INFOBUSINESS

MEGA MOVIE GUIDE

for windows

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MULTIMEDIA CD-ROM

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Mega Movie Guide
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Introduction

Congratulations on your purchase of the *Mega Movie Guide* Multimedia CD-ROM, and your decision to take the most vital step towards insuring that you utilize your time watching the highest level of movie entertainment available! Due to the comprehensive nature of the *Mega Movie Guide*, an individual could spend all their time watching the *Greatest Hits of the Decades*, movies that were honored as being the "Best Picture" of the year by the Academy Awards®, or watch over 1290 movies that have a quality rating of 4 stars.

It is our intent and goal to provide you our valued customer with the most: comprehensive, economical, up to date, easy to use source for obtaining data on anything which has been put into the wonderful medium of film. Few activities can match the enjoyment and pleasure which come from watching a meaningful, worthwhile, entertaining movie. On the other hand, few activities waste more time and money than sitting through a disappointing, poorly produced movie. Hence, with our creation of the Mega Movie Guide Multimedia CD-ROM we at INFOBUSINESS want to insure that the valuable viewing time that you set aside for movies is spent watching films that correspond with your viewing interests—resulting in entertaining positive movie experiences instead of disappointing, boring movie experiences. Let the *Mega Movie Guide* give you direction in your video/movie selection.

We would like to extend our heartfelt appreciation to Richard Guay and Lawrence Shulman of TV Data Technologies, Jay Brown of Cineman Syndicate, and Mark Theobald of Shryer Publishing.

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System Requirements
Before installing the Mega Movie Guide, verify that your system is compatible with the Mega Movie Guide. In order for you to run the Mega Movie Guide for Windows successfully, your system should contain:

1. An IBM PC/AT compatible computer with an Intel-compatible 286 processor (or greater).

For optimal performance on the Windows platform, a 386 processor or greater is recommended.
2. Microsoft Windows 3.1 or higher (must be currently installed on your system).
3. MS DOS version 3.0 or higher.
4. A minimum of 2 megabytes of Random Access Memory (RAM). For optimal performance, 4 or more megabytes are suggested.
5. At least one fixed disk drive (hard drive) with at least 2.0 megabytes of free space .
6. A monitor capable of displaying graphics and a compatible video card (VGA 256 color recommended).
7. A mouse.

Installing Mega Movie Guide

To install Mega Movie Guide, follow the steps outlined below:

1. Run Windows in protected mode by typing WIN at the DOS prompt.
2. Enter the Windows Program Manager.
3. From the Windows Program Manager, choose **F**ile and **R**un from the main menu. The Run dialog box will appear.
4. Insert the *Mega Movie Guide* CD into your CD-ROM drive.
5. In the Run dialog box, enter **D:\Install**. If the CD-ROM drive that you are using is not D:, then substitute the correct letter for the drive (ie—E:). Press ENTER.
6. The Mega Movie Guide setup and installation program will run. You will be prompted to accept the default settings for installing Mega Movie Guide. If you would like to change the settings (such as where the files will be stored), you may do so. Simply follow the instructions as they appear on the screen.
7. When the installation is complete, Mega Movie Guide will have created its own program group. To run Mega Movie Guide, simply double click on the Mega Movie Guide icon.

The installation program will copy files into a directory on your hard drive (ie.C:\MEGA93) as well as add two files to your WINDOWS directory: VIP.INI and LNAME.INI. If you have any difficulty installing from the CD-ROM, please refer to the readme file on the CD-ROM for additional help.

Important

To utilize the incredible power of the Mega Movie Guide Multimedia CD-ROM, please familiarize yourself with the following:

1. Go through the Tutorial!
2. Utilize *Field Searching* as described in the Tutorial and in this user manual. (Remember: the cursor must be placed between the colon and the end bracket before typing your desired search.)
3. Benefit from the Contents (Table of Contents) feature as described in the Tutorial and in this user manual.

Quick Start Section

Important Speed Tip

Contents (TOC) button should be used as a navigational tool only. Because of the tremendous size of the Mega Movie Guide, accessing the Contents Button may result in the slow down of additional searches or jump links. If a slow down occurs, close the Contents (TOC) window, by selecting File and Close WHILE THE CONTENTS/TOC IS DISPLAYED.

This section is designed to help you get started as quickly as possible with the Mega Movie

Guide. Should you need additional help with Mega Movie Guide, contact INFOBUSINESS, Inc. (801) 221-1100.

The Mega Movie Guide Screen
Simple Searches
To search the program, press the QUERY button on the toolbelt or choose **S**earch and **Q**uery from the main menu (or press F2). In the Query dialog, type in the words you wish to search for. If desired, you may specify the **S**cope of the search and use any of the Query Operators in your search. (See the *Mega Movie Guide Query Summary* for a list of the Query Operators and Scopes.) The Records with Hits area displays the results of your query. When ready, press enter or choose *OK*. You will return to the document window and your search hits will be highlighted.

- Mega Movie Guide recognizes the words "and," "or," "not," and "xor" as operators. To search for one of these words, place it in single quotes ('and'). Mega Movie Guide also uses the a space, or the ampersand '&' as And operators; the caret '^' as the Not operator; the Or operator is the vertical bar '|'; and the Exclusive Or operator, uses the tilde '~'.

- You can limit the scope of a search. By default, you will search the entire program. You may, however, limit a search to a specific Field, Highlighter, Note, Popup, Level, or Group.

Linking
Anything in Mega Movie Guide may be a link. The mouse cursor changes to a small hand when on a link. To activate the link, double-click on the link or press ctrl+enter when the cursor is on the link. ctrl+ takes you to the next link (or next record).

Jump Links take you to another point in the program. Popup Links open a small popup window. Program Links take you to another program (exit normally to return to Mega Movie Guide). Object Links open up a separate window containing an Object. Query Links perform a search and display the hits.

In the Mega Movie Guide program, you may identify links by colored, or colored and underlined text.

Notes
To create a note in the program, go to the paragraph you wish to add a note to. Press NOTE on the toolbelt or press ctrl+N. A note window will open. Type in your text. When finished, press esc.

To read a note, double-click on the note icon or press ctrl+N when in the paragraph containing the note. Press esc to close.

Table of Contents
The Table of Contents window displays a Table of Contents (ToC) for the Mega Movie Guide. Press Contents on the toolbelt or choose **V**iew and **T**able of Contents from the main menu to access the ToC.

When the ToC is open, you may click on the (**+**) to expand the ToC or the (**-**) to contract the ToC (or press **+** and **-** on the keyboard). Double-click on a ToC heading (or press enter) to link to the appropriate section in the program.

CUA Compatible
Mega Movie Guide is Common User Access (CUA) compatible. While this makes Mega Movie Guide's keystrokes more similar with other applications, it also means that the keystrokes you are used to may be different. Keystrokes may be found in the *Mega Movie Guide Quick Key* chart

and the *Mega Movie Guide Query Summary* in this card.

Mouse Compatible
Mega Movie Guide is mouse-compatible and mouse-driven. However, this does not preclude the use of the keyboard. All functionality is fully accessible from the keyboard. To access most menu items or dialog box items, press alt+ the underlined key on the menu item or dialog options (for example, pressing alt+F accesses the **F**ile menu).

Full View
Mega Movie Guide, by default, maintains a full view of the document window at all times — even after performing a search or following a link. This allows you to see information in context and facilitates the discovery of new information. You may, if desired, narrow the view of information to just records with hits.

Annotating
Mega Movie Guide allows you to annotate the program directly with features such as searchable Highlighters and Notes, Bookmarks, Groups, and all five kinds of links (Jump, Popup, Object, Query, and Program).

Printing
Mega Movie Guide supports full WYSIWYG (What You See Is What You Get) printing. The fonts, attributes, and colors on your screen will print as they appear (if supported by your printer).

Navigation
Navigation in Mega Movie Guide includes the standard use of arrow keys and control keys, and adds Backtrack, Show Trail, and a Table of Contents window. Use arrow keys as you always have, as well as the page up and page down keys. To get to the top of the document window, use ctrl+home. To get to the bottom, use ctrl+end. For other navigational keystrokes, see the *Mega Movie Guide Quick Keys* chart.

Basic Definitions
Below are definitions of terms used repeatedly in the Mega Movie Guide documentation. The terms are grouped topically. Take a moment to familiarize yourself with them:

Select, Choose, Insertion Point, & Dialogs
Select — To pick a region of text or graphics on which a subsequent action will be taken (such as inserting a jump link); to pick a menu or dialog option that will cause a subsequent action or actions to be taken when all actions are chosen. When instructed to Select text, you may do so by dragging the mouse icon across the text while depressing the left mouse button, or by holding down the shift key and using the arrow keys or the page up and page down keys. When instructed to select an option from a menu or a dialog box, you may do so by positioning the mouse icon over the option or menu item and depressing (clicking) the left mouse button, or by using the alt key plus the underlined letter in the menu or option. (See *Getting Around in Mega Movie Guide*, for more information.)

Choose — To pick a menu or dialog option that will be implemented immediately. When choosing an item, the display on the screen will change. A dialog box may appear or disappear, or options which were selected in a menu or dialog box may be applied to the software. You may choose an item the same way you select an item.

The difference between **select** and **choose** may be summarized as follows: When you select an item, you are marking that item for future action; when you choose something, all selected items

are acted upon or applied. For example, you may **select** the text to be the jump link launch point, **choose** jump link from the context sensitive menu, **select** the demo link destination, and **choose** *OK* (which causes the dialog to close and applies the jump link to the selected text).

Insertion Point — The Insertion Point is represented by a flashing vertical bar (|) and designates the position where the next action may be performed, such as creating a jump destination, selecting text for a link launch point or editing text in a note. It may be selected (positioned) using the mouse or the arrows keys.

Dialogs — A dialog is a rectangular, movable area which permits you to communicate with Mega Movie Guide. A dialog box provides information, various options, or both. A dialog box may allow you to enter information into it directly or provide you with options to choose from. Options that may be selected will appear in normal text; options that are currently unavailable will appear dimmed. Dialog boxes are usually accessed through the menus. Error or warning dialogs appear when necessary to provide supplemental information.

Records, Levels, Fields, Groups

Records — Records are the smallest units of measure returned from a Mega Movie Guide search. A record is normally a single paragraph; however more than one paragraph can be included in a single record.

Levels — Levels provide a hierarchical organization for the software. All information in the program is stored in a level. Levels may be searched independently and are used by Mega Movie Guide to create the Table of Contents and Reference Window.

Fields — Fields function in a manner similar to database fields. Data may be searched by any one of five field types (Text, Date, Time, Integer and Real (floating point), depending on how they are used in the software. All fields may be searched independently or in conjunction with other portions of the software.

Groups — Groups are topical collections of related records. Any number of groups may be used in the software, and any number of records in the software may be assigned to any number of groups. You may search for related information by searching only in a specified group.

Query & Hit

Query — Queries are used to perform searches on the software. A query is little more than a question: you ask Mega Movie Guide to find a set of words or phrases using a query, and Mega Movie Guide performs the search and answers your question by highlighting all the words or phrases which match the query. The query feature is the key to this products functionality — and this software is designed to help you find information quickly.

Hit — "Hit" is the general term for a search result: When you perform a search, all words or phrases which match your query are "hits" and are highlighted in the software.

Links & Objects

Links — Links allow you to navigate through the software and from the software to other applications quickly and easily. Mega Movie Guide provides five different types of links to make customizing and viewing the software as simple as possible. Links may be used to take you from one place in the software to another (and back again, if so designed); or to connect a point in the software with an object, a popup window, or a query.

Objects — Objects are anything in the software which is not text. Objects are usually graphics, but they may include (but are not limited to) animation sequences, video, and audio files. Mega Movie Guide internally supports Bitmap and Windows Metafile graphics.

Searching
Searching Mega Movie Guide

While Mega Movie Guide can do more than just search, searching is an important, if not *the* most important, aspect of the program. Mega Movie Guide enables you to easily search for and find pertinent information you need. With that in mind, take a few moments to work through this section on simple searches. (For more in-depth information on searching the software, please refer to *Query* in the Online User's Manual - Press F1).

Overview

A Query is simply a form of a question. You ask Mega Movie Guide, through a query, to search for certain words or patterns of words in the program. Mega Movie Guide performs the search; the results of the search are the answer to your question.

All queries are performed through the Query dialog. Access the Query dialog by pressing QUERY on the toolbelt or by choosing **S**earch and **Q**uery from the main menu. The Query dialog will appear.

A   Scope List
B   Words List
C   Records With Hits/ Results Map
D   Query Box
E   Query History

Queries are entered through the **Q**uery Box. The **W**ords List contains every word which has been indexed in the software. The Results Map shows you how many records in the program contain the word(s) you are looking for.

When you enter a query by typing words into the Query box, Mega Movie Guide tries to guess what word you are typing. As each letter is entered, Mega Movie Guide will make a guess and fill in the rest of the letters for you. If Mega Movie Guide has guessed wrong, just keep typing. If Mega Movie Guide has guessed right, press enter once to accept the word as part of your query.

The best way to see how the Query dialog works is to enter a query and watch what happens. Work through the examples below, watching what happens to the query dialog as you do:

Basic Query Summary

Queries are entered into the Query Box section of the Query dialog. If you type in a word and it does not appear in the software, you will see a 0 in the Results Map. The closest word to the one you typed in will be highlighted in the Word List, permitting you to see what words close to the word you are looking for are in the program.

Press Enter to see the results of your query (your search "hits") in the software program.

Additional simple queries may be performed using phrases and the OR operator (the space is the AND operator). Below, these simple queries are explained.

Note: To find information in a popup link or a note, you ***must*** explicitly specify that you wish to search in a popup or a note. Do this by choosing note or popup in the scope pull-down window or type "[note <query>]" "[popup <query>]" in the query box.

Below is a summary of the basic queries which Mega Movie Guide may perform. Following is a brief explanation of each query and an example.

Single Word Queries

The simplest search is one which searches for a single word. Mega Movie Guide will find all words in the program which match the word you enter into the Query Box or select from the Word

List and highlight them in the document window. Use this type of search to find very specific bits of information.

Example

Enter the following query and note what happens to the Word List and Results Map (Records with Hits):

Search :

Suspense

Result:

Find 3397 reviews that contain the word <u>suspense</u> anywhere in the record.

Phrase Searches

Frequently, when you perform a search, you will want to find more than just one word. One way to do this is to search for a phrase. A phrase is simply a collection of words enclosed in quotes. Mega Movie Guide will treat the entire phrase as one long word. Use phrase searching to find specific and detailed bits of information. The speed of your CD-ROM drive or hard drive will determine the speed of Phrase Searching.

Remember, phrase searches **must** be enclosed in double quotes.

Example

Enter the following queries and note what happens to the Word List and Results Map (Records with Hits):

Search:

"James Stewart"

Result:

Find 190 reviews that contains the exact phrase "James Stewart" instead of all the James' and Stewarts.

Binary Searches

Another way to search for more than one word is to use the binary operators. The basic binary operators are **And, Or & Not**. These are used between two or more words or phrases.

Note: Mega Movie Guide's searches are record-based. This means that it searches individual records in the program for matches to your query (one paragraph is usually equal to one record). This is important to note in order to understand the differences in the binary operators.

The **And** operator must find BOTH words in a single record to produce a search match ("hit").

The **Or** operator must find EITHER word in a single record to produce a hit.

The **Not** operator must find ONE BUT NOT THE OTHER word in a single record to produce a hit.

You may specify an And search by placing a space between words, by using the ampersand (&), or by typing in the word "and" (not enclosed in quotes). **Note:** If you want to search for the word 'and,' you must enclose the word 'and' in single quotes:

you & 'and' & me

You may specify an Or search by placing a vertical bar (|) between the words or by typing in the word "or" (not enclosed in quotes). **Note:** If you want to search for the word 'or,' you must enclose the word 'or' in single quotes:

him | 'or' | her

(The Or operator | is above the backslash \ on many keyboards.)

You may specify a NOT search by placing a carret (^) between the words or by typing in the word "not" (not enclosed in quotes). **Note:** If you want to search for the word 'not,' you must enclose the word 'not' in single quotes:

him ^ 'not'^ her

Example
Enter the following queries and note what happens to the Word List and Results Map (Records with Hits):
Search:
>   comedy 4 stars
>   comedy and 4 and stars
>   comedy & 4 & stars

Result:
>   Find 317 reviews that contain "comedy" and "4" and "stars".

Search:
>   G or PG or PG-13
>   G | PG | PG-13

Result:
>   Find 12,820 reviews that contain "G" or "PG" or "PG-13".

Search:
>   Drama not (R or PG-13)
>   Drama ^ (R | PG-13)

Result:
>   Find 31,393 reviews that contain "Drama" but not "R" or "PG-13".

Multiple Operators
You may chain together as many words and operators as are necessary to find the information you are looking for. For clarity, use parentheses to order the search.

For example, you could perform the following search:

The man | woman ate | drank too much

However, this query is somewhat confusing and the results may not be what are expected. To clarify the search and to specify precisely what you wish to search for, use parentheses. All of the queries below are valid and will produce different results:

The (man | woman) (ate | drank) too much
(The man) | (woman ate) | (drank too much)
The (man | (woman ate) | drank) too much
(The man | woman) (ate | drank) too much

Example
Enter the following queries and compare the results:

Search:

(comedy or drama) not (198? or 199?)
Result:
  Find 31,474 reviews that contain "comedy" or "drama" but not "1980's" or "1990's".

Advanced Searching

The Mega Movie Guide contains advanced search capabilities for example: Stemming, Thesuarus, and Group. (Press F1 and refer to the Online User's Manuals for details).

Field

Field Searches take advantage of thousands of predefined fields that are very useful for narrowing your searches. For a list of all fields, click on the QUERY button, pull-down the SCOPE window, choose Field and the window will display all available fields (ie. Actor, Category, Country, Director, Length, MPAA, Stars, Title, and Year). Double click on any of the fields and the WORDS window will change to display words related to that field.
Syntax: [Field <name>: <query>]
Example: [Field Actor: Robert Redford]
 [Field Stars: 3 stars]
 [Field Title: Jurassic Park]

Groups

You may search for information contained in records which belong to a group. You may select the Group you wish to search in from the scope list or, if desired, you may enter the query directly in the Query box, using the same basic syntax as for all other Scope searches up to this point:
Syntax: [Group <name>: <query>]
where <name> is the name of the group you want searched and <query> is the words and phrases you wish to search for.

Example

Enter the following queries and compare the results:

Search:
  [Group Profiles:Fred Astaire]
Result:
  Find reviews that contain "Fred Astaire" in the Profiles group

Query Summary

The queries described so far are only a small portion of the types of searches and the flexibility of searches available to you in Mega Movie Guide. The searches described so far are the simplest queries to perform and are generally all that are required.You may limit your searches to a particular field or a level in the program. You may perform wildcard searches. You may specify the proximity of terms in the search (find marketing and study within 6 words of each other). For more information on performing these other types of queries, please refer to *Query* in the Online User's Guide (***Press F1***).

Contents

The Table of Contents Window allows you to take advantage of the dynamic table of contents automatically generated by Mega Movie Guide, as well as gives you access to several search and display functions not available elsewhere in Mega Movie Guide.

Accessing the ToC

To access and view the Table of Contents for Mega Movie Guide, press Contents on the toolbelt or choose **V**iew and **T**able of Contents from the main menu. If you would like to see the ToC and

the document window side-by-side, choose **W**indow and **T**ile Vertically from the main menu.

Manipulating the ToC
<u>Basics</u>
When the ToC comes up, you will only see six lines at the top starting with:

- **-** **MAIN SCREEN**
- **+** **REVIEWS**
- **+** **STAR PROFILES**
- **+** **ACADEMY AWARDS**
- **+** **GREATEST HITS**
- **+** **VIDEO CLIPS**
- **+** **MOVIE STILLS**
- **+** **ABOUT INFOBUSINESS**

These are the first headings and primary levels in the program. By double-clicking on the **+** (or by pressing the **+** key), the Table of Contents will expand, showing you the next level of headings.

Any heading having a **+** next to it may be expanded (it has more information beneath it). Any heading having a **-** next to it may be collapsed.

Collapse the ToC by double-clicking on the **-** (or by pressing the **-** key). The view of the ToC will return to the first example above.

You may expand the entire ToC by pressing ctrl+*. You may expand a branch of the ToC by just pressing *****.

There is more to the ToC for this program. Expand and collapse the ToC, using both the mouse and the keyboard, until you are comfortable with how it acts.

<u>Other Methods</u>
You may also choose **S**earch and **L**evels from the main menu. This brings up a dialog allowing you to specify what levels in the ToC you wish to view. The levels are listed in hierarchical order: the first one listed is level 1, the second one listed is level 2, and so on to the last level in the program.

Linking from the ToC
The Table of Contents Window (ToC) provides a way to navigate the program quickly. Each heading in the ToC has a jump link built into it automatically by Mega Movie Guide. By selecting a heading, you can link to the appropriate section in the program.

This allows you to browse through the table of contents (much as you would in a book) to find the area that is most interesting to you. Once you have located it, simply **double-click on the heading or press enter**. You will be taken immediately to the appropriate section in the program.

Search Results & the ToC
The Table of Contents Window may be used to help you analyze your search results. Once you have performed a search, you may choose **V**iew and Show **Q**uery Results in the ToC. Next to each heading in the ToC will be the number of records with hits in that section (this should be the default).

For example, access the Query dialog (you may search the program from the ToC) and enter in the following search:

[Field Actor:Robert Redford]

Choose **V**iew and Show **Q**uery Results from the main menu. Numbers will appear next to several of the headings in the ToC, showing which sections in the program have hits. This feature can help you decide which area contains the most relevant information. You may then link to that section and view the hits.

Changing the View in the ToC
In addition to being able to see how many records with hits there are in any given section of the ToC, you may also have the ToC display only those headings which have hits (removing the other headings from view which is the default setting) or display a certain number of words around each hit.

Headings with Hits
By choosing **V**iew and **H**eadings with Hits, you will only see the headings in the ToC which contain search hits. In a large ToC, this feature can help you focus in on the most appropriate sections more rapidly.

Words Around Hits
If desired, you may also view a specified number of words around each hit (the number of words is set in the Preferences dialog). When this feature is chosen, the text surrounding each hit will appear in the ToC under the appropriate heading. This feature will further help you decide which sections in the program are most relevant. Choose **V**iew and **W**ords Around Hits from the main menu. If desired, change the number of words around each hit from the Pre**f**erences dialog (under the **F**ile menu).

Personalization
In addition to its sophisticated searching abilities, Mega Movie Guide is also a great organizing tool. With a variety of customization techniques, Mega Movie Guide allows you easy access to the information you need most. You can create groups, highlight text, insert personal notes, place bookmarks, and a multitude of other things.

In this section, you will learn how to create and edit highlighters, groups, notes and bookmarks. For a more comprehensive look at individual functions, consult the Online User's Guide (Press F1)

Highlighters
Highlighters are a special personalization feature of Mega Movie Guide. Highlighters are used to mark related pieces of information or to note items of interest — just as they are used to mark up text in paper-based books and articles. Use highlighters to mark reviews as favorite, mediocre, or poor; then search on all your favorite movies.

Mega Movie Guide allows you to create your own highlighters, specify what color they will be, and, if desired, what other character attributes (such as font or bold) you wish to specify for the highlighter, making highlighters truly customizable.

However, unlike highlight pens used to mark up paper texts which must be searched manually by flipping pages, Mega Movie Guide's highlighters may be searched for by Mega Movie Guide. You may search for words which occur in text marked by a particular highlighter, or you can search for

all places where a particular highlighter was applied. For more information on searching highlighters, please refer to *Query in the Online User's Manual*.

Applying Highlighters
Mega Movie Guide comes with several predefined highlighters which may be applied to the program. Start by using these highlighters (you will be shown how to create your own highlighter in a moment).

Go to the ABOUT INFOBUSINESS section using the ToC.

Select the entire diskette titles paragraph, starting with "Diskette Titles:" and ending with "WordPerfect 5.1 On-Line Manual."

Choose **C**ustomize and **H**ighlighter from the main menu or press ctrl+H. The Highlighter dialog will appear.

From the Highlighter **N**ame list, choose "seen." Choose *Apply*.

The highlighter "seen" has been applied. Note that the text to which the highlighter was applied changed color.

Creating Highlighters
Everyone who reads the Mega Movie Guide will find different pieces of it interesting, important, or noteworthy. To accommodate this fact, Mega Movie Guide permits you to create your own highlighters and give them names which are meaningful to you and character attributes which you can identify.

To create a highlighter, choose **C**ustomize and **H**ighlighters from the main menu. The Highlighter dialog will appear.

Select Highlighter **N**ame and enter in the name of the highlighter you wish to create. Example: Favorite

Choose *Add*. The highlighter will be added to the Highlighter **N**ame list.

Choose *Character*. When the Character dialog appears, add the attributes and colors you would like to associate with this highlighter (use your imagination). Example: Foreground=yellow, background=red, font=arial, point size=14. When finished, choose *OK* to exit the Character dialog.

Now that your highlighter has been created, you may use it to highlight any text in the program.

Bookmarks
Bookmarks allow you to mark your place in the Mega Movie Guide while you browse, move to another software program, or close Mega Movie Guide entirely. They can be used to mark important parts of your program or, like folding the corner of your favorite paperback, they can tell you where you left off reading. You may have an unlimited number of bookmarks, each individually named for easy reference.

Placing Bookmarks
Although you can place a bookmark anywhere within your program, for this example, go to record #27. Place the insertion point where you want the bookmark to be located. Press BOOKMARK on the toolbelt or choose **C**ustomize and **B**ookmark from the main menu (or press ctrl+M). The

Bookmark dialog will appear.

Type in the name of the new bookmark you wish to place and press enter or choose *OK*. Call this bookmark "You Are Here."

Accessing Bookmarks
Now that you have placed your bookmark, move to the end of the program (press ctrl+end). To return to your bookmark, open the Bookmark dialog again and select the bookmark you just created ("You Are Here"). Press enter or choose *OK*.

Other options that may be chosen from within the Bookmark dialog include ***R**ename* and ***Re**move*. Rename allows you to change the name of a bookmark. Remove allows you to delete the bookmark from the program. To access either option, select the bookmark you wish to edit and choose the appropriate option. If you choose ***Re**move*, a dialog will appear to verify that you wish to remove the bookmark. Choose ***Yes*** to remove the bookmark, ***N**o* to quit. If you choose ***R**ename*, the rename dialog will appear. Type in the new name and press enter or choose *OK* to save your change, esc or *Cancel* to quit without saving. Press enter or choose *OK* to return to the program.

Notes
Notes allow you to personalize your program with comments, suggestions, or your own reviews without affecting the flow of the text. When you create a note, Mega Movie Guide places a small "sticky note" icon to the left of the paragraph. The contents of the note appear whenever the icon is activated. All notes are searchable, giving you access to your own reviews/notes during a search.

Only one note per paragraph is allowed. Each note may contain approximately 4000 characters.

Notes are fully editable, and may contain text, objects and links. Any number of paragraphs may be included in the note; however, the entire note is stored as one record.

Placing Notes
To place a note in the first review of the Mega Movie Guide Review section, position your cursor anywhere within the paragraph. (You may only place one note per paragraph, so where you position the cursor in the paragraph is not important.) Press NOTE on the toolbelt or choose **C**ustomize and **N**ote from the main menu or press ctrl+N. The note window will appear.

Type or paste text or objects into the note window. When you have finished creating your note, press alt+F4 or esc. A dialog will appear, prompting you to save the changes you have made to your note. Press ***Yes*** to save the changes, ***N**o* to exit the window without saving the changes. The note window will close and a note icon will appear to the left of the paragraph

Accessing Notes
To view or edit a previously created note, double-click the mouse on the note icon or position the insertion point in the paragraph containing the note and choose **C**ustomize and **N**ote from the main menu. To remove a note, position the insertion point in the paragraph that contains the note and choose **C**ustomize and Re**m**ove Note from the main menu.

Editing in Notes
All text and objects within a note can be edited. To edit a note, open the note. Text may now be edited using any of the options available from the context sensitive menu, or by using Cut, Paste, Copy and Undo. Press alt+F4 or esc when you have finished. You will be prompted to save the changes.

<u>Cut</u>
To cut a section of text or a graphic from a note or popup window, select the text and/or graphics to be cut. Press ctrl+X or shift+delete. The selected area will be removed from the note or popup window and placed in the Windows Clipboard.

<u>Paste</u>
To paste a section of text or a graphic from the Windows Clipboard into a note or popup window, cut or copy the selection into the Windows Clipboard. Position the insertion point where you want the selection pasted. Press ctrl+V or shift+insert. The item in the clipboard will be pasted at the insertion point.

<u>Copy</u>
To copy a section from a note or popup window, select the text and/or graphics to be copied. Press ctrl+C or ctrl+insert. The selected region will be copied into the Windows Clipboard. Move the insertion point to the position you want the text copied to (within the current note, another note or popup window, or another Windows application). Paste the section. The selected area will be copied at the new position.

<u>Undo</u>
Undo allows you to reverse the most recent action applied to the program. To undo an action press ctrl+Z or press ctrl+backspace. (You must perform the undo function before any other keys are pressed or actions taken.)

Note: Text within a note or popup window can be searched. For more information on searching in notes and popup windows, please see *Query* in the Online User's Manual. (Press F1)
Syntax: [note: <query>]
Example: [note: my review]

Personalization Summary
Use Mega Movie Guide personalization tools to mark meaningful information and to help you find important references later. Use highlighters to draw attention to words, lines or records. Use groups to help you search for related topics of record length or larger. Use notes to mark warnings and references without cluttering the program. Use bookmarks to mark specific points in the program that you wish to return to later.

Getting Around in Mega Movie Guide

If you are familiar with Microsoft Windows, you will find Mega Movie Guide quite easy to navigate and may only need to briefly skim over this section. If Mega Movie Guide is your first Windows application, the following section will quickly teach you how to get around the Mega Movie Guide screen using either a mouse and keyboard or a keyboard alone. Feel free to experiment with any navigational tools in the software.

If you do not currently have Mega Movie Guide running, open it by double clicking on the icon in the Program Manager.   If you do not know how to open Mega Movie Guide , please see *Opening Mega Movie Guide*.

Most of Mega Movie Guide's features are created and/or accessed through the menu and dialog system. The menus drop down beneath the main menu; dialogs generally appear in the middle of the Mega Movie Guide screen. All dialogs (except warning dialogs) are accessed from the menus.

For more complete information on navigating in the software, see *Navigation* and *Quick Keys* in

the Online User's Guide.

Menus
Menus in Mega Movie Guide can be opened from the top of the screen (pull down) or from within a window (context sensitive). Choosing a menu item followed by an ellipsis (…) opens a dialog box. If a quick key combination (ie— ctrl+S) is available for a menu item it will be listed to the right of that item.

A Dialog Box Indicator
B Quick Key
C Accelerator Key

Accessing Menus with the Mouse
Move the mouse cursor to the main menu item you wish to open (drop down). Click the left mouse button; the menu will open. Move the mouse cursor to the feature in the menu you wish to access. Click the left mouse button. The feature will perform its action or open a dialog box.

Accessing Menus with the Keyboard
Press and release the alt key, and then press the underlined letter on the main menu which corresponds to the menu you wish to open. The menu will drop down. Select a menu item by pressing the underlined accelerator key for that item or use the up and down arrow keys to highlight the item you wish to access and press enter. The feature will perform its action or open a dialog.

Context Sensitive Menus
Mega Movie Guide also provides context-sensitive drop-down menus. When you click the RIGHT mouse button or press F10 anywhere in the document window, a menu will appear within the document window, containing common actions which may be taken. The actions listed will depend on where the insertion point is located (ie — the options in the context-sensitive menu will be different when working in a popup link window than they will be when working in the document window).

Once the menu is on-screen, you may use it like any other menu in Mega Movie Guide. To remove the menu from the screen without performing any actions from the menu, click the LEFT mouse button anywhere off of the menu, or press esc.

Dialog Boxes
Most actions within Mega Movie Guide require the use of one or more dialog boxes. Dialog boxes allow you to view files, select options, modify information or even open other dialog boxes. When you are ready to exit a dialog box, press *OK* to keep any changes you may have made or press *Cancel* to close the dialog without saving changes.

A Accelerator Key
B Field
C Check Box

Accessing Dialogs with the Keyboard
When a dialog is on screen, you may access options in it by pressing and holding the alt key and then pressing the underlined accelerator key which corresponds to the option in the dialog you wish to modify. Use the tab key to move between different fields in the dialog, and the arrow keys

to move between options in a field. If the option is a check box, press the space bar to select and deselect the item.

Accessing Dialogs with the Mouse
Move the cursor to the option in the dialog you wish to select and click the left mouse button. Deselect an item by clicking on it again.

Moving
You may move from one point in the software to another using either the mouse or the keyboard.

Moving with the Mouse
You may move the insertion point (cursor) with the mouse anywhere on the current screen simply by moving the mouse cursor to that position and clicking once.

You may move up and down through the software with the mouse by using it with the vertical scroll bar. To move a short distance up or down, click on the up or down arrows (located at the top and bottom of the scroll bar). To move a relative distance through the software (ie — 1/4 of the way or 1/2 of the way), use the slider on the scroll bar. Click on the slider and drag it up or down the scroll bar until it is at the approximate position you want. The software will scroll to that new position.

Moving with the Keyboard
You may use the keyboard to move through the software.

The up, down, right, and left Arrow keys on your keyboard will move the insertion point (cursor) one position in the direction chosen.

The Page Up and Page Down keys will move the insertion point up or down one screen.

The Home key will move the cursor to the beginning of the current line.

The End key will move the cursor to the end of the current line.

ctrl+home will move the insertion point to the top of the software.

ctrl+end will move the insertion point to the bottom of the software.

Selecting (Blocking) Text
Text usually must be selected before any actions are performed (such as copying) or formatting options applied (such as fonts or bold).

Selecting Text with the Mouse
Move the insertion point to where you want to start selecting text. Click and hold the mouse button and drag the cursor to the end of the text to be selected. Release the mouse button. All selected text will appear in reverse video (usually white text on a black background).

OR, if you need to select large sections of text, place the insertion point at the beginning of the text you wish to select. Using the vertical scroll bar, move to where you want to end the selection. Press and hold the shift key and click the mouse at the point where you want the selection to end. All text between the beginning and ending point will be selected.

Selecting Text with the Keyboard
Move the insertion point to where you want to start selecting text. Press and hold the shift key.

Using the arrow keys and page up/down keys, move the cursor to the end of the text to be selected. Release the shift key. All selected text will appear in reverse video (usually white text on a black background).

Selecting Objects
Like text, objects must usually be selected before any actions are performed.

Selecting Objects with the Mouse
Move the cursor to the object that you want to select. When you are pointing at the object, the cursor will change from an I-beam to an arrow. Click on the object. A sizing box (a black border with four (4) sizing handles in the corners) will appear around the object.

Selecting Objects with the Keyboard
Move the insertion point to the left edge of the object. Press and hold the shift key. Using the right arrow key, move one space to the right. If you have selected the object, a sizing box (a black border with four (4) sizing handles in the corners) will appear around the object. Release the shift key.

Go To
A quicker way of moving to a specific record is by using Mega Movie Guide's Go To feature. This product is divided into individual building blocks (usually paragraphs) called records. Each record has a number (which is displayed on the status line). Go to uses this number to take you directly to a record. Use this feature to avoid scrolling when you know exactly where you want to be in the software, or when you want to get to a general area of the software quickly and then scroll to your exact destination.

To go to a particular paragraph (record) in the software, follow the steps outlined below:
1. Choose **S**earch and **G**o To from the main menu. The Go To dialog box will appear.
2. Enter the numerical value of the paragraph (record) you wish to go to.
3. When you have made your selection, press ENTER or choose *OK* to go to the record, ESC or *Cancel* to quit.

Links
Mega Movie Guide provides many ways to navigate this software, one of the most convenient being Links. A link takes you from one point in the software to another. Links may start from a section of text (even a single letter) or an object (such as an icon or a graphic) and may end anywhere — at another point in the text, at a graphic, in a popup window containing text, in a popup window containing a graphic, or in another program. They can even perform queries for you, if you like.

Links may appear anywhere in the program, and anything may serve as a link launch point (a link launch point is the beginning of a link).

Backtrack
Now you know how to move ahead. But what if you want to go back to where you were? Backtrack allows you to back up through a search or link to your previous starting point. You may backtrack from any point, and you may backtrack all the way to the beginning of your search or link series.

Use Backtrack to help you keep track of where you have been or to begin your search again in a different direction. You can backtrack on all links or searches.

To **B**acktrack to the last link starting point or to your previous search, follow the steps outlined

below:

1. Press BACKTRACK on the toolbelt, **OR** choose **S**earch and **B**acktrack from the main menu, **OR** Press F5.

You will be taken to the last link starting point.

Navigation Summary

Most of the commands that you choose within Mega Movie Guide will be accessed through menus and/or dialog boxes. Menus can be opened from the top of the screen or from within a window.

Mega Movie Guide provides several methods for moving from one point in the program to another. Links offer the quickest way to access related pieces of information. You can use the Go To feature to move quickly to a specific record or to move to the general area of the software you are interested in and then scroll to your exact destination. Backtrack can help you retrace the steps of a search or link. The mouse and the keyboard can be used to scroll through the software and to select text or objects.

Using Help

Mega Movie Guide comes with an entire Online User's Guide stored in the same format. All the information contained in the hard-copy text is available to you from within Mega Movie Guide, at any time. To use Help, choose **H**elp from the main menu. The following options are available under Help:

About
Contents
Infobase
Keyboard
Tutorial
Using Help

About displays information about Mega Movie Guide, your license number, and system information.

Contents is the Online User's Guide Table of Contents. From here, you may choose the topic in the manual which interests you. Each topic is linked to the appropriate place in the Online Guide.

Infobase provides information on INFOBUSINESS, Inc., it's products, and services.

Keyboard provides a summary of the Quick Keys which may be used in Mega Movie Guide.

Tutorial lists some of the tutorials available to you.

Using Help provides basic instructions for using Help and accessing the information in the Mega Movie Guide User's Guide. (This option is only available when in the Help program.)

Mega Movie Guide also comes with complete context sensitive help. Information on every Mega Movie Guide dialog and menu item can be viewed by pressing F1 while in the dialog or while the menu item is selected.

Each component under **H**elp (with the exception of About) functions may be searched just like the Mega Movie Guide program.

The Online Guide may either be opened from options in the **H**elp menu, by pressing F1, or as an infobase, from **F**ile, **O**pen (the infobase name is VIPHLP.NFO and should be stored in your hard drive directory \MEGA93).

Printing

Mega Movie Guide provides full WYSIWYG (What You See Is What You Get) printing support through the Windows printer drivers. Depending on your printer, you may print graphics, headings, character attributes, borders, or anything else which appears on the Mega Movie Guide screen.

You may print the entire document window, all selected or tagged text in the program, or a range of records from the program. You may specify the margins for the printed page (default is one inch), as well as a header and footer for the printed text.

Page Setup

Before you print, you need to specify your Page Setup for your print job. To do this, follow the steps outlined below:

1. Choose **F**ile and Page Se**t**up from the main menu. The Page Setup dialog will appear:

2. Specify the **Margins** for the printed page. Standard margins are 1" on all sides.
3. Select any items under **Print** that you wish to print in addition to the text. Graphics are often useful to print, but will take additional time.
4. If desired, select **H**eader or **F**ooter and enter in the text you wish to have appear in your header or footer.
5. When you have set up the page to your satisfaction, press enter or choose *OK* to exit the dialog. All of your settings will be saved.

Printing the Entire Document Window

To print the entire document window, follow the steps outlined below:

1. Choose **F**ile and **P**rint from the main menu. The Print dialog will appear:

2. Choose **V**iew from under **Print Range**. This instructs Mega Movie Guide to print everything that can be scrolled into the screen.
3. Select the Print **Q**uality.
4. Enter in the number of **C**opies to make.
5. When ready to print, press enter or choose *OK*. The program will print.

Printing a Narrowed View of the program

You may print less than the entire program if you change your view of the document window. One way to do this is to perform a query and choose Records with **H**its from the **V**iew menu. This will narrow your view of the program to just those records (paragraphs) which contain search hits. Or, you may Tag records (F6) and then choose **K**eep Tags from the **E**dit menu. In either case, your view of the program will be narrowed. By choosing **V**iew from the Print Range in the Print dialog, you can print this narrowed view. For specific instructions, see *Printing the Entire Document Window*, above.

Printing Tagged Records

You may print tagged records in the program without narrowing the view of the document window. To print tagged records, follow the steps outlined below:

1. Tag the records you wish to print (press F6 when in the record you want tagged).
2. Choose **F**ile and **P**rint from the main menu. The Print dialog will appear.
3. Choose Ta**g** from under **Print Range**. This instructs Mega Movie Guide to only print the

tagged text.
4. Select the Print **Q**uality.
5. Enter the number of **C**opies to make.
6. When ready to print, press enter or choose *OK*. The tagged records in the program will print.

Printing a Range of Records
If you know the beginning and ending record numbers of a range in the program you wish to print, you may specify a range of the document window to print (this is often much easier than selecting a large block of information). To print a range of records, follow the steps outlined below:
1. Find the number of the record from which you wish to start printing (the starting record is also printed). Record numbers are displayed on the *Status Line*.
2. Find the number of the record to which you wish to end printing (the ending record is also printed).
3. Choose **F**ile and **P**rint from the main menu. The Print dialog will appear.
4. Select **R**ecords under **Print Range**. Enter the starting record in the **F**rom field and the ending record in the **T**o field.
5. Select the Print **Q**uality.
6. Enter in the number of **C**opies to make.
7. When ready to print, press enter or choose *OK*. The range of records specified will print.

Printing a Selection of Text
You may print a selected area of text. To do so, follow the steps outlined below:
1. Select the text you wish to print.
2. Choose **F**ile and **P**rint from the main menu. The Print dialog will appear.
3. Select **S**election from under **Print Range**.
4. Select the Print **Q**uality.
5. Enter in the number of **C**opies to make.
6. When ready to print, press enter or choose *OK*. The selection of records specified will print.

Appendix A: Mega Movie Guide Menus (An Overview)
This appendix lists a brief description of the menus and menu selections available in the Mega Movie Guide Document Window.

File
Open allows you to open into Mega Movie Guide existing programs or shadow files.
Close closes the current window.
Save commits all changes to the program to disk.
Page Setup defines the options to be included on the printed page.
Print lets you print all or portions of the program.
Print Setup allows you to configure your printer.
Login allows you to log in to the program as a different user. Different users may have different rights, and user names are used to track program usage during multiuser sessions.
Information shows information specific to the program you are viewing.
Preferences allows you to determine how various options are displayed on your screen.
Exit closes all open windows and exits Mega Movie Guide.

Edit
Undo restores the most recent editing action.
Copy places text in the Windows Clipboard to be pasted into notes, popups, or other

Windows' applications.

Object allows you to edit certain objects. (For example, if the infobase you are using contains an audio objects, you may play that object from this menu selection.)

Tag Record allows you to mark a record for printing or inclusion in a group.

Invert Tags reverses the tags in the program (what was once tagged is now untagged, and what was once untagged it now tagged).

Keep Tags narrows your view of the program to only those records which have been tagged.

Clear Tags removes all tags from all records in the program.

View

Table of Contents opens the table of contents window.

Reference Window toggles the reference window on and off.

Hidden displays hidden text.

Codes display the formatting codes used by Mega Movie Guide (record breaks, paragraph breaks, line breaks, page breaks, and tabs).

Records with Hits narrows the view of the program to only those records containing search hits.

Field Membership displays the names of all fields at the current insertion point or within the currently selected text.

Search

Query performs a search on the Mega Movie Guide.

Next Hit takes you to the next line of query hits.

Previous Hit returns you to the previous line of query hits.

Go To allows you to go directly to a specific record in the program.

Backtrack backs you up through links you have followed or searches you have performed.

Show Trail displays a navigational history of the links and queries you have followed in the program, allowing you to return to any of those points quickly.

Customize

Bookmark lets you place or return to placeholders in the program.

Highlighter allows you to create or apply searchable highlights in the program.

Note permits you to create or view searchable "sticky notes" in the program.

Remove Note deletes an existing note from the current paragraph.

Jump Destination places a target for Jump Link.

Jump Link allows you to create a link between two points in the program.

Popup Link allows you to create a link to a small popup window (may contain approximately 4000 characters).

Query Link allows you to create a link which performs a search.

Object Link allows you to create a link to a separate window which contains an object.

Program Link allows you to create a link to another application.

Remove Link destroys all links in a selection of text.

Group places records in the program in a searchable topical collection.

Ungroup removes records from a group.

Window

New Window opens another window containing the same program (useful to use when building jump links or when you want to cross reference information with another section in the program).

Cascade rearranges all open windows in Mega Movie Guide to appear like a filing cabinet.

Tile Vertically splits the screen from top to bottom and arranges all open windows accordingly.
Tile Horizontally splits the screen from left to right and arranges all open windows accordingly.
Arrange Icons cleans up scattered iconized windows in Mega Movie Guide. **Close All** closes all open windows but leaves Mega Movie Guide open.
Refresh updates your view of the document window with changes saved by other users (use when multiusing the infobase).

Help

Contents displays the table of contents for the Help Program.
Keyboard displays all the Quick Keys which may be used in Mega Movie Guide.
Tutorial lists all the tutorials available in the Mega Movie Guide Help Program.
Infobase displays information on INFOBUSINESS, Inc., it's products, and services.
About displays information about Mega Movie Guide, including your license number.

Appendix B: Error Messages

Destination Not Found

Explanation: The Jump Destination for a Jump Link no longer exists (the text that it was in may have been deleted or the flat file that was imported may be attempting to link to a non-existent destination).

Solution: You will need to rebuild the link; recreate the destination, and then re-link to that destination.

Editor Error 23

Explanation: You have attempted to build a Query Link with an invalid query. Usually this is a result of limiting the scope of the search to a field, highlighter, level, note, popup, or group and either not ending the query with a closed bracket] or having two or more colons at the end of the query.

Solution: Edit the query link and either add a closed bracket or remove the extraneous colons.

Enter a (Item) name before selecting (Action).

Explanation: You have attempted an action (add, rename, remove) without selecting an item (such as an Object, Field, Level, Highlighter, or Group) to be acted upon. For example, if you attempt to rename a Field without selecting a field name first, you will receive the error "Enter a field name before selecting Remove."

Solution: Select an item before attempting an action upon it.

Insufficient Memory to complete operation.

Explanation: The Folio Server is out of memory.

Solution:
1. Increase the amount of memory available to the Folio Server. This may be done in the VIP.INI file by adding the following line to the [Settings] section:
   Server Memory=XXXX
   where XXXX is the amount of memory in kilobytes that you want the Folio Server to be able to access.
2. Increase the amount of disk space available to the Folio Server for overflow. This may

be done in the VIP.INI file by adding the following line to the [Settings] section:
Server Disk=XXXX
where XXXX is the amount of disk space in kilobytes that you want the Folio Server to be able to access.

Insufficient security to perform operation.
Explanation: You have attempted to perform an action for which you do not have rights. The owner of an infobase may specify what rights you have in the infobase.

Solution: Because of Copyright agreements, Save As is not available in this version of the Mega Movie Guide v2.0. Call 1-800-657-5300 to upgrade to version 3.0.

Must have read-write access to complete operations.
Explanation: You have attempted to edit a read-only file.

Solution: Verify that you have write access to a file. You may need to check with your network administrator if the file is posted on a network.

There was insufficient memory to start the application.
Explanation: You do not have enough free memory to start Mega Movie Guide.

Solution: Close other open applications, unload TSR (Terminate & Stay Resident) programs, or increase memory. If other applications have crashed the system during your Windows session, you may need to restart Windows to free up all memory.

Fatal Error at Script Line 0.
Explanation: Corel ships their own version of MSCDEX.EXE called CORELCDX.EXE. Novell DOS 7 uses a similar driver called NWCDEX.EXE. These versions may create software conflicts and Corel has a newer bug fix version available on their BBS. Another possible way to correct this driver problem is for you to load the version of MSCDEX.EXE that works with the version of DOS you are using (DOS 6.0 or later is located in the DOS subdirectory). Also, the driver is available from Microsoft's BBS: 1-206-637-9009 or CompuServe.

Solution:
1) Open your AUTOEXEC.BAT file in your root directory on your boot drive using EDIT in DOS, or NotePad in Windows (i.e. EDIT C:\AUTOEXEC.BAT). Then Make a duplicate of the line with CORELCDX and type rem at the beginning of the original line.   For example:
REM C:\COREL\CORELCDX /V /D:MSCD001
C:\COREL\CORELCDX /V /D:MSCD001

2) Next change the new line to read C:\DOS\MSCDEX /M:8 /E leaving the "/D:" parameter the same as the orignal line. For example:
REM C:\COREL\CORELCDX /V /D:MSCD001
C:\DOS\MSCDEX /M:8 /E /D:MSCD001

Program locks up after clicking on the icon.
Explanation: The program cannot locate the temporary directory assigned, or it doesn't exist.

Solution:
1) At a DOS prompt (C:>) type "MD C:\WINDOWS\TEMP"

2) Type "EDIT C:\AUTOEXEC.BAT<enter>"

3) Find a line that says "TEMP=..." and change it to say "TEMP=C:\WINDOWS\TEMP" (If one doesn't exist, create one under the PATH=... statement.

4) Press Alt+F then X to exit and save the file.

5) Reboot your computer for the changes to take effect and run the program.

Program kicks you out to DOS; Insufficient memory to run program; "Shadow caused a General Protection Fault..."

Explanation: The program wasn't allocated enough memory to run.

Solution:
1) Edit your C:\WINDOWS\VIP.INI file using the DOS' EDIT or Windows' NOTEPAD.

2) Page down to the section [Settings] and add the following lines below it by pressing <enter> at the end of the [Settings] line and typing the following:
   [Settings]
   Server Memory=1024   ;for computers with 4 MB Ram, 2048 for 8 MB or more.
   Server Disk=1000   ;for computers with more than 100 MB free on the hard
                    ;drive. 2048 for less than 100 MB free.

3) Press Alt+F then X to exit and save the file. Double click on the program icon to start the program.

Note: You must have 520 KB of conventional memory free when starting Windows. To check this, at the DOS prompt (C:>) type MEM<enter> and check the largest executable size. Refer to DOS or Windows manual for ways to increase available conventional memory.

Glossary

Accelerator Key The underlined key which appears on all menu and most dialog options. By pressing alt+ the underlined key, you may access that option. For example, pressing alt+F accesses the **F**ile menu.

Active Window   The window to which the next action will be applied (the window in which you are currently working). When a window is active, its Title Bar changes color to differentiate it from any other open windows. You may make the window active by choosing it from the Window menu, by pressing ctrl+F6, by pressing ctrl+tab, or by clicking the mouse anywhere within the window.

ASCII   The American Standard Code for Information Interchange. Contains 128 characters used for most text and formatting commands.

Baseline   Imaginary line on which all characters in normal text rest. Descenders, such as the tails on the letters "g" and "y," fall below the baseline; all other text rests rise above the baseline. Superscript and subscripts are measured above and below the baseline, and line height is measure from the baseline of one line to the baseline of the line above it.

Block   Another term for *Select*. Region of text, text and graphics, or graphics selected with the keyboard or by dragging the mouse. Block displays in

	reverse video (usually black screen, white characters). Regions are blocked (selected) prior to having additional actions performed on them (such as cutting, copying, font changes, or style changes).
Bookmark	Used to mark your place in an infobase. Handy when using multiple infobases, large infobases, or exiting Mega Movie Guide as the bookmarks will hold your place. An unlimited number of bookmarks may be used in any one infobase (limited only by available storage space).
Branch	A part of the hierarchy tree represented in the Table of Contents Window containing headings specific to the current level and all subsequent levels which tie into that level.
Choose	To pick a menu or dialog option that will have an immediate effect. Compare with *Select*.
Click	To depress the left mouse button once. Used to select insertion points, menu items, and dialog box options.
Clipboard	A temporary storage area for holding items during transfer within an infobase or between applications. Accessed by using cut, copy, and paste.
Cross Reference	Refers you to other related topics in the Reference Manual or one of the Tutorials.
Deselect	To select an already selected option, causing that option to no longer be selected. May remove checkmarks, bullets, or an X from next to the option, or cause highlighted (blocked) text to return to normal.
Dialog Box	A rectangular, movable area which permits you to communicate with Mega Movie Guide. A dialog box provides information, various options, or both. A dialog box may allow you to enter information into it directly or provide you with options to choose from. Options that may be selected will appear in normal text; options that are currently unavailable will appear in light grey text. Dialog boxes are usually accessed through the menus. Error or Warning dialogs appear when necessary.
Document Window	Any window which contains an infobase or a shadow of an infobase. NOT an Object Window, Note Window, Popup Window, or Table of Contents Window.
Dot Leader	String of dots, dashes, or underlines that fill the white space between the last character entered (or the margin) and the location of the Tab Set.
Double-Click	To depress the left mouse button twice in rapid succession. May be used to choose various items (such as infobases in the Open dialog or a level in the Level dialog), rather than having to select that item and then choose *OK*.
Entry Field	Area in a dialog box where text, numbers, or other information may be entered directly from the keyboard.
Field	A field is a searchable structure into which various types of information may be stored. Fields permit you to search for related bits of information on a subrecord level. Compare with *Groups*.
Font	A combination of typeface and size (such as Tms Roman 12) that represents the display of text on the printed page and, if supported, on the screen.
Group	A topical collection of related records users may define to create their own topical groups. Groups may be searched and displayed independent of the rest of the infobase. Records may belong to multiple groups simultaneously. Compare with *Fields*.
Heading	The line of text appearing in the Reference Window or the Table of Contents Window, which may be used to specify your location in the infobase as well as assist you in navigating the infobase.
Hidden Text	Special character attribute which removes text from view. When text is hidden, the space that it occupies on the screen is removed, bringing text on

	either side of the hidden text together.
Hit	See *Search Hit*.
Horizontal	Preference which allows you to view portions
Scroll Bar	of the screen hidden by the left and right window boundaries. Text usually wraps to the windows; however, a permanent width may be set for certain records to keep charts or tables whole. The scroll bar will allow you to shift the screen to the right or left to view the information.
Import	Process of bringing a file of a different format into Mega Movie Guide. Mega Movie Guide will import various types of graphic files. Other import options may be made available in the future.
Infobase	A freeform collection of information (both text and graphics) with a comprehensive index. Text in an infobase may be searched, grouped by topic, linked, and annotated in various ways.
Insertion Point	The cursor location where additional text or objects are entered. Is represented by a flashing bar ( ) in the infobase. Insertion points may be selected by using the arrow keys or by clicking the mouse within the editing window.
Jump Link	A link which takes you from one point in the infobase to another specific point. Useful for cross-referencing and navigating the infobase.
Justification	The alignment of text to particular margins or regions. Left justification aligns text even with the left margin, leaving the right margin "ragged," (similar to the effect generated by a typewriter). Right justification aligns text even with the right margin, leaving the left margin ragged. Full justification aligns text even with both margins, inserting blank spaces in the text where necessary to create even margins. Center justification aligns the text around the center point of the left and right margin.
Landscape	A printer-dependent printing option. Landscape printing rotates the text 90 degrees to fit lengthwise on the page, placing the "top" of the document on the "right" side of the page. Landscape orientation can be very useful for printing charts, tables, or graphics that do not fit on a standard 8½ x 11 page. See *Portrait*.
Level	Levels are used to organize large blocks of related information, which may then be formatted and searched according to the level it is on.
Links	Links are jumping points between one area in an infobase and another. For example, a link could take you from an entry in the table of contents to the location of that entry in the main body of text. Links can also connect to other infobases or other programs (such as a graphics library). See also *Object Link*, *Jump Link*, *Popup Link*, *Program Link*, and *Query Link*.
Link Launch	The text or object which is the starting point
Point	of a link.
Margin	The defined areas on the borders of a printed page where the text does not print (see *Page Setup* in the reference) OR the window boundaries, which the text on the screen wraps around. The left margin is always zero (0) for the screen. The right margin is automatically set to the right window boundary *unless* the paragraph width (under Layout, Paragraph) is set to a specified distance.
Master	An infobase which has been shadowed. The shadow file overlays the master infobase, allowing you to add or delete information in the shadow file without changing the master infobase. If the master infobase changes, the shadow file will have to be reconciled with the master to remain valid.
Menu	A list of commands which can be applied to the active window. The menu is always available beneath the title bar.
Narrow View	A view of an infobase which contains less than the total number of records in the infobase. A narrowed view may be created by Keeping Tags or by

focusing on Records with Hits.

Note An icon which appears in the left margin of the infobase. When the note is activated, a note window appears, containing textual notes, comments, or questions. May also contain graphics or other objects.

NFO Abbreviation for infobase. Also, the three-character DOS extension used to identify infobases.

Object Non-textual information in the infobase is stored as an object. Objects can be, but are not limited to, Graphics, Animation, Audio, and Video. Mega Movie Guide internally supports Bitmap & Windows Metafile graphics. Support for other objects will be available in the future.

Object Link A link which opens a separate object window containing an object (such as a graphic).

Object Window A window containing an object (such as a graphic). The Object Window has its own main menu selections to permit customization of the object. Object windows are opened through *Object Links*.

OLE Object Linking & Embedding. OLE allows for the dynamic sharing of information between supported applications. Mega Movie Guide functions as an OLE Client only. For more information on OLE, please see your Windows 3.1 documentation or your OLE Server application documentation. (Only supported in the Windows version of Mega Movie Guide.)

Personal File See *Shadow File*.

Point 1/72 of one inch. Used to measure font size, subscript & superscript offsets, line height, paragraph spacing, and tab sets. Abbreviation: pt.

Popup Link A link from a point in the infobase to text which appears in a separate popup window.

Portrait A term used to describe the orientation of text on the printed page. Portrait is the "normal" orientation, with the paper taller than it is wide. See *Landscape*.

Program Link A link from a point in the infobase to an external program (such as a spreadsheet).

Query A search which is performed on an infobase. A query returns all matches to user-specified search arguments and highlights them on the screen for rapid identification.

Query Link A link which performs a query.

Reconcile When a shadow file is opened and the master infobase for the shadow has changed, the two files must be reconciled to each other. This process informs you of where the master infobase has changed underneath the shadow file and allows you to decide what to do with those changes.

Record Records are the basic building blocks of an infobase. A record is a unit of recognizably useful information. Mega Movie Guide assumes each paragraph (separated by a hard return) to be a new record; an infobase may, however, include multiple paragraphs in a single record (this might be the case with data such as charts or tables). For viewing purposes, a record is the smallest unit of information that may be directly manipulated. (**Note:** For Users of previous versions— a record is the same as a folio.)

Scroll Bar Allows you to move quickly up and down through the infobase. Located on the right window boundary, you may use it by dragging the slider or by clicking on the arrows.

Search The action performed by a query. To search the infobase, you must enter a query specifying what you wish to search for. The results of the query are displayed as search hits. See *Query*.

Search Hit A highlighted word in the infobase. The word matches the requirements of a search query.

Security Defines who may or may not use, read, or write to the infobase, as well as

who may perform specific actions on the infobase (such as changing or adding styles, links, and notes or printing the infobase). Individual passwords for each user may be specified.

Select To pick a region of text or graphics on which a subsequent action will be taken (such as copying or applying a font change); to pick a menu or dialog option that will cause a subsequent action or actions to be taken when all actions are chosen. Compare with *Choose*.

Shadow Files Personal overlay files. A shadow file stores changes made to an infobase without actually changing the infobase. New Shadow Files may be created on any open infobase. Only changes made after the new shadow file has been created will be stored in the shadow file: other changes will be stored in the infobase (if saved). Once a shadow file has been created, it may be opened just like the original infobase (and will look just like the infobase), but will contain all changes to the infobase which you have made. Additional changes may be made within the shadow file once it is opened. You cannot shadow a shadow file.

Tag To mark random records for various subsequent actions (such as printing or inclusion in a group).

Table of Contents Window A separate window which contains the headings for levels in the infobase (document window) in Table of Contents format. Provides assistance in locating general topics within the infobase and for navigating the infobase (each heading in the ToC window is a link to the appropriate section in the infobase).

Toolbelt A collection of Mega Movie Guide's features in a button bar format. Tools may be added, removed, or rearranged on the Toolbelt through the Preferences dialog.

Twip 1/20 of one point. (One point = 1/72 of on inch.) Used for precise placement of text with superscripts, subscripts, line height, paragraph spacing, and tab sets. Abbreviation: tw.

View The amount of an infobase you can see on your screen. By default, Mega Movie Guide maintains a full view of the infobase at all times. If you were to scroll up or down, you could see the entire infobase. In special cases, Mega Movie Guide will narrow the view to a limited section of the infobase, such as all Records with Hits or only Tagged Records.

Width An option in the Paragraph dialog. Width allows you to create a fixed width for a paragraph, which can be useful for creating tabular columns or charts which should not wrap as the window size changes. If set to 0, text within the selected paragraph(s) will automatically wrap to the size of the windows.

Window Defined area in which Mega Movie Guide operates. Is bordered by the menu bar, the scroll bar, the status line, and a left border. May be sized, minimized, maximized, and moved for ease of use. By default Mega Movie Guide wraps text to the current window size.

Mega Movie Guide Query Syntax Summary

Press F2 to open the Query dialog.
For more details on Query, press F1 when in the Query dialog.

Operator or Scope	Example
And	one two, one & two, one and two
Or	me | you, me or you
Not	^him, not him, her ^ him

Exclusive Or (XOr)	apples ~ oranges, apples xor oranges
Phrase	"to be or not", "fourscore and seven"
Single Character Wildcard	wom?n, g??b?r
Multiple Character Wildcard	work*, h*t*
Ordered Proximity	"united states of america"/10
Unordered Proximity	"uncle sams army"@7
Stem (Word Form)	run%, great%
In Highlighters	[highlighter humor: marx	stooge]
In Fields	[field weapon: knife gun (club | bat)]
In Notes	[note: "have a phrase" & word]
In Popups	[popup: ^popsicles]
In Groups	[group animal: horse ~ cow & pig],
	[group desserts] and "ice cream"
In Levels	[level chapter: mary & joseph & jesus],
	[level scene/act iii:arrows & noble]

Mega Movie Guide Quick Keys

By Name

COMMAND	QUICK KEY
Backtrack	F5
Bold	ctrl+B
Bookmark	ctrl+M
Copy	ctrl+C
Cut	ctrl+X
Destination	ctrl+D
Go To	ctrl+G
Help	F1
Highlighter	ctrl+H
Italic	ctrl+I
Jump Link	ctrl+J
Link	ctrl+enter
Next Record/Link	ctrl+Down Arrow
Next Window	ctrl+tab
Note	ctrl+N
Open	ctrl+O
Paste	ctrl+V
Popup Menus	F10
Prior Record/Link	ctrl+Up Arrow
Refresh	F7
Save	ctrl+S
Search	F2
Search Next	F3
Search Previous	F4
Strikeout	ctrl+K
Tag/Untag	F6
Contents Window	ctrl+T
Underline	ctrl+U
Word Left	ctrl+Left Arrow
Word Right	ctrl+Right Arrow

By Keystroke

QUICK KEY	COMMAND
ctrl+B	Bold
ctrl+C	Copy
ctrl+D	Destination
ctrl+enter	Link
ctrl+G	Go To
ctrl+H	Highlighter
ctrl+I	Italic
ctrl+J	Jump Link
ctrl+K	Strikeout

```
ctrl+M              Bookmark
ctrl+N              Note
ctrl+O              Open
ctrl+S              Save
ctrl+Tab            Next Window
ctrl+T              ToC Window
ctrl+U              Underline
ctrl+V              Paste
ctrl+X              Cut
ctrl+Right Arrow    Word Right
ctrl+Left Arrow     Word Left
ctrl+Up Arrow       Next Record/Link
ctrl+Down Arrow     Previous Record/Link
F1                  Help
F2                  Search
F3                  Search Next
F4                  Search Previous
F5                  Backtrack
F6                  Tag/Untag
F7                  Refresh
F10                 Popup Menus
```

Select: Shift+Direction Key (arrows, page up, page down, etc.)
Note: Editing Quick Keys (such as Bold & Italics) are only available in Notes and Popups.