine from 1989 through 1992.

Getting the answers to the questions right is only part of the challenge. Your ultimate goal for each quiz is to identify the author of a TIME Magazine quotation, which is revealed letter by letter in the "Quote" box at the bottom of the screen. Every incorrect answer takes letters away

You have only one chance to get the name right. If you try and fail, the game ends.

Related Topics

How To Play NewsQuest
NewsQuest Hints

The TIME Magazine Compact ALMANAC

The Contents Screen

The Contents Screen is the first screen that appears when you open the TIME ALMANAC. From this screen, you can easily access the six major content areas of the program -- TIME Weekly Issues, TIME Highlights, TIME Portraits, NewsQuest, United States, and World.

Related Topics
Using Menus
Graphical Menus

TIME Weekly Issues
The full text of each issue of TIME Magazine, by year, from 1989 through January 4, 1993.

TIME Highlights

Selected articles from TIME Magazine, by year for the 1980s, and by decade from the 1970s to the 1920s, including an extensive section covering every presidential election since 1924.

TIME Portraits

Articles, videos, and photo essays on 11 major TIME Magazine cover subjects of the 20th Century -- Winston Churchill, Albert Einstein, Dwight D. Eisenhower, Henry Ford, Adolf Hitler, John F. Kennedy, Martin Luther King, Jr., Richard Nixon, Franklin D. Roosevelt, Josef Stalin, and the Women's Movement.

NewsQuest

A current events news quiz with more than 1,500 questions taken from TIME Magazine.

World

The complete CIA World Factbook plus U.S. State Department notes on more than 200 countries, illustrated with full-color maps.

United States

Complete profiles and census data on the people, government, economy, and environment of each of the 50 states, illustrated with full-color state maps.

Using Menus

Menus provide pathways to the contents of the program, through the Contents Screen, and to the tools and functions of the program through the Menu Bar and the Tool Bar.

Related Topics
The Contents Screen
Graphical Menus
Scroll Bar Menus
The Menu Bar
The Tool Bar

Graphical Menus

Graphical menus present a series of pictorial entries with a dotted line cursor "box" around the entry that is available for selection.

To use the keyboard to select entries from graphical menus, [TAB] to move through the menu entries, and press [ENTER] to make your selection.

To use the mouse, move the arrow-shaped cursor to the entry you want to select. When the arrow changes to a hand-shaped cursor, that entry can be selected by clicking the left mouse button.

Scroll Bar Menus

Scroll bar menus list entries in text form.

To manipulate a scroll bar menu with the keyboard, use the [Up/Down] arrow keys to move one entry at a time. Or press the [PgUp/PgDn] keys to go to the next or previous page. A black bar on an entry indicates that the entry can be opened by pressing [ENTER].

When using the mouse, move the arrow-shaped mouse cursor to the entry you want to select, and double-click with the left mouse button to open it. Click on the bottom or top arrow in the scroll bar to select the next or previous screen. To scroll the list with the mouse, click on the scroll bar marker and drag down to find the entry you want to select, then click on that entry.

The Menu Bar

The Menu Bar appears at the top of the screen and provides access to all the features of the program. Many Menu Bar entries can be accessed through the Tool Bar.

The Menu Bar

The Menu Bar appears at the top of the screen and provides access to all the features of the program. Many Menu Bar entries can be accessed through the Tool Bar.

You may use either the keyboard or the mouse to select entries on the Menu Bar and from its drop-down menus.

Using the Mouse
Use the mouse to click on any entry in the Menu Bar. When the drop-down menu appears, click on the specific function you wish to select.

Using the Keyboard
To select a Menu Bar entry with the keyboard, press [ALT]+the key on the keyboard which corresponds to the underlined letter in the name of the entry you want. Use the [Up/Down] arrow keys to move through the drop-down menu entries, and press [ENTER] to select one. Press [ESC] to deselect the Menu Bar.

The Menu Bar Entries
File
Edit
View
Bookmark
Links
Window
The Tool Bar

The Tool Bar

The Tool Bar appears as a series of icons below the Menu Bar and provides easy mouse access to the most commonly used Menu Bar functions. To select a Tool Bar icon, click on it once with the left mouse button.

The Tool Bar

The Tool Bar provides easy mouse access to the most commonly used <u>Menu Bar</u> functions. To select a Tool Bar icon, click on it once with the left mouse button.

The Tool Bar Icons

Folder	<u>Close</u> the active window
Disk	<u>Save</u> the active window to a disk
Magnifying Glass	Activate the <u>Search</u> function
Printer	<u>Print</u> the active window
Copied Page	<u>Copy</u> text to the Windows <u>Clipboard</u>
Annotate	Write a <u>note</u> to an article
Bookmark	<u>Mark</u> an article or graphic for future reference
Question Mark	Access the TIME ALMANAC help files

Window

Selecting the WINDOW command on the <u>Menu Bar</u> lists all open windows, allows you to move back and forth between them, and allows you to arrange their placement on the screen.

Cascade places all of the open windows in overlapping style, like offset notecards.
Tile places all of the windows in a tiled style, with each window displayed in its own space within the TIME ALMANAC window.
Close All closes all of the open windows.

Bookmark

The Bookmark function on the Menu Bar allows you to mark articles and graphics for future reference so that you can return to them later, review them again, and save or print them. Bookmark also gives you the option to delete previously established bookmarks.

Bookmark is represented on the Tool Bar by the open book with bookmark button.

Related Topics

The Menu Bar
The Tool Bar
Adding Bookmarks
Deleting Bookmarks

Adding Bookmarks

1. To place a Bookmark on an <u>article</u> or <u>graphic</u>, select Bookmark from the <u>Menu Bar</u>.
2. Or click on the open book with bookmark button from the <u>Tool Bar</u>.
3. Select "Add" from the Bookmark drop-down menu.

Related Topics

<u>About Bookmarks</u>
<u>Deleting Bookmarks</u>

All videos, photos, charts, maps, and covers are referred to as "graphics."

All text entries, including TIME articles, tables, lists, and directories are referred to as "articles."

Deleting Bookmarks

1. To delete a Bookmark from an <u>article</u> or <u>graphic</u>, select Bookmark from the <u>Menu Bar</u>.
2. Or click on the open book with bookmark icon from the <u>Tool Bar</u>.
3. Select "Delete" from the Bookmark drop-down menu.

Related Topics
<u>About Bookmarks</u>
<u>Adding Bookmarks</u>

Printing Articles and Graphics

Any <u>article</u> or <u>graphic</u> may be printed directly from the TIME ALMANAC by selecting Print from the FILE menu on the <u>Menu Bar</u> or clicking on the printer icon in the <u>Tool Bar</u>. If your printer cannot print graphics, the Print command will not be available when the active window is a graphic entry.

All articles and graphics will be printed with the appropriate copyright notice (for TIME Magazine or the Compact ALMANAC) which must be included in any further use of the material. If you neglect to include copyright notices, you could be guilty of plagiarism or copyright violation.

Related Topics
<u>File</u>
<u>Saving Articles and Graphics</u>

Saving Articles and Graphics

Entire articles and graphics may be saved to a disk (your hard drive or a floppy) by selecting the "Save As" entry from FILE on the Menu Bar or clicking on the disk icon in the Tool Bar.

When you save an article or graphic, the filename must be no longer than eight characters long. When you save text (an article or text from an article), Windows will automatically give a text filename the extension .DOC (e.g., ARTICLE.DOC). When you save a graphic (a photo, cover, chart, map, etc.), Windows will add the extension .BMP (e.g., PHOTO1.BMP).

All articles and graphics will be saved with the appropriate copyright notice (for TIME Magazine or the Compact ALMANAC) which must be included in any further use of the material. If you neglect to include copyright notices, you could be guilty of plagiarism or copyright violation.

Related Topics

File
Copy
Printing Articles and Graphics

File

FILE is the first entry on the <u>Menu Bar</u>. To access FILE, click on the word FILE on the Menu Bar or press [ALT] and then [F] on the keyboard.

The FILE drop-down menu includes the following entries.

Open [ENTER]
   To select an entry from a menu

Close [ESC]
   To close the active window

Save As [F12]
   Save an <u>article</u> or <u>graphic</u> entry to your hard drive or a floppy disk
   Go to <u>Saving Articles and Graphics</u> for more information.

Print [CTRL+SHIFT+F12]
   To print an <u>article</u> or a <u>graphic</u>
   Go to <u>Printing Articles and Graphics</u> for more information.

Search [CTRL+S]
   To activate the Search function
   Go to <u>Using Search</u> for more information

Exit [ALT+F4]
   To exit the TIME ALMANAC

Edit

The EDIT entry on the <u>Menu Bar</u> provides functions to copy text and graphics to the <u>Clipboard</u>, to search for specific text within an article, and to create notes to accompany <u>articles</u>.

Related Topics
<u>Annotate</u>
<u>Copy</u>
<u>Find</u>

Find

The "Find" command allows you to search for specific words within an <u>article</u>. (If you want to search for specific words within all articles, use the <u>SEARCH</u> function instead.) The search can be case sensitive or insensitive and can be limited to whole words.

Select   "Find" from the EDIT drop-down menu on the <u>Menu Bar</u>.
Type   the word you would like to find in the "Find What" box.
Select   the FIND NEXT button to find the first occurrence of that word in the open article.
Continue   selecting FIND NEXT to advance through all occurrences of your search word in that article.
Select   CANCEL to escape from the Find function.

Related Topics
<u>Edit</u>
<u>Search</u>

Annotate

The Annotate entry under EDIT on the <u>Menu Bar</u> allows you to create notes to accompany <u>articles</u>. This feature is helpful if you want to record any references to other articles or graphics that are not included in the <u>Links</u>, or copy a bibliographical reference, or save a quotation.

To select Annotate from the <u>Tool Bar</u>, click on the paper clip button.

Related Topics

<u>Adding Notes</u>
<u>Deleting Notes</u>
<u>Viewing Notes</u>
<u>Copying Notes</u>
<u>Edit</u>

Adding Notes

1. Select Annotate from EDIT on the <u>Menu Bar</u>, or click on the paper clip button in the <u>Tool Bar</u>.
2. In the Annotate dialog box, type your note. Use [BACKSPACE] to correct any mistakes.
3. Text wraps automatically, but you can end a line before it wraps by pressing [ENTER].
4. When you have finished typing your note, select "Save."

Related Topics
<u>Annotate</u>
<u>Viewing Notes</u>
<u>Copying Notes</u>
<u>Deleting Notes</u>

Viewing Notes

When you have attached a Note to an <u>article</u>, the paper clip icon will appear next to the article's <u>header</u>.

To view your Note
Click   the paper-clip icon next to the article's header.
Or   press TAB to select the paper-clip icon, and then press ENTER.
To   remove your Note from the screen, select "Cancel."

Related Topics
<u>Annotate</u>
<u>Adding Notes</u>
<u>Deleting Notes</u>
<u>Copying Notes</u>

Header

Every article includes a "header" that indicates the title of the article and the section of the TIME ALMANAC in which it is located. The header will always appear at the top of the article screen.

Copying Notes

You can copy a note and paste the text as a note to another article.

1. Open the article that contains the note you want to copy.
2. Open the Note by clicking on the paper clip button to the right of the article <u>header</u>.
3. Select the COPY button.
4. The note is now copied to the Windows <u>Clipboard</u>.
5. Press the CANCEL button to remove the Annotate dialog box from the screen.
6. Open the article to which you would like to add the note.
7. Select Annotate from EDIT on the <u>Menu Bar</u>, or click on the paper clip button in the <u>Tool Bar</u>.
8. Select the PASTE button.

Related Topics

<u>Annotate</u>
<u>Viewing Notes</u>
<u>Adding Notes</u>
<u>Deleting Notes</u>

Deleting Notes

1.	Open the article from which you would like to delete the Note.
2.	Select Annotate from FILE on the <u>Menu Bar</u> or click on the paper clip icon in the <u>Tool Bar</u>.
3.	The Annotate dialog box will appear.
4.	Select the DELETE button.

Related Topics
<u>Annotate</u>
<u>Adding Notes</u>
<u>Viewing Notes</u>
<u>Copying Notes</u>

Copy

Copy in the EDIT drop-down menu allows you to copy graphics or selected text to the clipboard for use in other Windows applications.

To Copy Text
1. Select the section of the article to be copied by holding the left mouse button and dragging over the text.
2. Select Copy from the EDIT menu on the Menu Bar or click on the Copy button on the Tool Bar.
3. The text is copied to the Windows Clipboard.

To Copy Graphics
1. Open the chart, cover, map, or photo that you would like to copy to the Clipboard.
2. Select Copy from the EDIT menu on the Menu Bar or click on the Copy button the the Tool Bar.
3. The graphic is copied to the Windows Clipboard.
4. NOTE: Copying graphics is not supported on systems with 16 color VGA.

Related Topics
File -- Save As
Edit

Clipboard

The Clipboard is a Windows utility that stores text or graphics that is copied from the TIME ALMANAC.

Using Search

The Search feature is a tool to help you find specific articles and graphics. Instead of browsing through the TIME ALMANAC looking for them, you can enter specific words that describe the information you are looking for.

1.   Select Search from FILE on the Menu Bar or click on the magnifying glass button in the Tool Bar.

2.   Type your search words in the search word box. You may enter as many words as you like, separating each with a single space. Be sure to start typing at the beginning of each line.

3.   After you have entered the search words you want, select SHOW TOPICS.

4.   If you are satisfied with the number of entries you have found, you can open one by clicking on its title or using the [Up/Down] arrow keys to highlight the entry and pressing [ENTER]. Selecting a title takes you to the first place where a search word appears in that entry. The word will appear highlighted. Use Find (under EDIT on the Menu Bar) to find other occurrences of your search words.

5.   Press [ESC] to return to the Search dialog.

Related Topics
Word List
Search Hints
Find
File

(up to 255 characters total)

Search Hints

▪	The more search words you use, the more accurate your search will be in finding exactly those articles or specific topics you are looking for.

▪	If the entries don't provide the information you're looking for, you can change the search words and repeat the process until you find what you want.

▪	In Search lists, the titles of all the <u>articles</u> will appear first, followed by the titles of all photos, videos, charts, and maps, in that order. Since any Search will most likely find many more articles than any other type of entry, remember to go to the end of the list to see if there are any <u>graphic</u> entries.

▪	If your Search resulted in no entries, review those words which were not found and check them against the <u>Word List</u>.

▪	If the words you entered are too vague or general, Search may yield a much greater number of entries than you want to look through. In that case, you can try new, more descriptive search words.

Using The Word List With NewsQuest

The Word List contains every word that occurs in the contents of the TIME ALMANAC. When you type a word in the Search form, Word List automatically displays the alphabetically closest words.

Because of the way NewsQuest processes answers, you must spell words and names the same way they are spelled in the TIME ALMANAC. Some words can be spelled several ways (e.g., "color" and "colour," "theater" and "theatre," "center" and centre," etc.). When in doubt, try to look up all versions in the Word List. This feature is particularly helpful when you are trying to spell difficult names or places.

To Use The Word List

1. To replace the search word you have typed with the word that the Word List has highlighted, press [ENTER].
2. To replace the search word with another word from the Word List, use the [Up/Down] or [PgUp/PgDn] arrown on the keyboard or use the mouse to scroll through the Word List until the word you want is highlighted. Press [ENTER] to select that word.
3. Press [ESC] to leave the Word List without choosing a new search word.

Related Topics

Hints on Playing NewsQuest
Using Search To Find The Answers
Hints On Using Search With NewsQuest

The Word List

The Word List contains <u>every word</u> that occurs in the contents of the TIME ALMANAC. If you type a word, and you're not sure if the word is in the database or if you want to check its spelling, the Word List will automatically display the alphabetically closest words.

1. To replace the word you have typed with the highlighted word in the Word List, click on it with the mouse or press [ENTER].

2. To select another word from the Word List, scroll through the list using the [Up/Down] or [PgUp/PgDn] arrows or the mouse until the word you want is highlighted.

3. Press [ESC] to return to the Search form without choosing any words from the Word List.

Related Topics
<u>Using Search</u>
<u>Search Hints</u>

(It does not include words from menus or NewsQuest, or unimportant words such as a/an, in, the, etc.)

Articles and Links

To move around an <u>article</u> with the mouse, use the scroll bar to move up or down a page at a time. With the keyboard, use the [Up/Down] arrows or [PgUp/PgDn] to advance the page.

You can go directly to the Contents Screen from within an article by selecting "Contents" from VIEW on the <u>Menu Bar</u>.

Many articles contain <u>Links</u> to other articles, videos, photos, charts, and maps. An article has one or more Links available when the word LINKS appears on the Menu Bar. In articles with Links, you may find more Links available from the linked articles. There are never more than two levels of Links.

Related Topics

<u>Printing Articles and Graphics</u>
<u>Saving Articles and Graphics</u>
<u>Links</u>
<u>The Contents Screen</u>
<u>The Menu Bar</u>

Links

When you select <u>LINKS</u> from the <u>Menu Bar</u> by clicking on it with the mouse or pressing [ALT] and then [L] on the keyboard, the title(s) of the specific Link(s) is displayed below it.

Select a Link with the mouse by clicking on its title or with the keyboard by pressing the number of the Link you want to select.

If you don't want to view any of the Links, use the mouse or keyboard to move to another Menu Bar entry or press [ESC] to remove the Links drop-down menu from the screen.

Related Topics
<u>Articles and Links</u>
<u>The Menu Bar</u>

Links allow you to go directly to related material, without having to browse or search for the connections. Each network of related materials serves as a "map" of a major issue, event, or trend, tracing its evolution from the perspective of different points in time, from the 1920s to the present.

View

VIEW on the <u>Menu Bar</u> provides a quick and easy way to look up and view any video, photo, chart, cover, or map. View is organized by list in those categories. Each entry on the list is alphabetized by the first letters of the title of the image.

Related Topics

<u>Menu Bar</u>
<u>Playing Videos</u>
<u>Saving Articles and Graphics</u>
<u>Printing Articles and Graphics</u>

Videos

The TIME ALMANAC contains nearly 60 minutes of video clips from CNN NEWSROOM and historical footage.

Video entries may be accessed from VIEW on the Menu Bar, from Links, or as entries in TIME Portraits and TIME Highlights.

When you open a video, it will begin to play automatically.

To pause the video while it is playing, press the "pause" Tool Bar button or select "pause" from the FILE drop-down menu.

To resume playing, press the "play" Tool Bar button or select "play" from the FILE drop-down menu.

To stop the video, press the "stop" Tool Bar button or select "stop" from the FILE drop-down menu.

You can escape from a video at any time by pressing [ESC].

Related Topics
View
Video Playback Hints
Screen Modes and Video Cards
Sound Board Problems and Hints