Contents

Click on an icon or title for more information.

Contents

Click on an icon or title for more information.

Contents

Click on an icon or title for more information.

Getting started

How to use World Book

Working with two discs

How to use Help

Getting around

Finding information

Exploring media

Using features and tools

Investigating the Internet

Tips

Contents

Click on an icon or title for more information.

Contents

Click on an icon or title for more information.

Contents

Click on an icon or title for more information.

Getting started

Getting around

Finding information

Exploring media

Using features and tools

Around the World

Article Display

Dictionary

Distance Calculator

Highlighter

Homework Wizards

Just Looking

Map Search

Menu Bar

Printing control

Sticky notes

Time Frame

Investigating the Internet

Tips

Contents

Click on an icon or title for more information.

Contents

Click on an icon or title for more information.

Getting started

Getting around

Finding information

Exploring media

Using features and tools

Investigating the Internet

Tips

How to use Help

List boxes

Drag and drop

Keyboard commands

Frequently asked questions

Main Menu entry screen

When you open the World Book Multimedia Encyclopedia, you see the Main Menu entry screen, shown below. Use this menu to get to articles, media, the dictionary, or online.

To learn about the features of the Main Menu, place your cursor on the picture below and click on any region where your cursor turns into a hand.

Entire Encyclopedia

Select to jump to Just Looking, where you can browse articles, pictures, videos, and other media. Learn more about Just Looking.

Media entry

Select to jump to the Media Resource Viewing Area, where you can find and display many types of media -- pictures, animations, videos, sounds, simulations, and Bubble Views.

What's New

Select What's New to jump to a special browsing article that will help you discover the breadth of information in World Book. Each month, you'll see a new article with links to articles about holidays, sports, hobbies, and other everyday things. Are you connected to World Book's Online Updating Service? If so, check out What's New to learn about new online features and special online events.

What's New

What's New contains a special browsing article that will help you get to know World Book. Did you know that World Book includes holiday guides, instructions on planting a garden, and many articles about sports, hobbies, and other everyday things? Each month, you'll see a new article that will point you to timely information and highlight features. And if you're connected to World Book's Online Updating Service, you will also learn about new online features and special online events. You can get to What's New from the Main Menu or from the Help control on the Menu Bar.

Topics

Selecting Topics opens up World Book's searching tool, which helps you to pinpoint information about a specific topic.
Learn more about searching.

Maps entry

Selecting Maps takes you to Around the World, where you can view maps and use World Book's Distance Calculator.
Learn more about Around the World.

Dictionary

Takes you to a World Book article with the dictionary open. Learn more about the dictionary.

Time Frame

Select Time Frame to search the entire encyclopedia by a time period -- a year, decade, century, millennium, or era.
Learn more about Time Frame.

Update Now

World Book updates its online information monthly. Click on Update Now to download updates to your encyclopedia.

Homework Wizards

Select to access World Book's three Homework Wizards -- Research Wizard, Chart Wizard, and Timeline Wizard.
Learn more about Homework Wizards.

Exit

Click on Exit to close World Book.

Control Panel

Use the Control Panel to access tools, features, and navigational controls. The Control Panel is located across the top of every screen except for the Main Menu entry screen.

The Control Panel contains the following eleven controls, from left to right. To learn more about a control, click on any words displayed in green.

The Tool Kit displays World Book's research tools and print control.

The Search control opens up the search window, where you can search the encyclopedia for topics or for particular words.

The Dictionary control opens up the dictionary.

The Back Arrow takes you back one screen each time you click it.

The Home control takes you to the Main Menu entry screen. (You can use either the Main Menu or the Control Panel to navigate through World Book.)

The Article control takes you to an Article Display screen, where you can view articles.

The Eye control opens up Just Looking, where you can browse through articles and media in several ways.

The Globe control takes you to Around the World, where you can browse the atlas, access map features, and use the Distance Calculator.

The Hourglass opens up Time Frame, where you can search the encyclopedia by a period of time.

The Satellite Dish takes you to What's Online, World Book's enormous library of information and resources on the Internet.

The Stop control stops any feature or function. For example, click Stop when --
- you are downloading an article from World Book online, but decide you don't want it after all.
- you want to stop the play of an animation, video, or sound clip.

Around the World

Select this control to browse the atlas, access map features, and use the Distance Calculator. Click here to learn more.

What's Online

Select What's Online to jump to World Book's enormous library of online information and resources, including special reports, historical articles, and links to non-World Book Web sites. Click here to learn more.

Stop

Click on the Stop control to stop any feature or function. Stop is located at the top right corner of every screen. Here are some examples of when you might use the Stop control:

- If you are downloading an article from the online library, and you don't want to wait for it.
- To stop the play of an animation, video, or sound clip.

Using the dictionary

Use the dictionary to look up any word in the encyclopedia or any word you type in.

How to open

▪　　If you have an article on screen, double-click on any word to open the dictionary at that entry. You can also double-click on any word in a dictionary entry to pull up its entry.

　　--OR--

▪　　If you want to look up a word that's not on screen, open the dictionary from the Main Menu or from the Control Panel.

　　--OR--

▪　　Drag and drop a word from any article onto the dictionary control.

1. Select any word in an article by moving the cursor over the word while holding down the left mouse button.

2. Hold the left mouse button down again and drag the selected material onto the Dictionary control. Release the mouse button and the dictionary automatically opens to the appropriate entry.

You can also drag a word onto an open dictionary window.

To view a description of the dictionary features, place your cursor on the picture below and click on any region where your cursor turns into a hand.
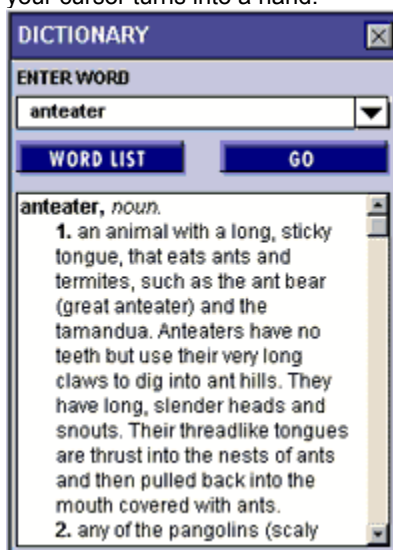
Enter Word

Type in the word you want defined, then click Go or press Enter on your keyboard.

 If you can't spell the word, try typing the first two or three letters. When the corresponding section of the dictionary is displayed, scroll through the list to find your word.

Down Arrow

Click the Down Arrow to see a list of words that you have previously looked up in the current session. To review the definition of any word on the list, highlight the word and click Go.

Use this feature to test your memory and help build your vocabulary.

Word List

Select Word List when you want to scan through the dictionary quickly. This feature hides the definitions so that just the dictionary words are displayed. This is especially helpful when you're not sure how to spell a word. To make the definitions reappear, click on any word.

Go

Click Go after typing in a word to display that word's dictionary entry.

Scrollbar

Use the scrollbar to move through a list. To move one line at a time, click on the up and down arrows on the bar. To move quickly through the list, click on the slider and drag it up or down.

Timelines

Hundreds of timelines provide a quick reference to outstanding events in the history of a topic. You'll find timelines in many geographical articles (such as countries and provinces) as well as in major science, art, and historical articles. You can view and print timelines in two ways: banner view or compact view.

To find a timeline, look for the timeline icon within an article.

Make your own timeline

You can create your own timeline with the help of Timeline Wizard. You select events from World Book timelines or key in your own important dates (such as your birthday or first day of school). The Wizard does all the formatting work for you. You can save your timeline and copy it into other documents, or print it out in a banner view or compact view.

To access the Timeline Wizard, select the Wizard control from the Tool Kit or from the Main Menu, then pick Timeline Wizard.

See also

Timeline Wizard

Tool Kit

The Tool Kit contains World Book's research tools and print control.

Working with two discs

There are two CD's in the Deluxe Edition of World Book. Each disc is packed with information and makes use of many World Book features.

What's on each disc?

We've arranged content on each disc in a way that is most useful to encyclopedia users.

Disc 1:   This is the main disc. It contains all articles, pictures, sound clips, and Bubble Views, as well as many shorter videos. Disc 1 is where you start.

Disc 2:   This disc contains lengthy multimedia features -- animations, videos, and interactive simulations.

How to switch to Disc 2 on a single CD-ROM drive

1.   When you click on a thumbnail for media on Disc 2, a message appears on screen saying "Please Insert Disc 2." (If you don't want to switch discs, click Cancel on the message box.)

Note: **Do not remove Disc 1 until you see the above message prompting you to insert Disc 2. If you remove Disc 1 before the prompt appears, an error will result and you will need to exit World Book and start again.**

2.   Remove Disc 1 from the CD-ROM drive.

3.   Insert Disc 2 into the CD-ROM drive.

4.   Click OK on the dialogue box. The thumbnail will enlarge and you will be able to use the media features that accompany it.

Note: **You may never see the "Please Insert Disc" message if your computer has more than one CD drive and you have inserted both discs, or if you run World Book from a network.**

Browse Media control

Purpose

Use the Browse Media control to help keep disc switching to a minimum. This feature, which is available whenever you are in the Media Resource Viewing Area, enables you to view lists of all the media in World Book according to your current topic or by disc location.

How to use

1. Click on Browse Media, located just above the media window. The Browse Media dialogue box will appear to the left of the media window.

2. The dialogue box contains the following list options:

    Current.   Click Current when you want to browse a list of media related to what you are currently viewing. For example, if you came to the media viewing area from an article, your "Current" list would consist of all media items within that article. If you came to the media viewing area from Just Looking or from Time Frame, your "Current" list would contain the media items that last appeared on the Just Looking or Time Frame display screens.

    All Disc 1.   Click All Disc 1 to view a list of all media located on Disc 1.

    All Disc 2.   Click All Disc 2 to view a list of all media located on Disc 2.

3. After selecting a media list, you can open any list item by clicking on its title. If you do not have the appropriate disc in your computer, you will be prompted to switch discs.

Media Resource Viewing Area

You are in the Media Resource Viewing Area whenever you are viewing a full-sized picture, animation, video, simulation, or Bubble View. The Browse Media control is located above the media window.

Frequently asked questions

Answers to frequently asked questions are available in the Technical Support area of our Web site: http://www.worldbook.com.

If you experience technical problems using World Book, please consult the readme.txt file included with this program. (See the User Guide for instructions on how to open the readme.txt file.)

Tracing your electronic footprints

As you jump from article to article, it's easy to forget what articles you've looked at. World Book automatically keeps track of your "electronic footprints." You can also mark important articles and information so that you can find them from session to session.

The Back Arrow takes you back to your previous screen. You can click the Back Arrow again and again to backtrack your research. The Back Arrow is located on the Control Panel at the top of each screen.

History List

The History list shows the last 30 places you have visited in World Book, with your most recent location at the top of the list. To view your History list, select File from the Menu Bar, then click History. Click on any item in the list to return to it. The History list is not saved when you exit World Book.

Use electronic "sticky notes"   to mark information for later reference. You can sticky note just about anything – articles, pictures, maps, videos, and animations. The sticky notes will remain from session to session until you delete them. To view a list of all your existing sticky notes, select Tools from the Menu Bar, then click Sticky List. Click on any item in the list to return to the article where the note exists.

Use the highlighter to mark important information in articles. The highlights will remain from session to session until you erase them.

Place a sticky note at the beginning of a highlighted section. Then, you can quickly find your highlights by using the Sticky List.

See also

Sticky Note

Highlighter

How to use Help

You can find information in Help by jumping from topic to topic, by using the control buttons, or by using context-sensitive Help.

Coded words, phrases, and graphics

Jump terms are words or phrases that move you to another Help topic when you click on them. In Help, jump terms are shown in green and underlined.

Pop-up definitions are dot-underlined, green words that you click to call up a "pop-up" box containing information. Click again to close the box.

Control buttons

At the top of the Help box are four buttons that help you navigate through Help:

1. Contents: Click from anywhere in Help to return to the Help Contents page.

2. Search: Click to do a keyword search for a specific topic.

3. Back: Click to return to the last Help topic you viewed.

4. Print: Click to print the Help topic in view.

Context-sensitive Help

Context-sensitive Help allows you to access information related to what is on screen without doing a keyword search or searching through the Contents page.

How to use context-sensitive Help

1. Press F1 in any World Book display.

2. A Help topic will open related to the display. Follow the links within the Help topic to get to the particular information you need.

Drag and drop

Drag and drop is a shortcut that activates certain features. In World Book, you can use drag and drop to activate the Search feature or the dictionary.

How to use

1. Select a word or phrase by moving your cursor over the word or phrase while holding down the left mouse button.

2. Hold the left mouse button down again and drag the selected material onto either the search or dictionary control.

    --OR—

    If the Search or dictionary window is already open, drag the selected material into the box for entering words.

3. Release the mouse button and the feature automatically activates.

Keyboard commands

World Book has a simple and intuitive user interface that was designed to be used with the mouse. However, because in certain cases, keyboard commands can be useful and convenient, World Book provides a number of special keyboard commands. These commands, listed below, are case insensitive, which means that if the command requires pressing Alt+C, the "C" can be either capitalized or lower-case.

Within the body of an article:

Page Up	Moves up one window screen
Page Down	Moves down one window screen
Up Arrow	Moves up one line
Down Arrow	Moves down one line

Menu Bar commands:

Alt	Activate or inactivate the Menu Bar mode. When the Menu Bar mode is activated, the underlined letter shortcuts are active. For example, in the Tools control, notice that the "T" in Tools is underlined. So if you press T, the Tools menu will open. The menu options will also include an underlined letter. For example, the "S" in "Sticky Notes" is underlined, so pressing "S" will open the Sticky Note option.
Alt + F	Open File menu from the Menu Bar
Alt + E	Open Edit menu from the Menu Bar
Alt + T	Open Tools menu from the Menu Bar
Alt + O	Open Online menu from the Menu Bar
Alt + H	Open Help menu from the Menu Bar

Click here for more information on the Menu Bar.

Working with list boxes

List boxes are used throughout World Book to show various types of information that supplement articles. Search, the dictionary, article outline, and related articles lists all use list boxes. You can drag a list box around the screen and resize it in order to view the contents more easily. To learn more about list box features, place your cursor on the picture shown below and click on any region where your cursor turns into a hand.
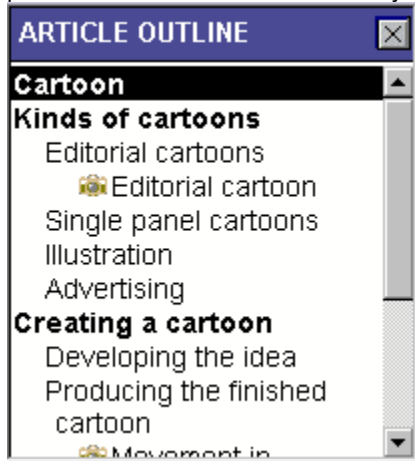
Blue top border

Use the blue border at the top of the box to move the list box around your screen.

1. Click your left mouse button on the blue border and hold it down.

2. Move the mouse while continuing to hold down the left mouse button. The list box will move on your screen. Release the mouse button and the list box will position itself on screen.

Resizing a list box

You can adjust the size of a list box in order to view its contents more clearly.

1. Place your cursor on an edge or corner of a box until your cursor turns into a two-sided arrow.

2. Click your left mouse button and hold it down.

3. Drag your mouse across the screen. The list box gets larger or smaller as you move your mouse. Release the mouse button and the contents of the list box will adjust according to the new size.

Scrollbar

A scrollbar at the side or bottom of a window means there is more information in the box than what is currently in view. Use the scrollbar to move through a list. To move one line at a time, click on the up and down arrows on the bar. To move quickly through the list, click on the slider and drag it up or down.

Closing a list box

List boxes have an "X" in the upper right corner. To close a box, click on the "X." (You can also close a box by clicking on the control that called up the box, such as the Search control or the Dictionary control.)

How to use World Book

You may come to World Book for many reasons. You may seek the answer to a particular question, such as "How high is a badminton net?" or "What is the population of Hong Kong?" Or you may seek general information for a school assignment or report. And, of course, many people like simply to explore World Book, letting one topic lead them to another. Whatever your reason for using World Book, you will find a wealth of information along with tools that make it easy to find what you need.

State-of-the-art search tools give you instant access to information. You can search or browse the encyclopedia in many ways -- by general subjects (such as history or recreation), by particular topics or words, by time periods, by places, or by type of content, such as pictures, sounds, or animations.

Links to related information encourage students to broaden their reading and research. World Book provides many cross-references, or links, within the text of articles and at the end of articles. These cross-references link you to particular maps, charts, multimedia, or articles and sections of articles for additional, related information on material that you have just read. World Book articles also provide thousands of links to related information on the Internet.

Special features help students complete their assignments. Homework Wizards provide advice, instruction, and practical help on research and essay writing, including making charts and timelines. Computer versions of handy research tools, like sticky notes and a yellow marker, help students organize their research.

A simple screen design makes World Book easy to use, even for people with little or no computer experience. You'll see the same basic controls at the top of every screen. Use Help for instructions on using these controls.

Click on any of the following topics for more information:

Exploring an article

Browsing through World Book

Searching for facts

Research aids

World Book and the Internet

Exploring an article

World Book's articles bring together five basic elements: (1) a complete story, (2) media features, (3) an outline, (4) research aids, and (5) links to related information. From the Article Display area, you can access all of World Book's features and functions. To get to an Article Display, click the Article control on the Control Panel or choose Topics from the Main Menu. In addition, you will automatically open the Article Display when you do a search.

To view a description of the Article Display features, place your cursor on the picture below and click on any region where your cursor turns into a hand.

See also

Searching within an article
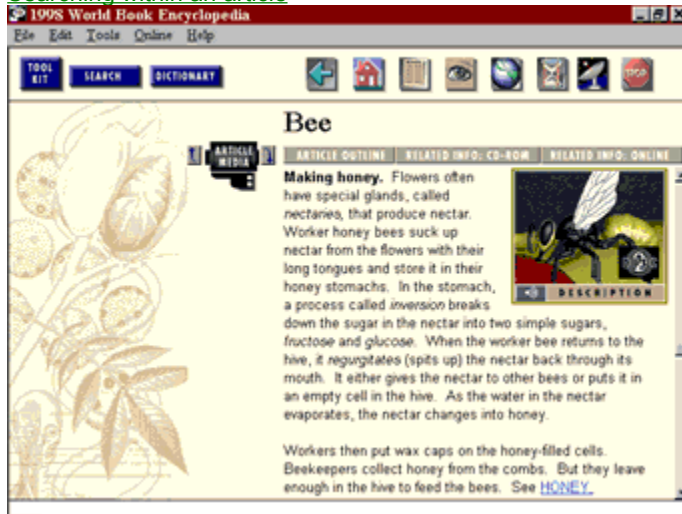
Article title

The title of the article always stays on screen, even when you scroll through the body of the article.

Media thumbnail

Articles contain media thumbnails, which are miniature pictures that represent a picture, animation, video, or simulation. Click once on the thumbnail to open its content. When you see a Disc 2 thumbnail, click on the speaker icon at the bottom of the thumbnail to listen to a short description of the media topic. Click once on the thumbnail to be prompted to switch discs.

Note: Do not remove Disc 1 until you see a message prompting you to insert Disc 2. If you remove Disc 1 before the prompt appears, an error will result and you will need to exit World Book and start again.

Article Media canister

Use the Article Media canister to scroll through or view all media in an article. The media canister is located at the top of each article, just to the left of the article title.

If you don't see the canister, it may be covered up by a list box, such as the Search window or article outline. To view the media canister, move or close the list box.

How to use

To open a canister, click once on it. A "filmstrip" will roll down, as shown on the left. Each tiny picture represents a media element that is in the article.

If there are no media available for the article in view, the canister will be displayed in grey (or dimmed).

Use the filmstrip to browse media in two ways:

1. **To jump to a thumbnail** within the article, click once on a filmstrip picture.

2. **To immediately open a media element,** double-click on a filmstrip picture.

To move the filmstrip up or down, one picture at a time, use the arrows to the right and left of the Article Media canister. You will see the arrow controls (shown in the picture on the left) in articles with long filmstrips that roll off the bottom of the screen.

To close the canister, click on it. The filmstrip will roll up.

Article outline

Use article outlines to get an overview of the contents of longer articles and to find particular information in an article. Click here for more information.

Article outline

Use article outlines to get an overview of the contents of longer articles. You can jump to any section in the article by clicking on a heading or title in the outline.

To open an outline, click the Article Outline control (available when viewing an article).

Parts of an outline:

> **Major sections** of the article are shown in bold type.

> **Subsections** are indented.

> **Media and research elements** are shown within the section where they appear. Before each title is an icon representing the type of media (sound clips, pictures, etc.) Click here for a list of icons used in World Book.

To close an outline, click on the "Article Outline" control, or click the "X" in the upper right corner of the outline box.

Related Info: CD-ROM

Calls up a list of encyclopedia articles and information related to what you are reading. <u>Click here to learn more.</u>

Related Info: CD-ROM

When you are viewing an article, use the Related Info: CD-ROM control to view a list of encyclopedia articles and information related to what you are reading. This control is located beneath the article's title.

To open a list, click the Related Info: CD-ROM control. A list box will appear to the left of the article.

To jump to any article in the list, click on its title.

To close the list, click the Related Info: CD-ROM control, or click the "X" in the upper right hand corner of the list box.

Related Info: Online

Calls up a list of articles from World Book's online library as well as a list of non-World Book Web sites related to the article you are reading. Click here to learn more.

Related Info: Online

When you are viewing an article, use the Related Info: Online control to access a list of articles from World Book's online library, as well as a list of non-World Book Web sites related to the article you are reading. The Related Info: Online control is located beneath the article's title.

To open a list, click the Related Info: Online control. A list box will appear to the left of the article. If you see something of interest, you can get to it with just a few mouse clicks, provided you have an Internet connection.

To jump to an online article or a Web site, just click on a title in the list.   If you are not already online, you will see a message asking you if you want to go online. Say yes, and World Book will connect your computer to the Internet, retrieve the information you requested, and put it on your computer screen.

To close the list, click the Related Info: Online control, or click the "X" in the upper right hand corner of the list box.

Open area

When you are in the Article Display area, the left side of the screen is an open area. When you open the Search feature, article outline, caption boxes, and various lists of related information, the information will appear in this area.

Body of the article

The article text, thumbnails, and icons make up the body of an article.

World Book's text is written in a clear, direct style that makes information easy to grasp. Technical terms are usually italicized and defined immediately in the article, thus ensuring understanding and helping vocabulary development.

Media thumbnails (small pictures that represent a picture, animation, video, or simulation) are placed throughout the article. Because they appear near the information they clarify or supplement, thumbnails help provide context to information. Clicking on a thumbnail opens up the full-sized media element and its related features.

Icons for sound clips, timelines and tables appear throughout the body of the article. To hear a sound clip or jump to a timeline or table, click on an icon.

Article links

Links to related articles in World Book are shown in blue capital letters. World Book has thousands of links within articles that help readers broaden their study of a subject. Click on the words to jump directly to related or additional information on the material you have just read.

Search

Use Search to find information on a particular subject. You can select Search from the Control Panel or by selecting Topics from the Main Menu. The search and results window will open. From this window, you can **search World Book in two ways**:   by "topic" or by "word."

1. **Search by Topic** is the primary search method. Search by topic when you want to quickly find the most important information on a subject. The topic search feature will look for your subject in World Book's index and will display the most suitable matches first. Your search can be a word or a phrase such as "George Washington" or "Buckingham Palace." Click here to learn more.

2. **Search by Word** looks for all instances of your word in World Book. The program looks for the best match, even if you enter plurals. All occurrences of the search term will be highlighted within the article text. You can also use Word Search to limit your search to a specific type of media, to search for words by proximity, or to search with wildcards. Click here to learn more.

See also

Searching within an article

Search by Topic

Click on Search to open the search window, shown below. To view a description of the search window, place your cursor on the picture below and click on any region where your cursor turns into a hand.
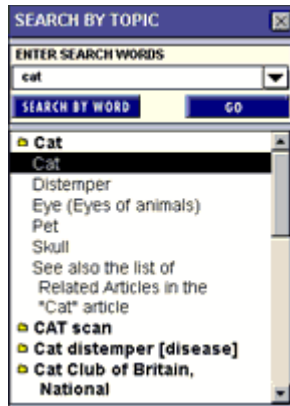
How to use

1. Type the name of your topic in the Enter Search Words text box.

2. Click Go, or press Enter on your keyboard.

   A list of topics and articles will appear in the search box. The most suitable article will appear first.

   Topics are shown in bold type. The first topic folder will open automatically so you can see its list of related articles. To open a topic folder, double-click on the topic title.

3. The first article title will be highlighted in the list and that article will appear automatically in the article display area.

4. To jump to any other article in the results list, double-click on its title.

5. If no match is found for your word, Search will automatically perform a behind-the-scenes word search.

Shortcut -- You can start an "instant" search without even opening the Search control. To do so, select any word or phrase in an article by moving the cursor over the word or phrase while holding down the left mouse button. Then hold the left mouse button down again and drag the selected material onto the Search button. Release the mouse button and the search automatically runs. You can also drag a word or phrase onto an open search window.

See also

[Search by Word](#)

Enter search words

Type the name of your topic. You can enter related words, such as "George Washington" or "Buckingham Palace."

Down arrow

Click to display a list of the previous topics searched in the current session. Double-click on any word to view its search results again.

Search by Word

Click to switch to the Word Search window. (If no match is found for your word in a Topic Search, the Search feature automatically performs a behind-the-scenes Word Search.) [Learn more about Search by Word.](#)

Go

Click Go after typing in your word to see search results displayed.

Topic search results list

Articles appear in order of suitability. Topics are shown in bold type with a small folder icon. The first topic folder will be open, showing a list of related articles. The first article will be highlighted and will appear in the article display. To jump to any other article, double-click on its title. To open any of the other topic folders, double-click on a topic title. To close a topic folder, double-click on it again.

If your search has no results, your spelling may be incorrect. To check, you can scroll through an alphabetical list of articles and media in Just Looking, by selecting "All categories" and "All content" and clicking the Find list.

Topic folders

Many search results include more than one topic. The first topic folder will open automatically. To open any of the other topic folders, double-click on a topic title. A list of related articles will appear under the topic title. To jump to any article in the list, double-click on its title. To close a topic folder, double-click on it again.

Search by Word

To access Search by Word, click on Search to open the search window, then click on Search by Word. The Search by Word window, shown below, appears. To view a description of the search window features, place your cursor on the picture below and click on any region where your cursor turns into a hand.

How to use

1. At the top of the window, select the type(s) of media you want to locate. "All" will be selected unless you choose otherwise.

2. In the Enter Search Word text boxes, type the name of the word(s) you want to locate. To refine your search, use the and/or/not operators to combine up to three search words.

3. Use wildcards to search for more than one form of a word.

4. You can also direct the program to search according to the proximity of the terms.

5. When you've set up your search, click Go, or press Enter on your keyboard.

   A list of articles will appear in the search box. The first article title listed contains the most occurrences of your search term. The article itself will appear in the display area. All occurrences of your word will be highlighted.

6. To jump to any other article in the results list, double-click on its title.

See also

Search by Topic

And/Or/Not (Boolean operators)

You can combine up to three terms in a word search by using the words "And," "Or," and "Not" to specify your search.

Here are some examples of searching within the same sentence:

And	The search term **Australia and desert** finds hits wherever the words "Australia" and "desert" occur in the same sentence.
And Or	The search term **Kennedy and (John or Jack)** finds hits wherever the word "Kennedy" and either "John" or "Jack" occur in the same sentence. Parentheses or brackets tell World Book how to evaluate the terms connected by "or."
Not	The search term **Kennedy not president** finds hits wherever the word "Kennedy" occurs in a sentence that does not also contain the word "president."

You can enter your entire search specifications in the first search entry box. Use the Boolean operators to connect the words. You can enter search terms with more than three words using this method.

You can abbreviate the three operators by entering:

    &   And

    | Or

    !   Not

Proximity search

When a Word Search looks for several words, the proximity tells how closely those words must be located in order to be counted as a "hit." World Book normally looks for words in the same sentence. For example, for the search **South Pole and snow**, the words "South Pole" and "snow" must appear in the same sentence.

In Search by Word, you can change the proximity to limit the search to words appearing in the same paragraph, heading, or article. When you broaden the proximity, you probably will increase the number of "hits" for your search. It is also possible that more of the hits will not be relevant to your research.

To change search proximity, click the down arrow in the Find Within section of the Search by Word window.

Wildcards

A wildcard is a special character used to find various forms of a word. In Search by Word, you can use either of two wildcard characters:

1. ? (question mark) represents a single character

2. * (asterisk) represents one or more characters

Wildcards make it easier to search for more than one form of a word. For example, you can find words that begin with "auto" by using the search term **auto*** or locate any reference that ends with "tion" by using the search term ***tion**.

You can use a wildcard at either the beginning or end of a word, but not both. If, for example, you searched for **? arm?**, your search would not match any words in World Book.

The wildcard window appears automatically when you enter a wildcard character in the search entry text box.

When the wildcard window appears, use the mouse to select up to 25 words for the search. Use the Shift and Ctrl keys for multiple selections. To begin your search, select the Go button.

Boolean operators

In Search by Word, you can combine up to three terms in a word search by using the words "And," "Or," and "Not" to specify your search. To get to Search by Word, click Search to open the search window, then click Search by Word.

Here are some examples of combining terms with and/or/not in the same sentence:

And	The search term **Australia and desert** finds hits wherever the words "Canada" and "desert" occur in the same sentence.
And Or	The search term **Kennedy and (John or Jack)** finds hits wherever the word "Kennedy" and either "John" or "Jack" occur in the same sentence. Parentheses tell World Book how to evaluate the terms connected by "or."
Not	The search term **Kennedy not president** finds hits wherever the word "Kennedy" occurs in a sentence that does not also contain the word "president."

You can enter your entire search term in the first search entry box. Use the Boolean operators to connect the words in the term. You can enter search terms with more than three words using this method.

You can abbreviate the three operators by entering:

&	And
|	Or
!	Not

Proximity search

When a Word Search looks for several words, the proximity tells how closely those words must be located in order to be counted as a "hit." World Book normally looks for words in the same sentence. For example, for the search **South Pole and snow,** the words "South Pole" and "snow" must appear in the same sentence.

You can change the proximity to a paragraph, heading, or article. When you broaden the proximity, you probably will increase the number of "hits" for your search. It is also possible that more of the hits will not be relevant to your research.

To change search proximity, click the down arrow in the Find Within section of the search window.

Wildcards

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1. ? (question mark) represents a single character
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You can use a wildcard at either the beginning or the end of a word, but not both. If, for example, you searched for **? arm?**, your search would not match any words in World Book.

The wildcard window appears automatically when you enter a wildcard character in the search entry text box.

When the wildcard window appears, use the mouse to select up to 25 words for the search. Use the Shift and Ctrl keys for multiple selections. To begin your search, select the Go button.

Media filter

Select the type of media you want to search. All will be selected unless you choose otherwise.

Word proximity

Choose how many words can separate your 'search terms' from each other. For example, for the search **Russia and art -- Find within 8 words,** the words "Russia" and "art" must be within 8 words of each other to be counted as a hit.

Search by Topic

Click to switch to the Search by Topic window. Learn more about Search by Topic.

Word Search results list

A list of articles will appear in the search box. The article with the most occurrences of your search term(s) will be first in the list and that article will appear in the display area. To jump to any other article in the results list, double-click on its title.

Searching within an article

You can search for a particular word within an article with the Find/Find Next control, located under Edit on the Menu Bar. With Find, all instances of the word in the article you are viewing are located and highlighted; the article is positioned at the first instance of the word. To advance to the next instance, click Find Next.

Searching within an article

You can search for a particular word within an article with the Find/Find Next control, located under Edit on the Menu Bar. With Find, all instances of the word in the article you are viewing are located and highlighted; the article is positioned at the first instance of the word. To advance to the next instance, click Find Next.

Article Media canister

Use the Article Media canister to scroll through or view all media in an article. The media canister is located at the top of each article, just to the left of the article title.

If you don't see the canister, it may be covered up by a list box, such as the Search window or article outline. To view the media canister, move or close the list box.

How to use

To open a canister, click once on it. A "filmstrip" will roll down, as shown on the left. Each tiny picture represents a media element that is in the article.

If there are no media available for the article in view, the canister will be displayed in grey (or dimmed).

Use the filmstrip to browse media in two ways:

1. **To jump to a thumbnail** within the article, click once on a filmstrip picture.

2. **To immediately open a media element,** double-click on a filmstrip picture.

To move the filmstrip up or down, one picture at a time, use the arrows to the right and left of the Article Media canister. You will see the arrow controls (shown in the picture on the left) in articles with long filmstrips that roll off the bottom of the screen.

To close the canister, click on it. The filmstrip will roll up.

Around the World

Around the World is where you can view World Book maps and use the Distance Calculator. You can get to Around the World from the Main Menu entry screen, from any screen in World Book using the Around the World control, or by clicking on a map thumbnail within an article.

When you first open Around the World, you will see a map of the world, as well as two controls -- Map Search and Distance Calculator. From this screen, you can do the following:

Browse the atlas -- To begin browsing the atlas, click on any hotspot on the world map. You can jump to progressively more detailed maps to learn about countries, states, provinces, and cities.

Search for a specific map -- Click on Map Search.

Find out the distance between two locations -- Click on Distance Calculator.

See also

Map Search

Distance Calculator

Map Search

Purpose

Use Map Search to jump to the most detailed map available for a location. To get to Map Search, select Around the World from the Control Panel or select Maps from the Main Menu.

To find a map

1. Click on Map Search to open the search box (if it's not already open).

2. Type the location you want to find in the text entry box and press Enter on your keyboard. As you type, the list will automatically reposition itself to entries corresponding to what you type.

   --OR--

   Double-click on a place name in the list. A map of the location, or the most detailed map available that includes the location, will appear.

3. To jump to progressively more detailed maps, click on a map hotspot.

4. To jump to a map of a larger area than the current map in view, click on Overlay controls. A window will appear on the left side of the screen. Click on the Zoom Out control in that window.

Map controls

When you are viewing a map, the following controls appear above the map window. Use them to find related information and access map functions. Click on any control below for a description of its purpose.

OVERLAY CONTROLS | GO TO ARTICLE | MAP SEARCH | DISTANCE CALCULATOR

See also

Distance Calculator

Map Overlay Controls

When you are viewing a map, use Overlay Controls to access the following features, if available: locator maps, thematic maps, legends, and the Zoom Out control.

Locator maps

These are small maps that show you where the region or country you are currently viewing is located within a country or continent. For example, if a map of France were in view, the locator map would be a small map of Europe with France highlighted. When you are viewing a map, use Overlay Controls to access the appropriate locator map.

Thematic maps

A thematic map conveys basic information on such topics as climate, economy, or population distribution. World Book has multiple thematic maps for most continents and major countries of the world.

1. Click on Overlay Controls, located above the map window. A box will open at the left of the screen.

2. At the top, a small text box will display the type of map currently in view, such as "Political." If a down arrow appears to the right of the word, there are related thematic maps available. To see a list of the thematic maps, click on the down arrow.

3. To view a particular map, double-click on its name in the list. It will appear in the map window.

A legend explaining the symbols and information on the map will appear in the Overlay Controls box.

Legends

A map legend is a list of symbols and explanations for the map currently in view. Most thematic maps have legends, as do city maps.

Zoom out control

Use Zoom Out to quickly jump from one map to a map of a larger area. For example, you can jump from a map to a country map, or from a country map to a continent map. When you are viewing a province or state map, use Overlay Controls to access Zoom Out.

Overlay Controls for Maps

Click to view information related to the map in view -- locator maps, thematic maps, or map legends -- as well as the Zoom out control. [Click here for more information.](#)

Distance Calculator

Use the Distance Calculator to find out the distance between any two locations and to see them plotted on a map.
Click here for more information.

Go to Article

Click to jump to an article related to the map in view.

Map search

Click to open the map search window for a new search.

Distance Calculator

Purpose

Use the Distance Calculator to find the distance between two locations. Enter your starting and ending locations. The Distance Calculator plots them on both a three-dimensional globe and a flat map, and displays the distance. The Distance Calculator can also determine how far it is between a set location and your cursor's location on the map.

How to use

1. Click on Around the World from the Control Panel or Maps from the Main Menu, then click on Distance Calculator.

2. The following box will appear on your screen. Click on a region below to learn more about it.
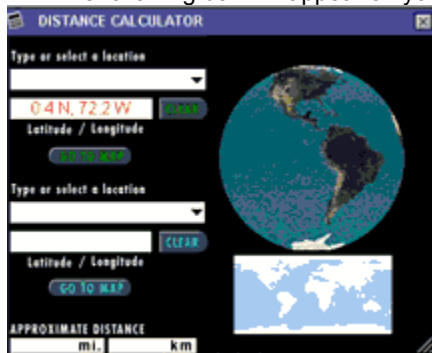
See also

Map Search

Type or select a location

Type a starting or ending location and press Enter on your keyboard. As you type, the list will automatically reposition itself to corresponding entries.

To select a location from the list, click once on the down arrow at the right side of the box and double-click on any place name.

Latitude/Longitude

Will automatically display the latitude/longitude of the place on the map where your cursor is located or of a selected location from the list.

Clear

Click to begin again.

Go to Map

Click to jump to a map showing the location selected.

Distance

The distance between the two locations selected, shown in both miles and kilometres, or the distance between a set location and the cursor.

Globe

Selected locations are plotted on the globe. The globe rotates as necessary to show any location selected. The globe rotation also responds to the cursor position. Move the cursor just outside the edge of the globe to rotate the view of the earth.

Flat map

Selected locations are plotted on a flat map. A line is drawn between the selected points.

Map hotspots

Areas on a map that, when clicked, take you to a related map, article, or picture. To find the hotspots on a map, move your cursor over the map until the cursor changes shape. A compass shape means a link to a map; a rectangle with an "A" means a link to an article; a hand means a picture link.

Time Frame

Purpose

Use Time Frame to search for time related details. Just pick the time period that interests you -- a year, decade, century, millennium, or era. Time Frame will pull up articles, pictures, and other media that mention that time.

Will Time Frame create a timeline?

No. When Time Frame pulls up information, it is not in the form of a timeline -- that is, Time Frame information is not shown across the screen in chronological order. What Time Frame does do is display media and article thumbnails according to the time period you specified. So with Time Frame, you get a unique "snapshot" of the variety of events that occurred in your time period.

If what you are looking for, however, is a timeline, you can find hundreds in World Book. Click here for more information on timelines.

How to use Time Frame

1. Click Time Frame from the Control Bar or from the Main Menu.

    -- OR --

    If you are within an article and see a date that interests you, you can automatically run a time search by clicking on it. **(The cursor will change to an hourglass when it is passed over the date in the article.)**

2. The Time Frame Display screen will appear with the open Time Frame control box shown below. Click on any item below to learn more about it.

See also

Time Frame results display

Time range selector

Use the range selector to view information related to the following time periods:

Year

Decade (10 years)

Century (100 years)

Millennium (1000 years)

Era (selecting Era will display a list of time eras, such as the Reformation, from which you can choose)

Enter Year

Type in whatever year interests you, or use the up and down arrows to scroll through the years.

If you have already picked a time range, such as decade, century, or millennium, certain numbers will be frozen on zero. For example, if you picked decade, the last digit will set automatically to zero.

You can specify the time period as A.D. or B.C. Unless you change it, the date automatically sets to A.D.

If you've selected Era, use the down arrow to view a list of time eras from which you can choose.

If you pick a time range after typing in a particular   year, Time Frame automatically searches within the range related to that year. For example, if you typed in 1776 and then picked "Decade," Time Frame will display information related to the 1770's decade   -- that is, 1770-1779.

Categories

You can limit your search by subject category.

1. To display the category list, click on the down arrow.

2. To select a category, click on it.

3. To close the category list box, click on the down arrow.

Go

Click on Go to run your time search. Time Frame will display the results on screen. [Click here to view a Time Frame results screen.](#)

Time Frame results display

Running a search in Time Frame brings up many article and media thumbnails on your screen. Click on a thumbnail to open its contents.

Use the Status Bar at the bottom of the screen to help identify a media thumbnail. As you pass your cursor over a thumbnail, the Status Bar displays the first line of the caption related to the thumbnail.

Use the scrollbar at the right to move through your selection of thumbnails.

To view a description of the Time Frame results display, shown below, place your cursor on the picture and click on any region where your cursor turns into a hand.

Menu Bar

The Menu Bar is located at the top of each screen. It contains five options: File, Edit, Tools, Online, and Help. Clicking on any option displays a menu with more choices. Click here for Menu Bar details.

Control Panel

Use the Control Panel to access tools, features, and navigational controls. The Control Panel is located across the top of every screen.

New Time Frame

Click to start a new search.

Time range indicator

Shows the time range selected for the current results on display.

Period

Displays the year, decade, century, millennium, or era for the current results on display.

Category

Shows the subject category for the current results on display.

Status Bar

A box located across the bottom of the screen that displays text describing whatever the cursor is on. Look at this bar to view the first line of an article or caption before jumping to the article display or Media Resource Viewing Area.

Scrollbar

Use the scrollbar to move through the search results.

Article thumbnail

In Time Frame, articles are represented by a thumbnail box containing the first sentence of the article.

Media thumbnail

A media thumbnail is a small picture representing a picture, animation, video, or simulation. Click once on the thumbnail to open its content.

Disc 2 thumbnail

When you see a Disc 2 thumbnail, click on the speaker icon at the bottom of the thumbnail to listen to a short description of the media topic. Click once on the thumbnail to be prompted to switch discs.

Note: Do not remove Disc 1 until you see a message prompting you to insert Disc 2. If you remove Disc 1 before the prompt appears, an error will result and you will need to exit World Book and start again.

Browsing through World Book

It's easy to explore World Book with the following features:

Just Looking is the place to start browsing. With Just Looking, you can explore the encyclopedia as you would an actual book -- flipping quickly through "pages" of articles and pictures and stopping for a closer look at anything that catches your interest. You can browse by subject or by media type. You can even scroll through an alphabetical list of articles and media. [Click here to learn more about Just Looking.](#)

Links to related information help you pick up interesting information on many subjects. World Book provides thousands and thousands of links from its articles. With just a mouse click or two, you can jump to other articles or media, and even to information on the Internet that expands on what you were just reading. Let the links lead you from one topic to another. [Click here for more about article features.](#)

What's New contains a special browsing article that will help you get to know World Book. Did you know that World Book includes holiday guides, instructions on planting a garden, and many interesting articles about sports, hobbies, and other fun things? Each month, What's New contains a new article pointing you to timely information and highlighting features. If you're connected to World Book's online updating service, you can look in What's New to learn about new online features and special online events. You can get to What's New from the Main Menu or from the Help control on the Menu Bar.

Thumbnail

A thumbnail is a miniature picture within an article or display that represents a picture, animation, video, or simulation. Click once on the thumbnail to open its content.

Article thumbnail

In Just Looking, articles are represented by a thumbnail box containing the first sentence of the article. Click once on the thumbnail to open the entire article.

Media thumbnail

A media thumbnail is a small picture representing a picture, animation, video, or simulation. Click once on the thumbnail to open its content.

Disc 2 thumbnail

When you see a Disc 2 thumbnail, click on the speaker icon at the bottom of the thumbnail to listen to a short description of the media topic. Click once on the thumbnail to be prompted to switch discs.

Note: Do not remove Disc 1 until you see a message prompting you to insert Disc 2. If you remove Disc 1 before the prompt appears, an error will result and you will need to exit World Book and start again.

Control Panel

Use the Control Panel to access tools, features, and navigational controls. The Control Panel is located across the top of every screen except for the Main Menu entry screen. [Click here for a description of each item on the Control Panel.](#)

Menu Bar

The Menu Bar is located at the top of each screen. It contains five options: File, Edit, Tools, Online, and Help. Click on any option to display a menu with more choices. Click here for Menu Bar details.

Status Bar

A box located across the bottom of the screen that displays text describing whatever the cursor is on. Look at this bar to view the first line of an article or caption before jumping to the article display or media window.

Just Looking

With Just Looking, you can explore the encyclopedia as you would an actual book -- flipping through "pages" of articles and pictures and stopping for a closer look at anything that catches your interest. You can browse by subject or by media type. You can even scroll through an alphabetical list of articles and media. You can get to Just Looking from the Control Panel or by choosing Entire Encyclopedia from the Main Menu.

See also

How to use Just Looking (step-by-step instructions)

Just Looking Tips

For a description of the features on the Just Looking Display, shown below, place your cursor on the picture and click on any region where your cursor turns into a hand.

Subject categories

Use this box to browse by one of eight broad subject categories (such as history or geography) or by all categories. To view the subject list, click the down arrow in the categories box. To select a category, click on it.

 Use the subject categories feature in Just Looking to help gather topic ideas for an assignment or essay. Pick a subject category, then keep browsing until you find a topic that interests you.

Content type

Use this box to choose the type of content you wish to browse. To view a list of content types, click the down arrow in the content box.

Random

Pulls up thumbnails that fall into the subject category and content type selected. You can click Random again and again to browse through screen after screen of thumbnails.

Find

Displays an alphabetical list of all content in the category and type selected so you can locate a specific item. To view the list, click on the down arrow in the Find box. To pull up a thumbnail of any item in the list, click once on its title. To open up an item, click on the thumbnail.

 Use this feature if you're not sure how to spell what you're looking for. To display a list of everything in the encyclopedia, select "All categories" and "All content."

Clear

Click Clear to remove all thumbnails in view from the Just Looking screen.

Just Looking screen

As you work with Just Looking, thumbnails will appear on the screen. If you switch to Disc 2 from Just Looking, any Disc 2 thumbnails that were on screen will be listed in the "Current" list in Browse Media. With this list, you can quickly view these items. Learn more about Browse Media control.

How to use Just Looking

When you open the Just Looking Display, you will see a control feature in the centre. Use the control feature to set up and run various searches.

1. Choose from one of eight broad subject categories (such as history or geography), or select all categories.

2. Choose a particular content type (such as animations or Bubble Views). If you select media, Just Looking will search for all types of media.

3. After you set up your search, Just Looking will create a list of search results that fall into the categories you selected. You can browse the search results in two ways:

    Click Random to fill the screen with thumbnails. You can click Random again and again to view screen after screen of thumbnails.

    Click Find to view an alphabetical list of your search results. A text box also appears; you can type your topic in the text box and, as you type, the list will position itself to the appropriate section. To view a thumbnail of any item on the list, click once on its title. Choose as many items as you want. Click on any thumbnail to open its contents.

4. To help identify a thumbnail topic, use the Status Bar at the bottom of the screen. As you pass your cursor over a thumbnail, the Status Bar displays the first line of the article or caption related to the thumbnail.

5. To open a thumbnail, click on it.

See also

Just Looking Display

Just Looking Tips

Just Looking Tips

You can use Just Looking in several ways to explore World Book. Here are some tips on how Just Looking can help browsers as well as researchers.

To browse for fun

Select "Media" and "All categories." Then click the Random control again and again to view screen after screen of media thumbnails. It's like turning the pages of a huge picture book, only you'll have sounds, videos, animations, and more at your fingertips.

To find content on hard-to-spell words

If you're not sure how to spell your topic, use Just Looking to create an alphabetical list of World Book's contents. Select "All categories" and "All content." Then scroll through the Find list. This is especially helpful for proper names and place names that our automatic spell checker may not recognize.

To gather topic ideas

If you need to narrow down a broad topic idea for an assignment or essay, use the subject categories feature. Pick a subject category related to your assignment, then keep browsing until you find a topic that interests you.

To find topics on Disc 2

Use Just Looking to help find media on Disc 2. When you switch to Disc 2 from Just Looking, all items that were on the Just Looking screen will be in your "Current" list in the Browse Media control. You can use this list to quickly access Disc 2 items. So if you are interested in a particular topic, load up the Just Looking screen with Disc 2 media thumbnails on that topic before switching to Disc 2.

See also

Just Looking Display

How to use Just Looking (step-by-step instructions)

Status Bar

A box located across the bottom of the screen that displays text describing whatever the cursor is on. Look at this bar to view the first line of an article or caption before jumping to the article display or media window

Types of media

World Book uses several types of media features to engage interest and illustrate complex topics. Each type of media is listed below.   You will see icons in article outlines and in a variety of search results lists which indicate various types of media elements, including:

Pictures and illustrations clarify, supplement, or complement subject matter.

Maps are linked to articles, other maps, and pictures to provide context.

Animations explain complex processes in science and technology.

Videos bring history and nature to life.

Simulations introduce scientific principles with hands-on experiments.

Bubble Views show 360-degree views of interesting sites around the world.

Sound clips provide samples of a large variety of music.

Timelines are a quick reference to outstanding events in the history of a topic.

Tables highlight important facts for quick reference.

See also

How to find media

Media and Disc 2

Media Resource Viewing Area

Media and Disc 2

Both World Book discs contain media, arranged in a way that is most useful to encyclopedia users.

Disc 2 contains lengthy multimedia features -- animations, videos, and interactive simulations. When you switch to Disc 2, you'll find fun things like an animation of a dinosaur, simulations you can experiment with again and again, and longer videos that bring nature and history to life.

Disc 1 is the main disc. In addition to all articles, Disc 1 contains a great deal of media -- all pictures, sound clips, and Bubble Views, as well as many shorter videos. Disc 1 is where you start.

Switching to Disc 2

1. When you click on a thumbnail for media on Disc 2, a message appears on screen saying "Please insert Disc 2." (If you don't want to switch discs, click Cancel on the message box.)

   Wait for the above prompt before switching discs. If you switch discs before the prompt appears, an error will result and you will need to exit World Book and start again.

2. Remove Disc 1 from the CD-ROM drive and insert Disc 2.

3. Click OK on the dialogue box. The thumbnail will enlarge and you will be able to use the media features that accompany it.

Browsing media from Disc 2

When you're on Disc 2, you can open all media on Disc 2 using the Browse Media control. You can also browse lists of media on both discs, as well as a list of media related to your current topic. Click here to learn more.

How to find media

There are several easy ways to locate media in World Book:

1. If you want media on a **particular topic** (such as ants or World War II), use the Search feature.

2. If you want to find a certain **type of media** (animations, videos, simulations, etc.) or media in a general **subject category** (such as history or art), use the Just Looking browser.

3. If you are in the media window and want to **see what is available** -- regardless of topic -- use the Browse Media control.

See also

Types of Media

Media and Disc 2

Media Resource Viewing Area

Media Resource Viewing Area

The Media Resource Viewing Area, shown below, is where you view full-sized pictures, animations, videos, Bubble Views, or simulations. The media window automatically opens when you select any of these elements. To view a description of the features of the Media Resource Viewing Area, place your cursor on the picture below and click on any region where your cursor turns into a hand.
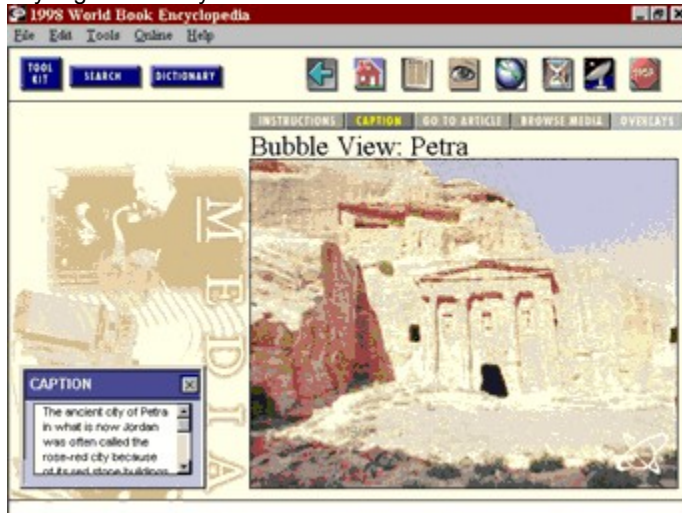
See also

Types of media

How to find media

Media and Disc 2

Instructions

Click for information on how to use the type of media currently in view. From the instructions box, you can also get information on how to use other types of media.

Caption

Click to open or close the caption for the media element in view. When you open a media element, the caption box opens automatically.

 To better view its content, you may need to enlarge or move a caption box. To enlarge a caption box, click and drag an edge or corner of the box. To move a box, click and drag the blue border at the top of the box.

Go to Article

Click to jump to an article related to the media element in view. (You can also jump to the article by clicking the Article icon on the Control Panel.)

Browse Media

Click to view a list of media related to your current topic, or lists of all media on Disc 1 and Disc 2. Click here to learn more.

Picture overlays

An overlay is a series of images of different views of one object, such as the heart. When you open one picture in such a series, you can use the Overlays control to open the other pictures. If there are no overlays associated with a picture, the Overlays control will be shown in grey.

Caption box

The caption box contains information related to the media element in view. When you open a media element, a small caption box also opens automatically. To better view its contents, you can resize the caption box by clicking and dragging one of its edges or corners. To move the box, click and drag the blue border at the top of the box.

Media element

The image appears in the media window. Each type of media has different controls. For help on using a particular type of media, click on Instructions (just above the media title).

Changing the size of a media element

You can choose between two window sizes for animations and videos, provided you have your screen resolution set to at least 800 x 600. When you open an animation or video, it will appear in an enlarged view. A Reduce Image control will also appear next to the Instructions control. To reduce the animation or video in view, click Reduce Image. The control will change to Enlarge Image; click again to view the element at its larger size.

Control Panel

Use the Control Panel to access tools, features, and navigational controls. The Control Panel is located at the top of every screen except for the Main Menu entry screen. Click here for a description of each item on the Control Panel.

Menu Bar

Use the Menu Bar to save files, print, customize your settings, access Help, and more. The Menu Bar is located at the top of every screen except for the Main Menu entry screen. [Click here to learn more.](#)

Media, Reducing/Enlarging

You can choose between two window sizes for animations and videos, provided you have your screen resolution set to at least 800 x 600. When you open an animation or video, it will appear in an enlarged view. A Reduce Image control will also appear next to the Instructions control. To reduce the animation or video in view, click Reduce Image. The control will change to Enlarge Image; click again to view the element at its larger size.

What's Online menu display

What's Online is your jumping off point to World Book's Online Updating Service. You can also use What's Online to jump to World Book's own Web site and to take advantage of a trial subscription offer to the Electric Library.

When you select What's Online from the Main Menu or the Control Panel, you will see the following menu display. To learn more about the features of the What's Online menu, place your cursor on the picture below and click on any region where your cursor turns into a hand.

See also

World Book and the Internet

Finding online information

Menu Bar

The Menu Bar is located at the top of each screen. It contains five options: File, Edit, Tools, Online, and Help. Click on any option to display a menu with more choices. [Click here for Menu Bar details.](#)

Control Panel

Use the Control Panel to access tools, features, and navigational controls. The Control Panel is located across the top of every screen except for the Main Menu entry screen. [Click here for a description of each item on the Control Panel.](#)

Update Now

Click on Update Now to download updated information to your encyclopedia.

Article Updates

Brings up a list of articles in World Book that have been updated, as well as the "headline" of each update. All the information in these updates is automatically added to your encyclopedia each time you select Update Now. What the Article Update section does is allow you to see what articles have been changed. To view an update, click on an update title. You will jump to that article in the World Book Multimedia Encyclopedia. The update will be displayed in a text box to the left of the article and the Related Info: Online list box will be open.

The Month in Brief

This section provides a day-by-day record of major news events around the world.You can click on a date to see what happened or scroll through the month's events in the list box below the calendar.

Web Sites

Select to visit non-World Book Web sites that supplement information in the World Book Multimedia Encyclopedia. World Book editors have screened thousands of Web sites for suitable content.

When you click Web Sites, the Web Site search window opens, allowing you to search our list of Web site titles by keywords.

1. To specify your search, you can combine up to three terms by using the words "And," "Or" and "Not" to specify your search. Click here to learn more about combining search terms.

2. To move from box to box in the search window, use your Tab key or click in the text box.

3. To run your search, click Go. You will see a list of Web sites that match your search specifications.

4. To jump directly to a Web site on the Internet, click on its title in the list.

And/Or/Not (Boolean operators)

You can combine up to three terms in a search by using "And," "Or," and "Not" to specify your search.

Here are some examples.

And	The search term **Indira and Rajiv and Ghandi** finds hits wherever the words "Indira" and "Rajiv" and "Ghandi" occur in a keyword list.
And/Or	The search term **Ghandi and (Indira or Rajiv)** finds hits wherever the words "Ghandi" and either "Indira" or "Rajiv" occur in a keyword list. Parentheses tell World Book how to evaluate the terms connected by "or."
And/Not	The search term **Indira and Rajiv not Ghandi** finds hits wherever the word "Indira" and "Rajiv" occur in a sentence that does not also contain the word "Ghandi."

Our Century

Visit the Our Century archive to read articles about important events of the 20th century -- written at the time they happened. [Click here to learn more about Our Century articles.](#)

Our Century

Our Century consists of thousands of articles about important events of the 20th century that will give you a fascinating glimpse into the past. For example, you can read articles about cars and aeroplanes that were written in the 1920's. Or read an article about World War II written during the war. Our Century articles will give a deeper understanding of the major inventions and events that have shaped the 20th century.

Where do Our Century articles come from?

Our Century articles come from World Book's archives of yearbooks and encyclopedia updates. Since the 1920's, World Book has provided yearly information to its encyclopedia customers to update their encyclopedias. As a result, we have an extensive collection of archived books filled with articles about the important events of each year. We've sifted through the articles and have made thousands of them available online to our World Book Multimedia Encyclopedia customers.

How to use Our Century

Click Our Century from the What's Online menu to open up a list of topics.

1. To open up a list of articles related to that topic, click on the topic name in the list. The article list will consist of the first line of each article and the year it was published.

2. To view an article, click on its title. If you are not already online, you will see a message asking you if you want to go online.

You can also access Our Century articles when you are viewing an encyclopedia article by clicking on Related Info: Online. Learn more about Related Info: Online control.

Webliner

The Webliner is World Book's own Web site. Clicking on Webliner launches your browser and takes you to the site. Our Web site is an excellent place for teachers, students, and parents to visit for curriculum pointers, tips for completing homework, and news about World Book products. World Book Multimedia Encyclopedia owners can also obtain online technical assistance. The Webliner is World Book's public site on the World Wide Web.

Electric Library

Click here to learn about our Electric Library offer.

Finding online information

There are several ways to locate online information:

1. If you want information on a **particular topic** (such as the sun or World War II), use the <u>Search feature</u> to locate information within the encyclopedia about your topic. Then, when you are viewing an encyclopedia article, select <u>Related Info: Online</u> from the Article Display. You will see a list of online articles and Web site links related to your topic.

2. If you are interested in locating only a certain **type of online information** (such as historical articles or links to non-World Book Web sites), start with the <u>What's Online menu.</u>

3. If you want to update your encyclopedia articles with the latest online information, select Update Now from either the Main Menu entry screen or the What's Online menu. The updates will be downloaded into the appropriate articles.

See also

<u>World Book and the Internet</u>

<u>What's Online menu display</u>

Message Centre

Purpose

The Message Centre is a feature that allows us to communicate directly with you through the Internet. Through the Message Centre feature, we will notify you of important online events. We will even send you notifications of online information that we think might be of special interest to you, based on the information you supply us when you register World Book – such as your age.

If you are not an online user, you will never see the Message Centre.

The Message Centre window opens automatically whenever you (1) click on Update Now to update your encyclopedia with online information, or (2) request any information (such as a particular article) from World Book's online updating service. You can also open the Message Centre from the Online menu on the Menu Bar. In the Message Centre window you will see notifications organized by date and priority. You can view any message or bypass it if you wish.

At the bottom of the Message Centre are four controls: View, Mark as Read, Delete, and Close.

▪   To view a message, highlight it by clicking on it once; then click View. The entire message will be displayed, with various options for responding based on the message's content.

        To close a message, click Close.

        To delete a message, click Delete.

        To save a message (either before or after reading it), click Mark as Read.

World Book and the Internet

World Book uses the Internet to supplement the World Book Multimedia Encyclopedia with several types of information:

Monthly updates to keep encyclopedia articles current.

A monthly summary of major news events around the world.

In-depth articles on timely topics to supplement many encyclopedia articles.

Articles from World Book's Year Book archives to provide a fascinating glimpse into the past.

Links to non-World Book Web sites to help students find information on the World Wide Web.

In addition to the World Book resources, you receive a trial subscription to Electric Library.

See also

Finding online information

What's Online menu display

Setting up World Book to work with the Internet

An introduction to the Internet

The Internet is a vast network of computers around the world through which people share information. The information can be in the form of text, pictures, sounds, or multimedia. The word **online** often refers to a connection to the Internet.

The **World Wide Web** is the part of the Internet that provides graphics, audio, and video. A **Web site** is a collection of information at a specified location on the World Wide Web. The information on a Web site is arranged in separate displays called **pages**. Web sites can be devoted to a single topic or can include a variety of topics, each spanning many pages. Web sites and their pages reside in computers connected to the Internet. Businesses, institutions, interest groups, and even individuals have Web sites.

An **Internet service provider (ISP)** is a company that connects computer users to the Internet. A user establishes the connection through a modem, a part of the computer that is connected to the telephone system. Once the connection with the ISP is established, the user generally employs a software package called a Web browser to access the World Wide Web portion of the Internet.

How to set up World Book to work on the Internet

For instructions on how to configure World Book to work with an Internet service provider, see the printed User Guide that came with World Book, or the Readme file that World Book installed on your computer. The Readme file is located in the folder where you installed World Book. Unless you specified otherwise, this will be on your local hard disc and named WBI98S (C:\WBI98S).

You can connect to or disconnect from your Internet service provider (ISP) by selecting the Online option on the Menu Bar.

Tool Kit

Use the Tool Kit to get to World Book's research tools and print control. To learn more about the Tool Kit contents, click on any of the words shown in green.

Homework Wizards   help with common homework assignments -- <u>writing essays,</u> <u>making charts,</u> and <u>creating timelines.</u>

A <u>highlighter</u>   for marking important information.

<u>Sticky notes</u> to organize your research.

<u>Print control</u> to print out important information.

Homework Wizards

What is a Wizard?

A wizard is an easy-to-use "mini" computer program that walks you through a complicated task. World Book's Homework Wizards give students step-by-step help with three common homework assignments: writing essays, making charts, and making a timeline. To learn more, click on the green words.

Research Wizard

Use Research Wizard whenever you need to write an essay. The Wizard walks you through the basic steps of good essay writing, from choosing a topic to polishing the final draft. Along the way, you'll get lots of advice on research and writing. Using your input, the Wizard will even set up a schedule, create notecards, and develop a bibliography.

Click on any of the following topics for more information.

How to use Research Wizard

Saving your essay (and finding it again)

Common questions about Research Wizard

See also

Chart Wizard

Timeline Wizard

How to use Research Wizard

To open Research Wizard, select the Homework Wizard control   from the Tool Kit or from the Main Menu, then pick Research Wizard. As you work in Research Wizard, you will be using the Research Wizard menu, consisting of 12 steps in writing an essay. The Wizard will walk you through each step, providing instructions and advice and prompting you for input when needed. After you have completed a step, the Wizard will put a check mark next to it on the menu. You can return to any step to make changes to your work.

In each of the 12 writing steps, you may see the following controls at the bottom of the screen: (1) Print, (2) Back, (3) Next, (4) Cancel, and (5) Finish.

Click Print   -- or press Alt + P -- to print out advice for the step you are in.

Click Back – or press Alt + B -- to get to the Research Wizard menu.

Click Next – or press Alt + N -- to move to the next screen in that particular step. If Next is grayed out, there are no more screens for the writing step you are in.

Click Cancel – or press Esc -- if you've made changes in your essay that you don't want saved.

Click Finish – or press Alt + F -- to leave the step you are working on.

See also

Saving your essay (and finding it again)

Common questions about Research Wizard

Saving your essay (and finding it again)

When you write your first draft and create a bibliography, Research Wizard will prompt you to create a word processing file in which to save your work. It is important that you remember your essay name and where it is kept on your computer, since you will need to work on it in your word processor. When you see a prompt to save, you must (1) specify a name for your file, and (2) specify a directory (sometimes called a folder) for your file.

1. File name. Pick a name that you can easily remember. The default name is the name of your essay. (You name your essay when you first begin working in Research Wizard.)

2. Directory. You can save your essay file in any directory you wish. For example, you may want to create a directory folder with your name and put all of your essay files in it. If you do not specify a directory folder, Research Wizard will automatically put your essay file and any other files it creates in the folder where the World Book Multimedia Encyclopedia is stored on your computer. Unless you specified otherwise, World Book will be in a folder called WBI98S.

It's a good idea to write the name of your file and the directory down. If you are not familiar with working with and saving word processing documents, you may wish to review the manual for your word processor program.

See also

How to use Research Wizard

Common questions about Research Wizard

Common questions about Research Wizard

How do I open my first draft and bibliography in my word processor?

You can open your files in two ways: (1) from your computer's desktop or (2) from within your word processor program. Not all computers will open a file from the desktop, so if (1) doesn't work for you, try (2).

From the desktop, open the directory where the files are located. Find the first file icon. Double-click on the icon for the first of your files. Your word processor will boot up and the file will open.

   --OR--

From within your word processor, open the file the same way you would open any other word processing file.

1.   In most word processing programs, you can click the File pull-down menu and select Open.

2.   From the Open dialogue box, select the directory where your files are located. A list of files in that directory will appear in the dialogue box.

3.   If you do not see your files, reset the type of files your system is displaying. Select either files in Rich Text format (rtf) or Text only (txt).

4.   Select your file, then click Open.

Not all word processors function the same way. If you cannot locate your files as described above, please check your word processor's User Guide or Help system.

When I'm doing research, the Research Wizard is blocking the article that I need to read.   How can I get a better view of the article?

You can move the Research Wizard around the screen so that you can view the whole article. To move the Research Wizard, click and hold down the mouse button on its title bar. Drag the Research Wizard to a position that allows you to see more of the article. (To get the maximum article viewing area, drag the two Research Wizard windows on top of each other.)

How do I copy text into a notecard?

1.   Highlight the text you want to copy in an article or Web page. If you have trouble highlighting the text, try starting your highlight at the bottom right and dragging your cursor to the top left.

2.   Go to the top Menu Bar and select Edit, then Copy.

3.   Click the spot on the notecard where you want the text to appear. The blinking cursor will appear.

4.   On the notecard window, click the Paste button.

When sorting notecards, how do I move a card from one group to another?

From Group mode:

1.   Move your cursor over the top of the pile of notecards until you see the card you want to move.

2.   Move your cursor until it changes into a single card with an arrow. Click and hold down the mouse button.

3.   Drag the card to the desired pile.

From Order mode:

1.   On the left side of the screen, there's a pile of cards (may be empty) to be sorted.   Drag the card to that pile.

2.   Click the Group button.

3.   On the group screen, drag the card to the desired group.

I'm ready to write my first draft and I made two files, but now I can't find them. Where are they?

To find your file, you need to know (1) the file names and (2) the directory where the files are located.

1. File names. The Advice file is named either Advice.rtf or Advice.txt. To find the file that contains your essay data, you need to know what you named it.   If you used the default filename, then the file has the same name as your essay. The file will have an extension of either .txt or .rtf. For example, if you named your essay CARS, then your essay filename will be either CARS.TXT or CARS.RFT.

2. File directory. When you saved your files, Research Wizard allows you to place them in any directory. (It's always a good idea to write the directory name down somewhere.) However, if you did not specify a particular directory, Research Wizard will automatically put your essay file and any other files it creates for your work in the folder where the World Book Multimedia Encyclopedia is stored on your computer. Unless you specified another directory folder name, World Book will be in a directory folder called WBI98S.

I created a bibliography and now I can't find it or open it in my word processor. Where is it and how do I open it?

You find your bibliography the same way that you find your essay file, except that your bibliography file has a different filename.   Research Wizard automatically gives your bibliography file a name starting with the letters "BIB" and ending with the first five letters of your essay name. For example, if your essay was "HURRICANES," your bibliography file would be named BIBHURRI.

Is my bibliography ready to hand in to my teacher?

Not necessarily. Be sure to double-check the following three elements of your essay:

1. Bibliography style -- The Research Wizard bibliography style may not match what your teacher expects from you. You need to make sure your bibliography is in the correct style for your assignment.

2. Completeness of bibliography --Did you use sources for which you did not create Research Wizard notecards? If you did, be sure to enter these sources into your bibliography.

3. Unused notecards -- Did you create notecards that you did not use in your essay? If you did this, then you may want to delete entries for unused sources before handing in your essay.

See also

How to use Research Wizard

Saving your essay (and finding it again)

Chart Wizard

Use Chart Wizard to create colorful, professional-looking charts with just a few mouse clicks. You can use this Wizard to make charts for essays or just for fun things -- like tracking the statistics of your favorite basketball team.

Click any of the following topics for more information:

[How to use Chart Wizard](#)

[Saving your chart (and finding it again)](#)

[Common questions about Chart Wizard](#)

See also

[Research Wizard](#)

[Timeline Wizard](#)

How to use Chart Wizard

Select the Homework Wizard control from the Tool Kit or from the Main Menu, then pick Chart Wizard. The Wizard will walk you through a series of screens to set up your chart, prompting you for input when needed. You can pick from four types of charts: a vertical bar, horizontal bar, line, or pie or circle, and pick the type of comparison you are making. Chart Wizard sets up a table for you to fill in with the information for your chart, and then creates a chart. You can change the colors or patterns on the chart, and change the fonts.

See also

Saving your chart (and finding it again)

Common questions about Chart Wizard

Saving your chart (and finding it again)

When you finish your chart, Chart Wizard will prompt you to save the chart. It is important that you remember your chart name and where it is kept on your computer, in case you need to revise it. When you see a prompt to save, you must (1) specify a name for your file, and (2) specify a directory (sometimes called a folder) for your file.

1. File name. Pick a name that you can easily remember. The default name is the title of the chart.

2. Directory. You can save your chart file in any directory you wish. For example, you may want to create a directory folder with your name and put all of your chart files in it. If you do not specify a directory folder, Chart Wizard will automatically put your chart file and any other files it creates for your work in the folder where the World Book Multimedia Encyclopedia is stored on your computer. Unless you specified otherwise, World Book will be in a folder called WBI98S.

    It's a good idea to write the name of your chart file and the directory down.

3. Each time you save your chart, the Chart Wizard will automatically save two files – one that you can edit and one that you can insert into another document. The two files have the same name but different extensions (an extension is the three characters of a computer file's name that come after the "."). The file with the extension "cht" is the one you will edit with Chart Wizard. The file with the extension "bmp" is actually a picture file that can be inserted into a word processing document or presentation. The Chart Wizard will save both a "bmp" file and a "cht" file each time you save a chart.

See also

How to use Chart Wizard

Common questions about Chart Wizard

Common questions about Chart Wizard

When I enter my data into the two column table, the left column says "Label." What does that mean?

The information in the label column identifies a particular bar, line, or pie piece in your chart. Let's say that you are building a bar chart to show how many books each of your friends read this summer. You would have a bar for each friend. So the label for each bar would be your friend's name. The labels you enter in this column will appear on the chart's legend. The chart's legend shows color and what each color represents.

How do I change the colors of my chart?

1. Go to the screen that says, "Change the Chart's Colors or Patterns."
2. Click on the particular piece, such as a bar or line, that you want to change.
3. On the color palette, click on the color that you want. The piece will now display in the color that you chose.

I don't have a color printer. Will my charts still look good in black and white?

Yes. With Chart Wizard, you can use patterns for elements of your chart instead of colors. To select patterns, go to the screen that says, "Change the Chart's Colors or Patterns." Click the patterns button. Then change the patterns the same way that you change colors.

When I save my chart I get a message that the Chart Wizard saved two files. Why did it create two files?

The Chart Wizard saves two files to make it simple for you to edit your chart. The two files have the same name but different extensions (an extension is the last three characters of a computer file's name that come after the "."). The file with the extension "cht" is the one you can easily edit with Chart Wizard. The file with the extension "bmp" is actually a picture file that can be inserted into a word processing document or presentation. The Chart Wizard will save both a "bmp" file and a "cht" file each time you save a chart.

Can I include my chart in an essay or presentation?

Yes. When you save your chart, the Chart Wizard makes two files. One file has an extension of .bmp. It contains a picture of your chart. You can insert a copy of this file into a word processing document or in a presentation. You may also read this file in a graphics program.

See also

How to use Chart Wizard

Saving your chart (and finding it again)

Timeline Wizard

Use Timeline Wizard for help in creating your own timeline. You can create two types of timelines – a banner view timeline, which will be spread out over several pages, or a compact view timeline, which will be on one page. The Timeline Wizard will create a table in which you will fill in events related to your topic and the dates of the events. You can search the encyclopedia's timelines for events and add them to your timeline, or key in your own event information and dates. The Wizard will prompt you for input when needed.

Click any of the following topics for more information:

Saving your timeline (and finding it again)

Common questions about Timeline Wizard

See also

Research Wizard

Chart Wizard

Saving your timeline (and finding it again)

When you finish your timeline, Timeline Wizard will prompt you to save the timeline. It is important that you remember your timeline's name and where it is kept on your computer, in case you need to revise it. When you see a prompt to save, you must (1) specify a name for your file, and (2) specify a directory (sometimes called a folder) for your file.

1. File name. Pick a name that you can easily remember.

2. Directory. You can save your timeline file in any directory you wish. For example, you may want to create a directory folder with your name and put all of your timeline files in it. If you do not specify a directory folder, Timeline Wizard will automatically put your timeline file and any other files it creates for your work in the folder where the World Book Multimedia Encyclopedia is stored on your computer. Unless you specified otherwise, World Book will be in a folder called WBI98S.

   It's a good idea to write the name of your timeline file and the directory down.

3. When you save your timeline in the **compact view,** the Timeline Wizard automatically saves two files – one that you can edit and one that you can insert into a word processing document or presentation. The two files have the same name but different extensions (an extension is the three characters of a computer file's name that come after the "."). The file with the extension "tim" is the file that keeps track of your events and dates. The tim file is the one you can edit. The file with the extension "bmp" is actually a picture file that can be inserted into a word processing document or presentation. The Timeline Wizard will save both a "bmp" file and a "tim" file each time you save a compact timeline.

4. When you make your timeline in the **banner view,** the Timeline Wizard saves only a "tim" file. You can edit this file and print it out, but you cannot insert a banner timeline into a word processing document or presentation.

See also

Common questions about Timeline Wizard

Common questions about Timeline Wizard

Do I need to add data to every field in the Time Table?

No.   The only fields you must fill in are Event Description and Start Year, which are white. All gray fields are optional.

How do I delete an event in the Time Table?

1.   Move the cursor over the event number until the cursor changes into a right arrow.

2.   Click the event number. The event highlights.

3.   Click the Delete Event button.

4.   You'll see a message "Are you sure you want to delete this event?"   Click Yes.

Once I've searched for events, how do I add them to my timeline?

1.   In the Search Results box, highlight the event that you want to include.   If you want to include all the events, click Select All.

2.   Click the Select Events button. The highlighted event(s) will move to the Accept in My Timeline box.

3.   When you're done selecting events, click Next. The events listed in the Accept in My Timeline box will be transferred into the Time Table.

I didn't get any search results.   What do I do?

   Make sure that you are entering valid historical names, places, events, or dates.

   If you searched with the AND operator, then try changing the operator to OR.

   If you searched for two words and you put them in the same field, try putting them in separate fields, and using the OR operator.

I got over 100 search results.   How can I narrow my search?

   Use more specific terms.   For example, instead of "war," enter "Revolutionary War."

   If you searched with the OR operator, then try using the AND operator.

Can I include my timeline in an essay or presentation?

Yes, if you save your timeline in a compact format. When you save a compact timeline, the Timeline Wizard makes two files. One file has an extension of .bmp. It contains a picture of your timeline. You can insert a copy of this file into a word processing document or in a presentation. You may also read this file in a graphics program.

See also

Saving your timeline (and finding it again)

Highlighter

Use the highlighter to mark important information in articles. The highlights will remain until you erase them.

To highlight text

1. Click on the Tool Kit control in the upper left corner of your screen.

2. Click on the highlighter control. This turns your cursor into a yellow highlighter.

3. Select the text you want to mark by holding down the mouse button and dragging the highlighter across the text.

4. Release the mouse button. The text you selected will be highlighted in yellow.

To turn off the highlighter

Click on the highlighter control in the Tool Kit.

To erase highlighting

1. To delete all highlights in the article currently on screen, click Tools on the Menu Bar and select Clear Article Highlights.

2. To erase all your highlights throughout the encyclopedia, click Tools on the Menu Bar and select Clear All Highlights.

Sticky Note

Use sticky notes to mark important information for later reference. You can place sticky notes in articles and media. The sticky notes will remain until you delete them.

To create a sticky note

1. Place your cursor anywhere within the paragraph where you want a sticky note.

2. Open the Tool Kit and select the Sticky Note control. A blank note will appear on your screen.

3. To write on the note, click anywhere within the sticky note box and start typing. There is no limit to the amount of text you can enter.

4. To close an open sticky note, select Place. A sticky note icon will appear at the beginning of the paragraph where your cursor is located.

    You can reposition a sticky note within an article by clicking and dragging the sticky note icon.

To view a list of existing notes

1. Click Tools on the Menu Bar at the top of the screen.

2. Click Sticky List. A list of the titles of all articles containing sticky notes appears. To jump to an existing sticky note, double-click on the article title.

To open an existing sticky note

1. Within an article, click on the sticky note icon.

2. You can also access sticky notes from the Tools menu at the top of the screen. Here you can get a list of all the sticky notes you have placed in articles. To get to a particular note, click on that item in the list.

To delete a sticky note

1. Open the sticky note by clicking on the sticky note icon within an article.

2. Click Delete from the buttons beneath the note.

Print control

The print control is available either by selecting the Tool Kit or by selecting Print from the Menu Bar. You can print any of the text in articles and tables, and all of the dictionary entries and maps. You can also print most of the drawings and photographs. When you select Print, a dialogue box will appear with a list of print options from which you can choose.

To limit print options, select File from the Menu Bar. Then select Options.

If the Print button is dimmed, the current display is not printable.

Menu Bar

You can use the Menu Bar to save files, print, customize your settings, access Help, and more. The Menu Bar is at the top of each screen, on the left side of the screen just above the Control Panel. The Menu Bar contains the following choices:

(1) File

(2) Edit

(3) Tools

(4) Online

(5) Help

Clicking on any choice results in a menu with more options. For a description of the options available under each Menu Bar item, click on any heading above.

File option on the Menu Bar

From the Menu Bar, click File -- or press Alt + F -- for the following capabilities:

Save as -- Use to save the article in view, or a selected portion of the article, to a disc or to another directory.

Options -- Use to customize your file storage location, print settings, and multimedia playback. Click here for more information.

History -- Select for a list of the last 30 places you have visited in World Book during your current session. Click on any item in the list to return to it. The History list is not saved from session to session.

Print setup -- Use to change the setup of your printer by making the appropriate selections.

Print -- Use to print out articles or selected sections of articles. You can print any of the text in articles and tables and all of the dictionary entries and maps. You can also print many drawings and photographs and their captions. (Print can also be opened from the Tool Kit.)

Exit -- Click to exit the World Book Multimedia Encyclopedia program.

Beneath the Exit control is a list of the last five articles displayed in the current session. To jump to any of these articles, click once on its name in the list.

See also other Menu Bar options:

Edit

Tools

Online

Help

Options

When you click Options from File in the Menu Bar, you see the Options screen, shown below. Use this screen to customize your World Book settings. To view a description of an option, place your cursor on the picture below and click on any region where your cursor turns into a hand.

OPTIONS ☒

FILE LOCATION

WORLDBOOK CD-ROM DRIVE 1 | Any CD-ROM drive ▾

WORLDBOOK CD-ROM DRIVE 2 | Any CD-ROM drive ▾

STICKY NOTE LOCATION [   ]

TEMPORARY FILES LOCATION [   ]

PRINTING

MAXIMUM NUMBER OF PAGES IN PRINTOUT [   ]

DISABLE GRAPHICS PRINTING ☐   LIMIT PRINT LENGTH ☐

MULTIMEDIA

DISABLE VIDEO / ANIMATION ☐ DISABLE SOUND CLIPS ☐

PLAY AUTOMATIC AUDIO ☐

CANCEL   OK

CD ROM drive

Select to specify multiple drives for each World Book disc to eliminate switching discs. (The default is the drive specified during installation.)

Sticky note location

Select to specify an alternative storage location for your sticky notes. (The default is the World Book program directory.)

Temporary files location

Select to specify an alternative storage location for temporary files. (The default is the World Book program directory.)

Printing

Select to exclude graphics from printing and/or to limit the number of pages in a printout.

Multimedia

Select to turn off/on videos, animations, simulations, sound clips, and/or automatic audio.

Edit option on the Menu Bar

Click Edit -- or press Alt + E -- for the following capabilities:

Copy -- Select to copy any selected text to the clipboard for later use in word processing programs. First, highlight the text you want to copy by moving the cursor over it while clicking and holding down the mouse button. Then click on the Copy option. You can also copy many pictures, maps, and diagrams to the clipboard in order to paste them into graphics programs. To do this, select Copy from the Edit menu when a picture or multimedia item is in view.

Select All --   Click this option to automatically select the entire current article to copy to the clipboard for later use in word processing programs.

Find/Find Next -- Use Find to search for a word within an article that you are viewing. Find differs from the Search function, which searches the entire encyclopedia for a word or phrase. With Find, all instances of the word in the article you are viewing are located and highlighted; the article is positioned at the first instance of the word. To advance to the next instance, click Find Next.

Font size -- Use this option to change the size of article text. Choose Auto for the font size best suited to the window size.

See also other Menu Bar options:

[File](#)

[Tools](#)

[Online](#)

[Help](#)

Tools available from the Menu Bar

Click Tools -- or press Alt + T -- for the following capabilities:

Sticky List -- Select to bring up a list of existing sticky notes. To jump to the article where the note exists, click a note in the list or click OK. Click Delete to delete a selected item; click Cancel to close the Sticky List without any changes; click OK to save changes to the Sticky List or to jump to the selected sticky note; click Close to save changes and close the Sticky List box.

Notepad -- Select to paste or write using the World Book Notepad program.

Clear all highlights -- Click to erase all highlights you have marked throughout World Book.

Clear article highlights -- Click to erase highlights in the article you are viewing.

Homework Wizards -- Select to choose from three "mini" programs designed to help students with common homework assignments -- writing essays, making charts, and creating timelines. (You can also open Wizards from the Main Menu or the Tool Kit.)

See also other Menu Bar options:

File

Edit

Online

Help

Online option on the Menu Bar

Click Online -- or press Alt + O -- for the following capabilities:

Connect -- Select to connect to your Internet service provider (ISP). The stars in the What's Online button twinkle when you are connected; the satellite dish moves when you are downloading.

Disconnect -- Select to disconnect from your ISP.

Message Centre – Select to access messages about online events.

Configure -- Select for options that allow you to establish an online link. You may also establish a directory in which to save online files. The online directory is where files will be copied or downloaded from the Internet.   For configuration instructions, see the World Book User Guide or the Readme file. The Readme file is located in the folder where you installed World Book. Unless you specify otherwise, World Book will be in a folder on your local hard disc (C:\WBI98S).

Download directory – Select to delete files that have been downloaded from the Internet to your hard disc.

See also other Menu Bar options:

File

Edit

Tools

Help

Help option on the Menu Bar

Click Help -- or press Alt + H -- for the following capabilities:

 Help topics -- Select for information and instructions about displays and functions. You can search Help for particular words. You can also press F1 on the keyboard while on any screen in the World Book program to receive help specifically related to that screen.

 What's New at World Book article -- Select for timely facts and highlights.

 About World Book -- Select to view product credits and acknowledgments.

See also other Menu Bar options:

File

Edit

Tools

Online