

# 1 Getting Started

## Introducing American History Explorer

Welcome to **American History Explorer for Windows**--the multimedia computer resource for studying the people, songs, places, and events in United States history. You can use the many features of the program to travel historic time lines, view informative slide shows and videos, choose from hundreds of articles to read, create and print maps, listen to period music, or challenge yourself with an educational game.

Both teachers and students will find **American History Explorer**, with its user-friendly Windows environment, easy to use. For example:

- \* Teachers can use the program to develop study units, research information for lectures, print maps, and make transparencies.
- \* Students can use **American History Explorer** for reports and to look up historical events.
- \* Parents can combine the historical maps and articles to give their children a greater understanding of history and geography. Playing the Song Book, viewing old stereo pictures from the 3D Gallery, and challenging them with the 5Ws Game will all make learning fun.

Turn to Chapter 2 for additional ideas on how to use the program.

## American History Explorer Features

The **American History Explorer** program is an exciting new way to explore American history. With **American History Explorer** you can:

- \* View 93 history maps provided with the program.
- \* Access nearly 1,400 articles on historic people, documents, and events.
- \* View 110 slide shows and six videos on historic topics.
- \* Select from more than 1,000 pictures to view.
- \* Use the program's 3D glasses to view 100 stereo images.
- \* Listen to 28 songs from the Colonial and Civil War periods.
- \* Use a game to test your knowledge of historic facts.
- \* Modify existing history maps or create your own.
- \* Write your own articles and link them to related articles.
- \* Define the size and color for map items and print maps in full color.
- \* Create graphics and insert them on a map with the handy Toolbox.

## About the *Online Guide*

In this *Online Guide*, some symbols and conventions have special meanings.

<i>This</i>	<i>Indicates</i>
<b>F1</b> or <b>Enter</b>	Keyboard commands.
<b>Ctrl+F1</b>	Keys to be typed together.
<b>A:SETUP</b>	Keys to be entered exactly as shown.

## The American History Explorer Program Package

The **American History Explorer** program package contains the following:

<b>Software:</b>	One compact disk in a jewel case.
<b>Documentation:</b>	<i>Information Guide</i> booklet in jewel case.
<b>Accessories:</b>	3D glasses to view stereo images.

## Registering the Program

After you set up **American History Explorer for Windows** on your hard disk, register your copy of **American History Explorer**. If you purchased the program from Parsons Technology, you are automatically a registered user. If you purchased your copy from a retail store, complete and return the enclosed registration card. When you register, you become eligible for technical support, product update notices, and new product announcements. If you've misplaced your registration card, you can print a new one directly from the **American History Explorer** program. Choose Product Support from the Help menu of any Map window or Article window. At the next window, choose Registering American History Explorer. Follow the on-screen instructions for printing the replacement card.

## The README File

Any information about **American History Explorer** that was not available when the *Information Guide* was printed will be included in the README file created during the setup procedure. To access the README file, go to the Windows Program Manager and open the Program Group where you installed **American History Explorer** (the default is Parsons Technology). Double-click on the README icon that appears with the **American History Explorer** program icon. It's a good idea to browse through the entire file. You can make notes in the *Information Guide* to remind you of updates, or you can print the file for easy reference.

## Installation Options

During the installation of **American History Explorer**, you'll be given a choice of operating the program in a Read Only version or a Read/Write version. To switch between these options, you can re-install the program at any time. Following is an outline of the differences between the two options.

### READ ONLY

This version is designed for those with precious little hard drive space (it requires approximately 2 megabytes) or who only want to refer to the information. This version allows you to open, close, and print

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maps and articles, or view the slide shows and videos. But you can NOT make changes to any of the items. This "non-editable" version leaves the data files on the CD ROM and will probably run slightly slower than the other version on certain features.

The Read Only version also displays an icon bar with your Map windows and Article windows, but there are NO menus. In addition, four icon bar buttons in the Map window are NOT available. The omitted buttons are: Arrow Cursor, Hand Cursor, Edit Map Item, and Edit or Create Map Graphics.

### **READ/WRITE**

The Read/Write installation is designed for maximum interaction and users who want to combine information from several sources to write a report or change the items displayed on a map. With this version, you can write new articles and design your own maps. You can cut and paste information from one place to another, and change or delete items. This "editable" version copies all the data files from the CD to your hard drive (requiring approximately 9 megabytes) and will probably run slightly faster than the Read Only version on certain features.

### **Opening and Closing the Program**

To start **American History Explorer**,

1. Start Windows and insert the **American History Explorer** compact disk into your CD-ROM drive.
2. Open the Program Group that contains **American History Explorer**. The default group, created during the setup procedure, is called Parsons Technology. If you've placed **American History Explorer** in a different group, such as Applications, open that group.
3. Double-click on the **American History Explorer** icon. The Opening Screen appears. From this screen you can access all the features of the program. For details, see *Navigating the Program*.

To close the program,

1. Close any open windows by double-clicking the Control-menu box in the top left corner of the window or clicking the "curl" or turned page at the corner of the screen.
2. When you return to the Opening Screen, click on the curl in the bottom right corner of the screen.

### **Navigating the Program**

When you start the **American History Explorer**, the program's Opening Screen appears. All of the program's features can be reached by clicking the icons on this screen. The rest of this chapter provides tips about operating these features, and how to find help when you need it.

### **The Opening Video and Program Tour**

The first time you start the program (and every time until you disable the features), the program presents an Opening Video followed by a five minute Program Tour featuring an overview of American history and a description of the program's features.

### **Interrupting the Program Tour**

You can interrupt the Program Tour at any time by pressing any key on your keyboard. If you do, an interrupt dialog appears, asking if you want to finish viewing the Program Tour. If you click Yes, the Tour will continue where it left off. If you click No, a second dialog appears, asking if you wish to have the Program Tour displayed each time you run **American History Explorer**. Click Yes if you want to hear the tour every time you start the program. Click No to disable the Program Tour feature.

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### **Enabling/Disabling the Program Tour/Opening Video**

To activate the Program Tour after disabling it, check the Display Program Tour option in the Settings dialog box. (See page 1-9.) You can also disable (or enable) the musical introduction by unchecking (or checking) the Display Opening Video check box on the Settings dialog.

**NOTE:** To get the most out of your **American History Explorer** program, you should be familiar with the basics of Microsoft Windows. In this guide we assume you know how to use features, such as pull-down menus, minimize and maximize buttons, scroll bars, dialog boxes, and the mouse. Some of these items are explained in the program's Help system. Otherwise, you may wish to consult your Windows User's Guide.

### **Opening and Closing Program Features**

To access any program features displayed on the Opening Screen (Finder, Time Trek, Source Book, Movie Theater, Slide Shows, Song Book, Map Studio, 3D Gallery, Hall of Presidents, 5Ws Game, Picture Album),

1. Move your mouse until the cursor is on the appropriate icon (picture) or feature name. The pointer cursor will turn into a hand cursor. This indicates that the cursor is on a "hot spot."
2. Click once on the hot spot to activate the feature of the icon.

In most cases, a dialog box appears with a list of options from which you can choose. For example, if you click on the Map Studio icon, a Select Map dialog box appears. You can make a selection by double-clicking on the item you want (or highlight the item, then click OK).

In other cases, such as the Hall of Presidents and the Movie Theater, your choices will be illustrated, rather than listed. Move the pointer cursor over the items until it turns into a hand cursor on the item you wish to select. Then click once to access the feature.

To close a program feature,

- \* If there is a curl (turned page) on the screen, click on it. (This takes you to the previous screen.)
- \* If there is no curl, click the Control-menu box in the top left corner of the window.
- \* If you're in a Map window or Article window, you can click the Close Map or Close Article icon.

### **Scrolling Left and Right**

The Time Trek, Hall of Presidents, and Compare Presidents features of the program are designed with rows of information. Rather than having scroll bars, these features use an arrow to move left and right.

To scroll left and right,

1. Move the pointer cursor to the left or right edge of the screen until it changes to a solid white arrow.
2. Click the left mouse button and hold it down as you continue to bump the edge of the screen. The program will scroll to the side to display more of the screen.

**NOTE:** When using the Compare the Presidents feature, you move backward (to the left) by clicking against the first column, rather than the left edge of the screen.

### **Elements of Map Windows and Article Windows**

When you select a map from the Map Studio or an article from the Source Book, your map or article appears in a window similar to the screens used by many Microsoft Windows-based programs. These windows have features, similar to other programs, that are described in the following paragraphs.

**NOTE:** The elements available to you on Map and Article windows will vary, depending on which installation option (Read Only or Read/Write) that you select when setting up the program. The Read/Write option gives you the complete program. If you choose Read Only, you will NOT have menu bars, and you will not be able to add or edit graphics and map items.

**Title Bar**--Along the top of the screen is a bar with the title of the map or article you have selected. You can click on the title bar to drag the window to a different location on the screen.

**Menu Bar**--Just below the title bar is a horizontal list of menu options (if you selected the Read/Write installation option). Your choices vary, depending on whether you open a map or an article. When you select any of these options, a drop-down menu appears with more choices. Click on these menu options to access program features. If you used the Read Only installation option, the menu bars do not appear; however, you can use the icon bars to perform most program operations.

**Icon Bar**--Just below the menu bar is a bar with a row of buttons, each with an icon or symbol. Your choices vary, depending on whether you open a map or an article. Click on these buttons (instead of menu options) to perform program operations. The icon bars are always displayed, no matter which installation option you choose.

**Scroll Bars**--Like most Windows applications, **American History Explorer** contains scroll bars you can use to view information that does not fit on the current screen.

### Article Windows Only

In addition to the features above, an Article window may contain:

**Linked Articles**--Text that appears in a different color than the rest of the text in the article is "linked" to another article on a related topic. Just click on the colored text to jump to the linked article.

**Linked Pictures**--Picture symbols or icons indicate that a picture is linked to the open article. Click on the icon to jump to the linked picture. The picture usually relates to the text in front of the icon.

### Map Windows Only

In addition to the features above, a Map window contains the following features:

**Legend**--Each map in the program includes a legend. The legend can define the events and colors used on the map. Each legend also has a distance scale so you can see how much area the map actually covers. The increments on the distance scale will vary depending on the map's background and the zoom level you have selected. Topographic maps also have an elevation scale. To display (or hide) the map legend, click the Legend icon on the icon bar or select Display Legend from the Options menu.

**Status Bar**--The status bar appears at the very bottom of all Map windows and provides important information as you work with the program. It's divided into three segments: a help/information segment on the left, a distance meter near the center, and a latitude/longitude indicator on the right.

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**Overview Article**--This article, which can be opened on screen with the map, provides information about the current map. It can be opened by clicking the Overview Article icon (hot air balloon) on the icon bar or selecting Overview from the Articles menu.



**People Article**--This article, which can be opened on screen with the map, provides biographical sketches of any people who are associated with the information depicted on the map. If more than one person is related to the map, a list of names is provided and you can click on any one to jump to a linked article about that individual.

**Document Article**--This article, which can be opened on screen with the map, gives the text of any historic document(s) associated with the information depicted on the map. If more than one document is related to the map, a list of names is provided and you can click on any one to jump to a linked article about that document.

**Map Slide Show**--This slide show, which can be accessed by clicking the Slide Show icon on the icon bar or selecting Slide Show from the Map menu, provides background information about the current map. It's similar to an Overview Article--but in a slide show format. The slide show's title will be the same as the map's title. (A map slide show can also be accessed by clicking the Slide Shows icon on the Opening Screen and then selecting the appropriate title from the Select Slide Show dialog.)

**Toolbox**--The Toolbox allows you to add graphics to any **American History Explorer** map. You can draw lines, circles, squares, and other shapes, specifying the size and color of each to suit your needs. The Toolbox also allows you to move, resize, copy, and delete graphics. To display and hide the Toolbox, click the Toolbox icon or select Graphics Tools from the Edit menu. For details on using the Toolbox, see Chapter 7. (This feature is only available if you select the Read/Write installation option.)

**Map Items**--Throughout this *Online Guide*, all items on a map (excluding graphics) are referred to as "map items." Map items can include cities, regions, battles, or any other items named on a map. Any lines or shapes that appear on a map are referred to as "graphics." Most map items are linked to an article. Just double-click on a map item to open its associated article.

### Summary of Menu Options

The following is a summary of the menus available from Map windows and Article windows in **American History Explorer**. These menus are available only when you choose the Read/Write installation option. Many of the program functions listed here are explained in Chapters 5-7.

#### Map Windows

**Map Menu**--Create a new map; open an existing map; save, and close a map; delete a map you've added; view a slide show; modify the print setup for maps; and print a map.

**Edit Menu**--Copy, create, edit, place, move, and delete items on a map; change the background for a map; merge two maps; access the Toolbox to create and manipulate graphics; and edit the legend.

**Articles Menu**--Display Overview, People, and Document articles associated with the current map and associate articles with the current map.

**Search Menu**--Open the Place/Names dialog box which you can use to locate historic places, names and events that are on the current map (or other maps), select an item to add to the map, and perform a variety of other search and display options.

**Options Menu**--Display or hide the map legend, and zoom in or out on a map.

**Help Menu**--Access online Help for information on program operations and product support as well as information about **American History Explorer** and the Settings dialog.

## Article Windows

**Article Menu**--Create articles; open an existing article; save, and close articles; delete articles you've added to the program; modify the print setup for articles, and print an article.

**Edit Menu**--Undo the last action, cut and copy selected text from an Article window into the Windows Clipboard (for use in an article or a word processor), paste text from the Windows Clipboard into an article, select all text within an Article window; find a word or phrase within the current article and repeat a "find" search; and place an article in the Edit mode.

**Links Menu**--Return to the previous article viewed or jump to the next article viewed in a series of linked articles; link and unlink articles.

**Font Menu**--Modify the font of text used in all articles, or customize selected text in the current article as bold, italic, or underlined.

**Help Menu**--Access online Help for information on program operations and product support, as well as basic information about **American History Explorer** and the Settings dialog box.

## Icon Bar Buttons

Following are the icon bar buttons for Map windows and Article windows. These buttons are always accessible, no matter which installation option (Read Only or Read/Write) you choose.

### Map Window Icon Buttons

**NOTE:** If you use the Read Only installation option, you will NOT have access to the following icons: Arrow Cursor, Hand Cursor, Edit Map Item, and Edit or Create Map Graphics.

**Open Map**--Accesses a list of existing maps from which you can select a map to open.

**Close Map**--Closes the map in the active window.

**Copy Map**--Copies the map in the active window to the Windows Clipboard.

**Slide Show**--Opens the slide show associated with the current map.

**Overview Article**--Displays the Overview article associated with the current map.

**People Article**--Displays the People article(s) associated with the current map.

**Document Article**--Displays the Document article(s) associated with the current map.

**Search**--Opens the Place/Names dialog where you can view a list of items associated with the current map (or other maps), select an item to add to the map, and perform various other search and display tasks.

**Arrow Cursor**--Activates an arrow cursor you can use to select an item, resize a graphic on a map, or calculate the distance between two or more points on a map, for example.

**Hand Cursor**--Activates a hand cursor you can use to move map items and graphics.

**Print Map**--Accesses the Print dialog where you can enter the desired print settings and print the current map.

**Legend**--Displays or hides the map legend.

**Edit Map Item**--Allows you to edit a selected map item to change the name, icon, or article attached to it. You can also modify display characteristics and change the item's location.

**Edit or Create Map Graphics**--Displays/hides the graphics Toolbox.

**Zoom**--Accesses the Zoom feature where you can set the zoom level for the map. If you have an area selected on the map, clicking this button zooms in on the selected area only.

**Help**--Accesses online Help for information on program operations and product support, as well as information about **American History Explorer** and the Settings dialog box.

### **Article Window Icon Bar**

**Open Article**--Accesses a list of existing articles from which you can select an article to open.

**Close Article**--Closes the article in the active window.

**Copy Article**--Copies the open article to the Windows Clipboard.

**Find Word**--Opens a Find dialog so you can pinpoint any word of text in the open article.

**Previous Linked Article**--Accesses the last article that you viewed in a series of previously viewed articles.

**Next Linked Article**--Accesses the next article in a series of linked articles that you viewed previously.

**Print Article**--Prints the open article.

**Font**--Opens the Font dialog box where you can modify the font of text in all articles or customize selected text in the current article as bold, italic, or underlined.

**Help**--Access online Help for information on program operations and product support, as well as basic information about **American History Explorer** and the Settings dialog box.

### **Optional Settings**

There are several options you can set in American History Explorer to operate the program

according to your personal preferences. Many of these options can be set in the Settings dialog box that is accessed from the program's "About" dialog box. (You can access the About dialog from the Opening Screen by clicking on the title "American History Explorer." You can also reach the About dialog from the Help menu of an Article window or a Map window.

You can also adjust some program settings from the Options menu of Map windows and the Fonts menu of Article windows.

### Settings Dialog Box

To modify program settings in the Settings dialog,

1. Open the "About" box by clicking on the words *American History Explorer* on the Opening Screen (or select About from the Help menu of a Map window or an Article window).
2. Click the Settings button at the bottom of the About box to open the Settings dialog box.
3. Mark the feature(s) you wish to modify as explained below, then click OK.

**Distance Units**--Specify whether you want the program to display distances between points on a map in miles or kilometers by clicking the radio button in front of your choice. (Distance is displayed in the center section of the status bar at the bottom of a Map window.)

**Text Hotlink Color**--Specify the color for words in an article that are linked to other articles. Just click on your color choice.

**Map Scroll Units**--Specify how fast you want to be able to scroll through maps and articles. You can enter any number from 1 to 10. Lower numbers allow you to scroll line by line; higher number scroll several lines at a time.

**Display Opening Video**--The program will play introductory music and a brief video every time the program starts, if this check box is marked. Click on the check box to remove (or replace) the X.

**Display Program Tour**--**American History Explorer** will present a five minute overview of American history and an introduce program features every time the program starts, if this check box is marked. Click on the check box to remove (or replace) the X.

**Display Warning When Exiting Program**--**American History Explorer** will display a warning every time you attempt to exit the program, if this check box is marked. Click on the check box to remove (or replace) the X.

### Map Windows

Optional settings available from a Map window are listed below.

**Map Legend**--Each map has a legend which you can display or hide. You can close the legend (double-click its close-box icon) or hide it by clicking the Legend icon or selecting Display Legend from the Options menu. Selecting the option will mark and unmark the option. If there is a check mark in front of this option, the map legend appears; if not, it hides. See Chapter 6 for more on legends.

**Zoom**--Clicking the Zoom icon (or selecting Zoom from the Options menu of a Map window ) opens a Zoom Map dialog box which allows you to zoom in for a close-up view of a map or zoom out to see more of the map. See Chapters 6 and 7 for more on zooming.

### **Article Windows**

Optional settings available from an Article window are listed below.

**Font**--Selecting Font from the Font menu of any Article window allows you to change the default font for articles. Any changes you make affect all articles in the program. You can select only one font; you cannot use multiple fonts within an article. To highlight certain words within an article, you can use boldface, italics, or underlines. For details, see the section *Defining Font Characteristics* in Chapter 5.

## Where to Find Help

**American History Explorer** is a user-friendly program that includes extensive online Help. Following are descriptions of the three types of assistance available, with instructions on accessing the information.

**Online Help** -- Press the **F1** key on your keyboard from any location in the program. The first screen you see (the Contents screen) contains a list of topics you can select to obtain information about program features and how to use the program. From most topics, you can access related topics.

**Product Support**--Press the **F1** key to open the Online Help, then click on the Product Support button in the Contents screen. Product Support tells you how to contact Parsons Technology for Customer Service and Technical Support and lists other software products available from Parsons Technology.

**About American History Explorer**--Click anywhere on the program title (**American History Explorer**) in the Opening Screen. An animated screen lists the program version, the address for Parsons Technology, copyright information, and acknowledgments.

If you have a problem with operating the program, please consult this *Online Guide* and the online Help to review all the available information. If you are still unable to resolve your problem, go to Appendix A of this guide or review the online Help topics *When You Need Help* and *Troubleshooting* before contacting Parsons Technology.