

5 Working With Articles

One of the most fascinating aspects of **American History Explorer** is the extensive collection of articles it contains to supplement the maps, videos, slide shows, and other features of the program.

Articles contain everything from general overview information about the maps to biographical sketches of historic people and the complete text of historic documents, such as the Constitution of the United States. You can access and view the articles in different ways and you can write your own articles, too.

Think of the nearly 1,400 articles as a "mini history reference library" built right into the program. This library is available to you with the click of a mouse from the Opening Screen, any Map window or any Article window. In addition, certain articles are available from the time lines and the Hall of Presidents.

Viewing Articles

American History Explorer' numerous articles can be accessed in a variety of ways, as described in the following sections.

Accessing All Articles

To access any article from the entire library,

1. Click on the Source Book icon on the Opening Screen. (You can also click the Open Article icon on the icon bar or select Open from the Article menu of any Article window.)
2. In the Select Article dialog box that appears, choose the desired article.

You can move to an item quickly by typing the first few letters of its title in the box above the list. To scroll through the list, use the scroll bars or press the down arrow on your keyboard.

3. Double-click on the desired article (or highlight the article and click OK). The article will open on your screen.

Accessing Primary Documents

"Primary Documents" are articles that contain the full text of selected historic American documents. These include the Declaration of Independence, the Constitution of the United States, the Articles of Confederation, Lincoln's Gettysburg Address, the inaugural addresses of the presidents, the Privileges and Prerogatives Granted to Christopher Columbus, and more.

These articles are included alphabetically in the Select Article dialog. You can also select "Primary Documents" from this dialog to open an article that lists all the Primary Documents and allows you to access them. In addition, many of the Primary Documents are associated with various maps and can be accessed from those maps by clicking the Document Article icon on the icon bar.

Text from the documents for any article can be copied to the Windows Clipboard for use with your word processor. (See *Using the Edit Menu* on page 5-4.)

Accessing Articles Associated with a Map

Once you open a Map window, you can access any of the articles that are associated with that map. Each map may have:

An **Overview** article, covering the general topic illustrated by the map.

One or more **People** articles, offering biographical sketches of people associated with the map topic.

One or more **Document** articles, providing the text of historic documents associated with the map.

It's a good idea to read at least the overview article the first time you use a map. This article explains the time period covered by the map and explains the general theme or focus of the map. To access the Overview and other map-related articles, open the map and click on the appropriate icon (or select the Articles menu and choose the Overview, People, or Document option).

In addition, each *item* on a map may be associated with an article. To access the article for a specific item on a map, double-click on the item name or icon. An article opens, displaying information relating to that item.

Accessing Articles from a Time Line

With a time line open, you can access any of the Year articles that mark the dates covered by the time line.

To view a Year article,

1. Move your cursor over the year (1777, for example) on the time line.
2. When the cursor turns to a hand, click on the date. The Year article for that date opens in an Article window, displaying a list of articles related to the selected year.
3. Select the article you wish to view by double-clicking on the *linked* (colored) text.

You can also open any other article that branches off the main time line. To do so, simply click on the article icon or document icon.

Accessing Linked Articles

Many articles contain one or more words displayed in a different color to distinguish them from normal text. These words are "links" to related articles. Double-click on one of these words to jump to the related article. The related article replaces the original one in the window.

The related article may have additional links, so it's possible to lose track of the original article after viewing other linked articles. To move back and forth between the articles you've viewed, choose Back or Forward from the Links menu or click on the Previous Linked Article and Next Linked Article icons on the icon bar.

Accessing Linked Pictures

Many articles contain one or more Picture icons within their text. These symbols are links to pictures. Double-click on any Picture icon to open the picture. When you're finished viewing the picture, you can return to the article by double-clicking the Control-menu box in the top left corner of the picture window.

Creating New Articles

You can create your own text articles and then link them to a map or to a map item, too. (To perform these operations, you must use the Read/Write installation option. See page 1-2.)

To create a new article,

1. Open any Article window and choose New from the Article menu to open an untitled Article window. The Article window, in Edit mode, serves as a simple word processor.
2. Type the information you want to include in your article. For a map Overview article, you'll want to provide general background information for the map to which the article will be linked. For an article that will be linked to a map item, you'll want to include more details about the place or event.
3. When you're done, choose Save from the Articles menu. A Save As dialog box appears.
4. Enter a name for your article--up to 60 characters--and a date, then click OK (or press **Enter**).

Your new article is added to the program. It will appear in the Select Article dialog box that opens when you choose to open an article. You can now link the article to any map (see *Associating Articles with Maps* later in this chapter) or map item (see *Linking Articles to Map Items*).

Editing Articles

You can edit articles included with the program, or those you've created yourself, then save the changes or save the article with a new name (to make a copy).

To edit an article,

1. Open the desired article and choose Edit Mode from the Edit menu.

This places the article into the Edit mode. A check mark appears next to the Edit Mode menu option when you enable the Edit mode for the current article. (Later, when you finish, you can disable the Edit mode by reselecting the Edit option from the Edit menu.)

2. Make changes in the article's text as you would edit any document using a word processor.
3. Save your article as described in the following section.

NOTE: In addition to the editing procedure described above, you will use the Edit mode in conjunction with options from the font menu and the Links menu to define font characteristics and to perform several linking operations, as explained later in this chapter.

Saving Articles

If you are creating a new article or modifying an existing one, and you wish to save the changes, select Save or Save As from the Articles menu:

Save--allows you to save a new article for the first time and give it a name. This option also allows

you to save an existing article under its original name, overwriting the previous version of the article.

Save As--opens a Save As dialog where you can enter a new name for the edited article. This allows you to preserve the previous version of the text, as well as the new one (to create a copy of the original).

If you select the Save option for an original article (one that was provided with the program, not one you created), you will be notified as such and asked if you want to continue.

If you try to leave the Edit mode or close the article without saving the article first, the program presents a dialog, asking if you want to save the changes.

Using the Edit Menu

At some point in your work, you may want to transfer information from one article to another article or from an article to your word processor. Use the options available from the Edit menu to accomplish these tasks. The options on this menu are only available if you have placed the article in the edit mode (see previous section) and selected text within the article. Options available include:

Undo--reverses the last edit operation.

Cut--removes the selected text and places it in the Windows Clipboard.

Copy--places a copy of the selected text in the Clipboard.

Paste--inserts text from the Clipboard at the current cursor position.

Select All--highlights all the text in the current window.

Use Cut and Copy to move text from a text article to the Clipboard. Then move the cursor to another text article and select Paste to insert the text from the Clipboard into the new location. You can also copy text, then go to your word processor and paste the text into a document there. (You don't need to close **American History Explorer** to move to your word processor. Once you have your word processor running, you can switch between the two programs by holding down the **Alt** key while you press the **Tab** key until you access the program you want. Then release the **Alt** key.)

Defining Font Characteristics

The Font menu allows you to change the appearance of the text in all articles. It also allows you to select a word or phrase in the open article and make it bold, italic, or underlined.

The default font characteristics for all articles can be changed at any time. Just select Font from the Font menu of the open article. In the Font dialog box that opens, choose your settings. (A sample is displayed at the bottom of the dialog.) When you're finished, click OK and your selections will be applied to all articles.

To change a font characteristic for a single word, phrase, line, or paragraph,

1. Place the article in the edit mode by selecting Edit Mode from the Edit menu.
2. Select the appropriate text so that a highlight appears over it.

3. Select Bold, Italic, Underline, or a combination of the three from the Font menu. Your text will be changed instantly.

NOTE: You cannot change the font characteristics of words used as links since those words were assigned characteristics essential to the linking process. (See the following section, *Linking Articles*.) However, you can change the color of the links by making a selection in the Settings dialog box. See page 1-9.

Linking Articles

Links in **American History Explorer** are ties between one article and another article that contains related information. While many links exist in the original articles when you receive the program, you may want to add others. In addition, you'll almost certainly want to create links for the articles that you write.

To create a link from the text in one article to another article,

1. Open the appropriate window.
2. If needed, activate the Edit mode by choosing Edit Mode from the Edit menu. If you are already in the Edit mode and a check mark appears next to this menu option, skip this step.
3. Highlight the word or phrase within the article that are to be the link.
4. Choose Link from the Links menu to open the Link Article dialog box. The dialog lists all existing articles. If **American History Explorer** locates an exact match for your selected text, that item is highlighted in the Link Article list. The program will attempt to offer a selection, even if no match is found. In either instance, you can accept the offered item or select an alternative.
5. Highlight the desired article, then click OK to establish the link. Within the article, the selected text now appears in the color of other linked items.
6. Choose Save or Save As to save the new link. (See *Saving Articles* earlier in this chapter for details on these options.)
7. Disable the Edit mode by reselecting the Edit Mode option on the Edit menu.

Unlinking an Article

To remove a link that may not be appropriate or is no longer needed,

1. Activate the appropriate article.
2. Select Edit Mode from the Edit menu to activate the Edit mode. If a check mark already appears next to this option on the menu, skip this step.
3. Highlight the item that you want to unlink and choose Unlink from the Articles menu. The text returns to its normal display characteristics and the link is removed.

Associating Articles with Maps

Each map included with the program has an associated article that provides more details about the information depicted on the map. Likewise, you can create your own articles to supplement the maps you create or those included with the program. To do this, you will create an article, then associate that article with the map.

To associate an existing article to a map,

1. Open the map that you want to associate with your article.
2. Select Associate Articles to Map from the Articles menu of the Map window. A submenu displays three choices -- Overview, People, and Document.
3. Click on the appropriate category and select the desired article from the list of existing articles. You can move to an item in the list quickly by typing its first few letters in the appropriate field above. Use the scroll bars or the down arrow on your keyboard to scroll through the list.
4. When the desired item is highlighted, click OK (or press **Enter**) to establish the association.

TIP: To associate more than one People or Document article to a map, simply create one "container" article in which you list all the people or documents you want related to the map, then use the linking feature described earlier.

For related information, see *Creating Articles* and *Editing Articles*, earlier in this chapter.

Associating Articles with Map Items

You may also want to associate map *items* to existing articles. For example, you can associate an article you wrote to an item you added to a map. This allows you to access information about that item at the click of a mouse.

To associate an article to a map item,

1. Open the appropriate map and click on the map item with which the article will be associated.
2. Click on the Edit Map Item icon on the icon bar or select Edit Items from the Edit menu .
3. In the Edit Map Item dialog that appears, click on the down arrow beside the Article input field to view a list of articles.
4. Highlight the desired article, then click OK to establish the association. The Map window returns. To be sure the association is enabled, double-click on the map item. The article should open.

Printing Articles

You can print any articles included with the program or any that you've added to it. To print an article, open the article and click the Print Article icon (or select Print from the Article menu).

If you prefer to adjust margins or otherwise modify the text, copy the article to the Windows Clipboard and paste it into a word processor where you can alter it as needed. For information on copying articles, see the sections on *Editing Articles* and *Using the Edit Menu* earlier in this chapter.

Deleting Articles

American History Explorer allows you to delete any article that YOU have added to the program.

NOTE: You can NOT delete any of the original articles provided with the program. However, you can delete *text* from the original articles.

If you want to delete an article that you've added to the program, open the article and choose Delete from the Article menu. A verify dialog appears where you can click OK to permanently delete the current article or click Cancel to cancel the operation.