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Introduction

Welcome to the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*.   The *McGraw-Hill Multimedia Encyclopedia* contains articles and illustrations from the *McGraw-Hill Encyclopedia of Science & Technology, 7th Edition* and scientific terms from the *McGraw-Hill Dictionary of Scientific and Technical Terms, 5th Edition* as well as additional material created especially for this CD-ROM.   The information stored on the CD-ROM is organized into the following databases:

- **Animations**:   Contains 39 animations to demonstrate difficult concepts.

- **Biographies**:   Contains biographies of 250 important people in the history of science and engineering.

- **Dictionary**:   Contains a 105,100 word dictionary of common scientific terms.

- **Encyclopedia**:   Contains 7300 articles.

- **Illustrations**:   Contains 550 illustrations.

- **Maps**:   Contains 22 geographic maps with almanac data.

- **Sky Maps**:   Contains 45 sky maps and constellation maps.

- **Study Guide**:   Contains curriculum outlines with appropriate articles for student instruction in 6 disciplines: biology, chemistry, engineering, geosciences, health sciences and physics.

In addition to these databases, the *McGraw-Hill Multimedia Encyclopedia* also includes narrations to accompany all animations.

Topic Areas

Using a powerful search function, you can explore the *McGraw-Hill Multimedia Encyclopedia* to learn about the most up-to-date findings in ten topic areas:

- Agriculture/Forestry
- Astronomy
- Biology
- Chemistry
- Computer Science
- Earth Sciences
- Engineering
- Mathematics
- Medicine/Psychology
- Physics

Getting Started

The *McGraw-Hill Multimedia Encyclopedia* employs a system of windows to display information.

Related Topics:

        View an article in the Encyclopedia

View an article in the Encyclopedia

1. Select **Encyclopedia** from the **Database** option on the **Program Toolbar** at the top of the screen by pressing the down arrow key to the right of the Database box and clicking on **Encyclopedia**.

2. A **List Window** will appear with a listing of the available topics or items in the Encyclopedia.   You can scroll through the alphabetical list of topics using the scroll bars on the right side of the **List Window**, but the fastest method of selecting a term is to type the topic.   When you type the first letter of the word, a **Find dialog box** will appear which allows you to jump directly to terms.   As you type each letter in the word, the alphabetical topic list in the **List Window** will move closer to the correct word.

3. Once the appropriate word is highlighted in the List Window, press Return to select it and view the article OR use your mouse to double click on the term.

As you familiarize yourself with using windows in the *McGraw-Hill Multimedia Encyclopedia*, you can explore the multimedia elements.   To see more information on using the program, view the **How Do I …** section.

Change Type in an Open Window

To change the font for an article or database list window:

1. Click on the appropriate database window to make it active.
2. Select **Font** from the **Text Menu** or press Alt, T and F.
3. From the **Font dialog box**, select the font, size and style for the new text.
4. Click **OK** or press **Return**.

Copy Text to Another Program

When using the *McGraw-Hill Multimedia Encyclopedia*, it is sometimes helpful to copy selected information to a word processing program.   For instance, when writing a research paper in **Microsoft Word** or **WordPerfect**, you could include cited text without having to retype it.   The easy movement of text among different programs is one of the features of the Windows environment.

Related Topics:

Copy specific text from an article to another program
Copy an entire article or topic to another program

Copy specific text from an article to another program

1. Select a portion of text by clicking and dragging.

2. Select **Copy** from the **Edit Menu** or press Alt, E and C.

3. Select **Switch To** from the *McGraw-Hill Multimedia Encyclopedia* **Control Menu** (which is found in the top, left corner of the screen) or press **Ctrl-Esc**.

4. From the Windows Task List, click on **Program Manager** or press the ↓ arrow key to highlight it and press **Enter**.

5. Run your word processing program by double clicking on the appropriate icon in **Program Manager**.   Once your word processing program has been loaded, open a new file.

6. Click **Paste** from the **Edit Menu** of your word processing program or press **Ctrl-V**.

7. Return to the *McGraw-Hill Multimedia Encyclopedia* by pressing **Ctrl-Esc** and clicking on **Multimedia Encyclopedia**.

Copy an entire article or topic to another program

1. Click on the window which contains the article or topic you would like to copy.

2. Select **Copy** from the **Edit Menu** or press Alt, E and C.

3. Select **Switch To** from the *McGraw-Hill Multimedia Encyclopedia* **Control Menu** (which is found in the top, left corner of the screen) or press **Ctrl-Esc**.

4. From the Windows Task List, click on **Program Manager** or press the ↓ arrow key to highlight it and press **Enter**.

5. Run your word processing program by double clicking on the appropriate icon in **Program Manager**.   When the program is loaded, if necessary open a new document.

6. Click **Paste** from the **Edit Menu** of your word processing program or press **Ctrl-V**.

7. Return to the *McGraw-Hill Multimedia Encyclopedia* by pressing **Ctrl-Esc** and clicking on **Multimedia Encyclopedia**.

Listen to the Phonetics Chart

The article "Phonetics" in the **Encyclopedia** contains two graphics which make up a Phonetics Chart: Vowels Chart and Consonants Chart.   When viewing either chart, you can click on any English language sound to listen to the pronunciation of the sound.

Related Topics:

Listen to sounds in the Phonetics Chart

Listen to sounds in the Phonetics Chart

1. Select **Encyclopedia** under the **Database** option.

2. Once the Encyclopedia list window appears, type the word "Phonetics" and press Return.

3. Double click on the article name "Phonetics".

4. When the "Phonetics"article appears, click on the **Illustration Button**.   Click on either "Vowels" or "Consonants" to view a chart.

5. Once a phonetic chart appears, you can click on any English sound to hear it.

Name Files

When you create a file in DOS, it must be named in a specific way.   The file should have two parts of a name, a file name and an extension.   These are written as FILENAME.EXT where FILENAME represents the file name and EXT represents the extension, separated by a period.   The *Multimedia Encyclopedia of Science & Technology* automatically gives all new files the extension LST, but leaves you to provide a unique file name.

Related Topics:

Rules for valid file names

Rules for valid file names

- Your file name cannot be longer than 8 characters.

- Your extension cannot be longer than 3 characters.

- All file extensions must be separated from the file name by a period.   For example, FILENAME.EXT.

- Your file name cannot use the special characters ? , '. : / \ > < " and *.

- You cannot create two files with identical names.   Each file name must be unique.

Perform Searches

Searching the databases is the most important part of using the *McGraw-Hill Multimedia Encyclopedia*. You can search the Encyclopedia, Dictionary and Biographies databases for specific text or terms.   Using the powerful search functions, you can search the databases in two ways: by entering a simple keyword, or by setting multiple search criteria.

Related Topics:

  Search using simple keywords
  Search using complex search criteria

Search using simple keywords

1. Select **Quick Search** from the **Search Menu** or press Alt, S and Q.
2. When the **Quick Search** dialog box appears, type in the search word.
3. Click on the **Search** button or press **Return**.

Search using complex search criteria

1. Select **Advanced Search** from the **Search Menu** or press Alt, S and A.

2. When the **Advanced Search** dialog box appears, type in the search word and select the appropriate search options.

3. Click on the **Search** button or press **Return**.

Print Articles

When doing research, it is helpful to print selected text or an entire article from the *McGraw-Hill Multimedia Encyclopedia* for future reference.   Printing information from the *McGraw-Hill Multimedia Encyclopedia* consists of two general steps:

1. Select a printer.

2. Select the selected text or entire article for printing.

To print information, use the **Print** command from the **File Menu** or use the **Print Button** from the **Program Toolbar**.

Related Topics:

Print a passage of text
Print an entire article or topic

Print a passage of text

1. Select a portion of text by clicking and dragging.
2. Select **Print** from the **File Menu** or press Alt, F and P.
3. Under Print Range, click on the radio button to the left of **Selection** or press Alt+S.
4. Click the **OK** button or press **Enter**.

Print an entire article or topic

1. Click on the window which contains the article or topic you would like to print.
2. Select **Print** from the **File Menu** or press Alt, F and P.
3. Under Print Range, click on the radio button to the left of **All** or press Alt+A.
4. Click the **OK** button or press **Enter**.

View Animations

The *McGraw-Hill Multimedia Encyclopedia* includes 39 animations.   Animations are linked with articles in the Encyclopedia and can be viewed in conjunction with the appropriate text.

Related Topics:

        View animations when reading an article
        View animations from the Animations Database
        Play an animation
        Pause playback of an animation
        Resume playback of an animation
        Stop playback of an animation

View animations when reading an article

When you have selected an article from the *McGraw-Hill Multimedia Encyclopedia*, it comes up in an **Article Window**.   At the top of this window is a **Window Toolbar** which contains a number of buttons. Among these buttons may be the **Animation Button**, as shown below:

If the Animation Button appears on the Window Toolbar, then the article or topic has an animation associated with it.   To view the animation, merely click the Animation Button.

View animations from the Animations Database

1. Select **Animations** from **Database** option on the **Program Toolbar**.

2. From the list of available animations, double click on the one you would like to view.   The animation will automatically be displayed on screen.

Play an animation

To play an animation, simply click on the **Play Button** on the Window Toolbar, as shown below.

Pause playback of an animation

During the display of an animation, you can pause the action to view a particular occurrence or activity by clicking on the **Pause Button** on the Window Toolbar, as shown below.   The animation will pause and can be continued by pressing the **Play Button**.

Resume playback of an animation

After pausing an animation, you can resume play by clicking on the **Play Button** as shown below.

Stop playback of an animation

During the display of an animation, you can stop the action to exit the animation by pressing the **Stop Button** on the Window Toolbar, as shown below.   The animation will stop in progress and will reset at the beginning of the animation sequence.   To watch the animation again, press the **Play Button**.

View Illustrations

The *McGraw-Hill Multimedia Encyclopedia* includes over 550 photographs, drawings and images that help illustrate scientific concepts.   These images are linked with articles in the *McGraw-Hill Multimedia Encyclopedia* and can be viewed in conjunction with the appropriate text.

Related Topics:

View illustrations when reading an article
View illustrations when there is more than one associated with an article
View illustrations from the Illustrations Database

View illustrations when reading an article

When you have selected an article from the Encyclopedia, it comes up in an **Article Window**.   At the top of this window is a **Window Toolbar** which contains a number of buttons.   Among these buttons may be the **Illustration Button**, as shown below:

If the Illustration Button appears on the Window Toolbar, then the article or topic has an illustration associated with it.   To view the illustration, merely click the Illustration Button.

View illustrations when there is more than one associated with an article

An article will sometimes include more than one illustration that is linked to the material.

Related Topics:

<u>View a particular illustration</u>

View a particular illustration

1. Click on the **Illustration Button** as shown below.   A window will appear which lists the available illustrations associated with the article.

2. Double click on the illustration you would like to view.

View illustrations from the Illustrations Database

1. Select **Illustration** from **Database** option on the Program Toolbar.

2. From the list of available illustrations, double click on the one you would like to view.   The illustration will appear in a new window.

View Maps

The *McGraw-Hill Multimedia Encyclopedia* includes full maps of major geographic regions.   These images are linked with articles in the *McGraw-Hill Multimedia Encyclopedia* and can be viewed in conjunction with the appropriate text.   In addition, all maps contain almanac data for the countries shown. To view almanac data, merely click on the name of a country while viewing the map.   The almanac information provided includes the following:

- Location
- Land Area
- Capital
- Major Cities

For the United States, the following information is also given for each state:

- Land Area
- Highest Point
- Capital
- Major Cities
- Rivers
- Mountains
- State Bird
- State Tree

Related Topics:

View almanac information for a country
View almanac information for a state
View maps when reading an article
View maps when there is more than one associated with an article
View maps from the Maps Database

View almanac information for a country

To view the almanac data for a particular country:

1. Select **Map** from **Database** option on the Program Toolbar.

2. From the list of available maps, double click on the one which contains the country you would like to view.   The map will appear on screen.

3. Click on the name of the appropriate country.   The almanac information will appear in a separate window.

View almanac information for a state

To view the almanac data for a particular state:

1. Select **Map** from **Database** option on the Program Toolbar.

2. From the list of available maps, double click on United States.   A map of the U.S. will automatically appear on screen.

3. Click on the name of the apppropriate state.   The almanac information will appear in a separate window.

View maps when reading an article

When you have selected an article from the *McGraw-Hill Multimedia Encyclopedia*, it comes up in an **Article Window**.   At the top of this window is a **Window Toolbar** which contains a number of buttons. Among these buttons may be the **Maps Button**, as shown below:

If the Maps Button appears on the Window Toolbar, then the article has a map associated with it.   To view the map, merely click the Map Button.

View maps when there is more than one associated with an article

An article will sometimes include more than one map that is linked to the material.

Related Topics:

       View a particular map

View a particular map

1. Click on the **Map Button** as shown below.   A window will appear which lists the available maps associated with the article.

2. Double click on the map you would like to view.

View maps from the Maps Database

1. Select **Map** from **Database** option on the Program Toolbar.

2. From the list of available maps, double click on the one you would like to view.   It will automatically appear on screen.

View the Periodic Table of Elements

The article "Periodic Table" in the *McGraw-Hill Multimedia Encyclopedia* includes a Periodic Table with hot buttons for each of the elements.   This means that when viewing the "Periodic Table", you can click on any element to get information on the properties of that element.

If available, a photograph of the element can be viewed.   Availability is indicated by the **Photo Button** on the Toolbar.

View Sky Maps

The *McGraw-Hill Multimedia Encyclopedia* includes sky maps of the Northern and Southern polar skies, as well as maps of the major constellations.

Related Topics:

View sky maps from the Sky Maps Database
View sky maps when reading an article
View the North and South Polar Sky Maps

View sky maps from the Sky Maps Database

1. Select **Sky Maps** from **Database** option on the Program Toolbar.

2. From the list of available sky maps, double click on the constellation you would like to view. Polar sky maps may be viewed by selecting "Constellation" from the list.

View sky maps when reading an article

When you have selected an article on the different constellations from the *McGraw-Hill Multimedia Encyclopedia*, it comes up in an **Article Window**.   At the top of this window is a **Window Toolbar** which contains a number of buttons.   Among these buttons may be the **Illustration Button**, as shown below:

If the Illustration Button appears on the Window Toolbar, then the constellation article has a sky map associated with it.   To view the sky map, merely click the Illustration Button.

View the North and South Polar Sky Maps

The article "Constellation" in the *McGraw-Hill Multimedia Encyclopedia* includes North and South Polar sky maps with hot buttons for each of the constellations.   This means that when viewing either the North or South Polar sky map, you can click on a single constellation to get a closer view of that constellation sky map.

Advanced Search dialog box

The **Advanced Search** dialog box includes options which govern the search parameters.   By limiting the scope of a search, it is easier and faster to find the exact matches to your search criteria.

Related Topics:

    Search Term
    Boolean Operators
    Topics
    Search In
    Word Relationship
    Advanced Search dialog box buttons

Search Term

Use these boxes to enter the word or group of words for searching.

Related Topics:

[Enter a Search Term](#)

Enter a Search Term

1. Click on the box next to **Search Term** and type the first word.

2. To move to the next box, press the **Tab** key twice and type the next word.

3. Continue to enter up to four terms for the search and enter the Boolean operators for the search as discussed below.

Words can be entered into a box by copying a word in the Word Index and pasting it into box.

Boolean Operators

Use these boxes to enter the Boolean operators for your search.   The *McGraw-Hill Multimedia Encyclopedia* uses the operators AND, NOT and OR for advanced searches as described below:

Boolean Operator	Function
AND	use to search for two linked terms by selecting AND from the pull-down menu.
NOT	use to exclude terms from a search by selecting NOT from the pull-down menu.
OR	use to search for one of two separate terms by typing a comma (,) between two terms.

Note that the default Boolean operator is AND, so unless instructed otherwise all advanced searches of more than one term will use this operator.

Related Topics:

Boolean operator examples
Set the Boolean operators for an advanced search
Use the Boolean operator OR in an advanced search

Boolean operator examples

The following are examples of the use of boolean operators for different searches.   The quotation marks are used for clarity around terms to be entered into the search boxes.   *Do not use quotation marks around terms when performing searches.*

- To search for articles on Russian space flights, enter:

  "Russian" AND "Space flights"

- To search for articles on space flights, but not including Russian space flights, enter:

  "Space flights" NOT "Russian"

- To search for articles on either French space flights or Russian space flights, enter:

  "Russian,French" AND "Space flights"

- To search for articles on space flights which are neither Russian nor French, enter:

  "Space flights" NOT "Russian,French"

Set the Boolean operators for an advanced search

1. At the **Advanced Search** dialog box, click on the arrow to the right of the Boolean operator **AND**.

2. Click on the appropriate Boolean operator or use the ↓ arrow key to highlight it and press **Return**.

Use the Boolean operator OR in an advanced search

Unlike the operators AND and NOT, the operator OR is not available through a pull-down menu.   To use OR in a search:

- At the **Advanced Search** dialog box, type in two related terms separated by a **comma (,)**.

Topics

All Encyclopedia articles in the *McGraw-Hill Multimedia Encyclopedia* fall under one of ten categories or topics.   These topics are:

- Agriculture/Forestry

- Astronomy

- Biology

- Chemistry

- Computer Science

- Earth Sciences

- Engineering

- Mathematics

- Medicine/Psychology

- Physics

When performing advanced searches, you can limit the search from one to ten specific topic areas to cut down on search time and limit the search universe.

Related Topics:

Search in specific topic areas
Remove topic areas from the search universe

Search in specific topic areas

1. At the **Advanced Search** dialog box, click on the check box to the left of the topic to select it as part of a search.   An **X** will appear in the check box to mark it as part of the search universe.

2. Select other topics by clicking the appropriate check boxes.

Remove topic areas from the search universe

1. At the **Advanced Search** dialog box, click on the check box to the left of the topic to remove it from the search.   The **X** will disappear from the check box.

2. Remove other topics by clicking the appropriate check boxes.

Search In

In addition to limiting a search to specific topics, you can limit a search to just the article text or titles.   By specifying the text location, you can limit the search of a broader topic or help locate a small topic quickly.

Related Topics:

Define the text location for a search

Define the text location for a search

1. At the **Advanced Search** dialog box, click on the check box to the left of the search location. An **X** will appear in the check box to mark it as selected.

2. Use the table below to set the correct text locations for a search.

To Search In	Select
Titles and main headings of articles	Titles
Text only in the body of articles in the Encyclopedia database	Text
All text in the Encyclopedia database	All

Word Relationship

When searching for more than one term, you can set the parameters which link the terms together.   By clearly defining the relationship between two or more search terms, you will increase the validity of search results.

You can define the relationship between search terms in three ways:

1. **Words Apart**:   Use this box to specify the maximum number of words between the two or more search terms.

2. **Terms must appear in same paragraph**:   Check this box to require that all search terms appear in the same paragraph of text.

3. **Terms must appear in same Section**:   Check this box to require that all search terms appear in the same section or article.

Advanced Search dialog box buttons

1. **Search button:**   Click this button to perform a search after keying search text.

2. **Reset button:**   Click this button to clear all of the dialog box settings.

3. **Cancel button:**   Click this button to close the dialog box without performing the search.

4. **Paste button**:   Click this button to paste a term into the search box.   Refer to the copy and paste commands on the Edit menu for more information on using copy and paste.

5. **Help button:**   Click this button to view additional help on performing searches.

Find dialog box

The Find dialog box lets you locate a word or term in an article.   The dialog box includes the following:

Find box: Use this box to enter the Find term.

Find button: Press this button to jump to the term.

Cancel button: Press this button to close the Find dialog box.

Note: The Find dialog box is also available when scrolling through a list window.   See also "View an article".

Font dialog box

The **Font dialog box** lets you select the font, style and size of text on screen and in your printed document.   The fonts, type sizes, and styles that appear as options on the dialog box are dependent on the fonts installed with your version of Microsoft Windows.   For more information on fonts, refer to your Windows manual.

Related Topics:

Font
Font Style
Size
Sample Window

Font

Use this box to **choose a font** for displaying or printing text.

Related Topics:

<u>Select a new font</u>

Select a new font

1. Click on the box under the word **Font** in the **Font dialog box** or press Alt+F. The active font will be highlighted.

2. Use the mouse to click on a new font from the list below the active font.   Or, use the and ↓ arrow keys to highlight a different font.

3. Click **OK** or press **Return**.

Font Style

Use this box to **choose a style** for the active font.   Common **font styles** include **bold**, *italic*, and **bold italic**.

Related Topics:

Select a new font style

Select a new font style

1. Click on the box under the words **Font Style** in the **Font dialog box** or press Alt+Y**.** The active font style will be highlighted.

2. Use the mouse to click on a new font style from the list below the active style. Or, use the and ↓ arrow keys to highlight a different style.

3. Click **OK** or press **Return**.

Size

Use this box to **choose a type size** for the active font.   Most reading text is 10, 11 or 12 point type.

Related Topics:

Select a new font size

Select a new font size

1. Click on the box under the word **Size** in the **Font** dialog box or press Alt+S**.** The active font size will be highlighted.

2. Use the mouse to click on a new size from the list below the active size.   Or, use the and ↓ arrow keys to highlight a different style.   In addition, you can just type a new point size in the box.

3. Click **OK** or press **Return**.

Sample Window

This window shows a sample of the text using any changes you have made and is very helpful to view before confirming any changes in font, size or style.

Preferences dialog box

This dialog box contains options for the following:

- **Search parameters**:   Choose sort order for the results of a search, use the **Search** button on the **Program Toolbar** to perform quick or advanced searches, and adjust the default number of words apart for advanced word searches.

- **General parameters**:   Set the animations and audio sounds on or off to work with your particular computer.

After changing Preferences, you must restart the McGraw-Hill Multimedia Encyclopedia *for the changes to take effect.*

Related Topics:

Search Mode
Sort Results List
Words Apart
General Parameters

Search Mode

Use these radio buttons to set a default search option for the **Search** button on the **Program Toolbar**.

Related Topics:

       Set Quick Search as the default search method
       Set Advanced Search as the default search method

Set Quick Search as the default search method

1. Select **Preferences** from the **File Menu** or press Alt, F and P.
2. Click on the radio button to the left of **Quick Search**.
3. Click the **OK** button or press **Enter**.

Set Advanced Search as the default search method

1. Select **Preferences** from the **File Menu** or press Alt, F and P.
2. Click on the radio button to the left of **Advanced Search**.
3. Click the **OK** button or press **Enter**.

Sort Results List

Use these buttons to set the sort order for the results of a search.   When matched articles are found for a particular search, the results of the search are displayed in a **Results** window.   The order of entries in the **Results** window is dictated by this setting.   The *McGraw-Hill Multimedia Encyclopedia* lets you display articles in the **Results** window by frequency of occurrence of the searched item or alphabetically.

Related Topics:

Display search results by occurrence of the item
Display search results alphabetically

Display search results by occurrence of the item

1. Select **Preferences** from the **File Menu** or press Alt, F and P.

2. Click on the radio button to the left of **By Occurrence**.

3. Click the **OK** button or press **Enter**.

Display search results alphabetically

1. Select **Preferences** from the **File Menu** or press Alt, F and P.
2. Click on the radio button to the left of **Alphabetically**.
3. Click the **OK** button or press **Enter**.

Words Apart

When performing a search of more than one term, you can set the number of words which should be viewed to link the different words together.   For instance, setting the **Words Apart** setting for 3 during a search for TEETH AND AARDVARK will result in finding all occurrences of the terms TEETH and AARDVARK that appear 3 words apart or less.

The maximum number of words apart that can be set is 10.   You can set the words apart here as a default for using the *McGraw-Hill Multimedia Encyclopedia*, but during every search you have the opportunity to override this default setting.   The default setting for words apart is 5.

Related Topics:

Set a default for Words Apart

Set a default for Words Apart

1. Select **Preferences** from the **File Menu** or press Alt, F and P.

2. Click on the counter box to the right of **Words Apart**. The cursor will appear next to the number displayed.

3. Click on the ↓ or arrow buttons to change the number by one increment more or less. Continue to click on the ↓ or arrow buttons until you have reached the number you would like to select.

   OR

   Press the ← (backspace) key to delete the number displayed and type in a new number.

4. Click the **OK** button or press **Enter**.

General Parameters

Use these options to control the multimedia elements of the program.

Related Topics:

Turn on any general parameter
Turn off any general parameter
Play Title Animation at Startup
Play Audio
Play Animations

Turn on any general parameter

1. Select **Preferences** from the **File Menu** or press Alt, F and P.

2. Click the check box to the left of the option so that an **X** appears.   For instance, to turn on animations when using the program, click the box to the left of **Play Animations**.

3. Click the **OK** button or press **Enter**.

Turn off any general parameter

1. Select **Preferences** from the **File Menu** or press Alt, F and P.

2. Click the check box to the left of the option so that the **X** disappears.   For instance, to turn off animations when using the program, click the box to the left of **Play Animations** so the check box is empty.

3. Click the **OK** button or press **Enter**.

Play Title Animation at Startup

Check this box to show the title animation when the *McGraw-Hill Multimedia Encyclopedia* program loads. Depending on your computer, animation can slow down the operation of the program.   For this reason, you may want to turn off the animation here.

Play Audio

Check this box to hear the audio elements in the *McGraw-Hill Multimedia Encyclopedia*.   If you do not have an audio driver or sound card included in your computer, it is suggested that you turn off the audio elements by leaving this check box empty.

Play Animations

Check this box to view the animations included in the *McGraw-Hill Multimedia Encyclopedia*.   If you have a limited amount of computer memory, it is recommended that you deactivate the animation by leaving this check box empty to improve the performance of the program.

Print dialog box

The **Print** dialog box contains options for printing either selected information or the contents of a window to your local printer.   You can print outlines or text and line illustrations from articles.

Note that you cannot print photographs, stills from animations, or illustrations that are in separate windows.

Using the Print dialog box, you can set options like print quality, number of copies, print range and setup options.   The default printer is listed at the top of the Print dialog box for reference.   To change the active printer, use the Print Setup dialog box.

Related Topics:

Print Range
Print Quality
Copies
Print to File
Collate Copies
Print dialog box buttons

Print Range

The Print Range is selected by clicking on a radio button to the right of the appropriate setting.   You can set the range of information to be printed as one of the following settings:

All Click on this radio button to print all the text from the active article or list window.

Selection Click on this radio button to print text from an article or list window that has been previously highlighted.   Before using the **Print** dialog box, you must highlight text in an article or list to have this option available.

Print Quality

The Print Quality option is dependent on the available settings for your printer.   Most printers use three different settings: High, Medium and Low.   Since **high** quality printing takes longer than **low**, it is often better to choose medium for a compromise between quality and speed.   Refer to your printer manual for more information on available print quality.

Related Topics:

Change the print quality

Change the print quality

1. Select **Print** from the **File Menu** or press Alt, F and P.
2. Click on the arrow button to the right of the **Print Quality** box or press Alt+Q.
3. Click on the appropriate setting or use the ↓ key to highlight your selection.
4. Click the **OK** button or press **Enter**.

Copies

Use this box to set the number of copies to be printed.   The default number of copies is one, but you can print multiple copies of any article or line illustration by entering a number in this box.

1. Select **Print** from the **File Menu** or press Alt, F and P.

2. Click in the box to the right of **Copies** or press Alt+C and then type a numerical value.

3. Click the **OK** button or press **Enter**.

Print to File

Use this check box to have the print range sent to a disk file instead of the printer.

1. Select **Print** from the **File Menu** or press Alt, F and P.
2. Click the check box to the left of **Print to File** so that an **X** appears or press Alt+L.
3. Click the **OK** button or press **Enter**.

Collate Copies

Use this check box to have multiple copies collated when they are printed.   This option is not active when only one copy of an article is printed, since most printers automatically collate single documents.

1. Select **Print** from the **File Menu** or press Alt, F and P.

2. Click the check box to the left of **Collate Copies** so that an **X** appears or press Alt+I.

3. Click the **OK** button or press **Enter**.

Print dialog box buttons

1. **Setup button**:   Click this button to set options for the current printer or to switch to another printer.   See also **Print Setup** dialog box.

2. **Cancel button**:   Click this button to cancel the print request.

Print Setup dialog box

The **Print Setup** dialog box contains options for selecting an active printer, setting the page size and orientation, and setting paper source.   The Print Setup dialog box will vary slightly depending on your active printer.   For more information using this dialog box, refer to your Windows manual or view help under the **Control Panel** in Windows.

Quick Search dialog box

The **Quick Search** dialog box contains options for performing a **Quick Search** or moving to an **Advanced Search**.

Related Topics:

Quick Search dialog box buttons

Quick Search dialog box buttons

1. **Search button:**   Click this button to perform a quick search on the typed word.

2. **Advanced Search button:**   Click this button to move to the **Advanced Search** dialog box.

3. **Cancel button:**   Click this button to cancel the search request.

4. **Paste button**:   Click this button to paste a term into the search box.   Refer to the copy and paste commands on the Edit menu for more information on using copy and paste.

Save As Dialog Box

Use the **Save As** dialog box to specify the drive and file name for a saved file.   The different parts of the dialog box are described below.

Related Topics:

File Name
Drives
Directories
Save File as Type

File Name

To save the file, you must give it a unique **file name** by performing these steps:

1. Click on the word **File Name** or press Alt+N.

2. Type a unique name for the new file.   The program will automatically give the new file the extension LST.

   OR

   Click on the file name from the list to save under an existing file name.   Remember, if you use an existing file name, the original file is overwritten with the new information.

3. Press **Enter**.

Drives

Your computer may have a combination of floppy disk drives and hard disk drives where you can store information from the CD-ROM.

Related Topics:

Select a different drive

Select a different drive

1. Click on the pull-down arrow to the right of the **Drives** box or press Alt+V.
2. Click on the appropriate drive to select it.

Directories

- Click on the folder icon which represents the directory you want to select.

  OR

- Press Alt+D to switch to the **Directories** window.   Use the and ↓ keys to highlight the appropriate sub directory and press **Enter**.

Save File as Type

You can save files from the *McGraw-Hill Multimedia Encyclopedia* in the following two formats:

LST: The standard *McGraw-Hill Multimedia Encyclopedia* file format.   Files are saved in this format unless you specify another file format.

TXT: The standard **ASCII format** for DOS text files.   Files in this format can be read by most word processing programs.

Related Topics:

Select another file format

Select another file format

1. Click on the pull-down arrow to the right of the **Save File as Type** box or press Alt+T.
2. Click on the appropriate file format from the pull-down list to select it.

Alt-Key Combinations

The **Alt** key is primarily used to access the pull down menu bar at the top of the screen.   When used for the menu, the Alt key is pressed in sequence with other letters to move through the menuing system. For instance, to select Print from the File Menu, you perform these steps:

1. Press the Alt key and release it.
2. Type the letter F for File Menu.
3. Type the letter P for Print.

This sequence of keystrokes is written "press Alt, F and P".   The letters to be used when choosing menu options appear underlined.   Therefore, when selecting the Document menu you can press Alt and then D because the letter D appears underlined on the menu bar.

Ctrl-Key Combinations

The **Ctrl** key is used with the copy and paste function and to manipulate window menus.   To use the Ctrl key as a quick key:

1. Press the Ctrl key and hold it.

2. At the same time, press the appropriate letter key.   For instance, to quit the program press Q.

This sequence of keystrokes is written "press Ctrl+Q".   The Ctrl quick key combinations are listed in the chart below.

Key	Function
Ctrl+C	Copy selected text to the clipboard
Ctrl+F	Open the Advanced Search dialog box
Ctrl+F4	Close an article or list window
Ctrl+F6	Move to the next window
Ctrl+Q	Exit the *McGraw-Hill Multimedia Encyclopedia*
Ctrl+R	Repaint the screen
Ctrl+V	Paste contents of the clipboard into a Search dialog box
Ctrl+W	Close the current active window

Function Keys

The **Function Keys** are used alone or in combination with Shift to let you manipulate windows.   To use function keys alone, merely press the appropriate key on your keyboard.   To use function keys in combination with the Shift key:

1. Press the Shift key and hold it.

2. At the same time, press the appropriate function key.   For instance, to tile the windows press F4 while you are holding the Shift key.

This sequence of keystrokes is written "press Shift+F4".   The function   key combinations are listed in the chart below.

Key	Function
F1	Open Help window
F2	Open the Advanced Search dialog box
F3	Open the Database list
F4	Open the Quick Search dialog box
F5	Print
F6	Open the Index
F7	Open the Find dialog box
F10	Select the menu bar
Shift+F4	Tile open windows
Shift+F5	Cascade all open windows
Ctrl+F6	Move to the next window

Quick Keys

This is a list of all quick keys included in the *McGraw-Hill Multimedia Encyclopedia*.   To get a printout of this list, select **Print** from the File Menu in this Help window.

Key	Function
Ctrl+C	Copy selected text to the clipboard
Ctrl+F	Open the Advanced Search dialog box
Ctrl+F4	Close an article or list window
Ctrl+F6	Move to the next window
Ctrl+Q	Exit the *McGraw-Hill Multimedia Encyclopedia*
Ctrl+R	Repaint the screen
Ctrl+V	Paste contents of the clipboard into a Search dialog box
Ctrl+W	Close the current active window
Esc	Clost the current active window or dialog box
F1	Open Help window
F10	Select the menu bar
F2	Open the Advanced Search dialog box
F3	Open the Database list
F4	Open the Quick Search dialog box
F5	Print
F6	Open the Index
F7	Open the Find dialog box
Shift+F4	Tile open windows
Shift+F5	Cascade all open windows
Shift+Tab	Move cursor to the previous field in a dialog box
Tab	Move cursor to the next field in a dialog box. Also, select the next item on the Program Toolbar.

File Menu

This menu includes commands for saving text, closing windows, printing articles and outlines, and setting preferences for the operation of the *McGraw-Hill Multimedia Encyclopedia of Science & Technology.*

Related Topics:

Save command (File Menu)
Close command (File Menu)
Print Setup (File Menu)
Print (File Menu)
Preferences command (File Menu)
Exit command (File Menu)

Save command (File Menu)

Use this option from the **File Menu** to **Save** a copy of selected information or the contents of a specific window to another drive.   While this option is most useful in a network environment, you can save specific information to a local hard disk drive for the purpose of updating or changing material.   For instance, when doing a research paper you may prefer to copy pertinent text from the *McGraw-Hill Multimedia Encyclopedia* to your word processor.

Related Topics:

<u>Save a selection of text</u>
<u>Save the visible text in any window</u>
<u>Save the contents of the active window</u>

Save a selection of text

1. Select a portion of text by clicking and dragging.

2. Select **Save** from the **File Menu** or press Alt, F and S.

3. Click on the radio button to the left of **Selection** or press Alt+S.

4. Click the **OK** button or press **Enter**.

The **Save As** dialog box will appear, which lets you save to a specific disk or drive, or with a particular file name.

Save the visible text in any window

1. Click on the window which contains the text you would like to save.   Make sure the text that you want to save is visible in the open window. *Any text that is off screen will not be saved.*

2. Select **Save** from the **File Menu** or press Alt, F and S.

3. Click on the radio button to the left of **Window** or press Alt+W.

4. Click the **OK** button or press **Enter**.

The **Save As** dialog box will appear, which lets you save to a specific disk or drive, or with a particular file name.

Save the contents of the active window

1. Click on the window which you would like to save.

2. Select **Save** from the **File Menu** or press Alt, F and S.

3. Click on the radio button to the left of **All** or press Alt+A.

4. Click the **OK** button or press **Enter**.

The **Save As** dialog box will appear, which lets you save to a specific disk or drive, or with a particular name.

Close command (File Menu)

Use this option to close the active database and article windows.   Before closing a specific window, you must first click on the window to be sure it is active.

Related Topics:

Close an active window
Close an inactive window

Close an active window

- Select **Close** from the File Menu

  OR

- Press Alt, F and C.

Close an inactive window

In addition to using the **Close** command, you can close inactive windows in the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* by selecting **Close** from the window **Control menu**.   The window **Control menu** is a small menu that is accessed by clicking on the top left corner of any window or pressing Alt+Hyphen.   It lets you size, minimize or close the active window.

Print Setup (File Menu)

Use this command to select a printer for printing text, figures or outlines from the *McGraw-Hill Multimedia Encyclopedia*.   For more information on using printers, refer to your Windows manual or view help in the **Control Panel** in Windows.

Related Topics:

Select a printer

Select a printer

- Select **Print Setup** from the **File Menu** or press Alt, F and R
- To select a new printer, click on the printer name and click OK

  OR
- Press ↓ or to highlight the correct printer and press **Enter**.

Print (File Menu)

Use this option from the **File Menu** to **Print** a copy of selected information or the contents of a specific window to your local printer.   You can print outlines or text and line illustrations from articles.

Related Topics:

Print a selection of text
Print the contents of the active window

Print a selection of text

1. Select a portion of text by clicking and dragging.
2. Select **Print** from the **File Menu** or press Alt, F and P.
3. Click on the radio button to the left of **Selection** or press Alt+S.
4. Click the **OK** button or press **Enter**.

Print the contents of the active window

1. Click on the window which you would like to save.
2. Select **Print** from the **File Menu** or press Alt, F and P.
3. Click on the radio button to the left of **All** or press Alt+A.
4. Click the **OK** button or press **Enter**.

Preferences command (File Menu)

Use this command to set standard procedures for the entire *McGraw-Hill Multimedia Encyclopedia of Science & Technology* program.   Using this command, you can set default options for search parameters and govern the look of your screen.   After changing **Preferences**, you must exit and restart the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* for the changes to take effect.

Exit command (File Menu)

Use this command to quit from the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* program.

Edit Menu

This menu contains commands for copying material from the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* to other programs in Windows.   Since the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* is in CD-ROM format, you cannot alter information in the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* databases when they are on the CD-ROM.

Related Topics:

Copy command (Edit Menu)
Paste command (Edit Menu)

Copy command (Edit Menu)

Use this command to copy text or graphics from the *McGraw-Hill Multimedia Encyclopedia* to the **Clipboard**.   In conjunction with the **Paste** command, you can use **Copy** to create a duplicate of material in the *McGraw-Hill Multimedia Encyclopedia*.   Before using the **Copy** command, you must first select text or graphics to copy by highlighting the appropriate material using the mouse.

Related Topics:

Common uses of the Copy command
Copy a term to the Advanced Search Dialog Box
Copy text or graphics to another program

Common uses of the **Copy** *command*

- Copy a complex term into the Quick or Advanced Search dialog box for easy searches of complicated words

- Copy a passage, article or topic into another program as quotes, citations, or additional information when doing papers.

Copy a term to the Advanced Search Dialog Box

1. Highlight the term to copy by clicking and dragging with the mouse.

2. Select **Copy** from the **Edit Menu** or press Alt, E, and O.   You can also use the **Quick Key** combination Ctrl+C.

3. From the **Search Menu** select **Advanced Search**.   In the Advanced Search Dialog Box, position the cursor in the first term box.

4. Select **Paste** from the **Edit Menu** or press Alt, E, and P.   You can also use the **Quick Key** combination Ctrl+V.

Copy text or graphics to another program

1. Highlight the text or graphics to copy by using the mouse. For graphics, you can click once on the graphic. For text, you must click and drag to highlight the entire text.

2. Select **Copy** from the **Edit Menu** or press Alt, E, and O. You can also use the **Quick Key** combination Ctrl+C.

3. Select **Switch To** from the *McGraw-Hill Multimedia Encyclopedia* **Control Menu** (which is found in the top, left corner of the screen) or press **Ctrl+Esc**.

4. From the Windows Task List, click on **Program Manager** or press the ↓ arrow key to highlight it and press **Enter**.

5. Run your word processing program by double clicking on the appropriate icon in **Program Manager**. When the program is loaded, if necessary open a new document.

6. Select **Paste** from the **Edit Menu** of your word processing program or press Alt, E, and P.

7. Return to the *McGraw-Hill Multimedia Encyclopedia* by pressing **Ctrl+Esc** and selecting **Multimedia Encyclopedia**.

Paste command (Edit Menu)

Used in conjunction with **Copy**, this command lets you place complex terms in the Advanced Search Dialog Box.   This command is helpful when performing advanced searches on complicated terms.

Related Topics:

Copy a term to the Advanced Search Dialog Box

Copy a term to the Advanced Search Dialog Box

1. Highlight the term to copy by clicking and dragging with the mouse.

2. Select **Copy** from the **Edit Menu** or press Alt, E, and O.   You can also use the **Quick Key** combination Ctrl+C.

3. From the **Search Menu** select **Advanced Search**.   In the Advanced Search Dialog Box, position the cursor in the first term box.

4. Select **Paste** from the **Edit Menu** or press Alt, E, and P.   You can also use the **Quick Key** combination Ctrl+V.

Search Menu

This menu is used to search articles in the *McGraw-Hill Multimedia Encyclopedia* for specific text, names or topics.   Very powerful search operators allow you to search by keywords, by topics, and in specific structures in the text.

Related Topics:

Quick Search command (Search Menu)
Advanced Search command (Search Menu)
Index command (Search Menu)
Find command (Search Menu)

Quick Search command (Search Menu)

Use this command to perform simple searches on one keyword or topic.

Related Topics:

Run a quick search

Run a quick search

1. Select **Quick Search** from the **Search Menu** or press Alt, S and Q.

2. When the **Quick Search** dialog box appears, type in the search word.

3. Click on the **Search** button or press **Return**.

Advanced Search command (Search Menu)

Use this command to perform **Advanced Searches** on multiple keywords or topics.   When performing an advanced search with the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*, you can use **Boolean operators** to search for up to four linked topics or keywords.   The available Boolean operators for searches are AND, NOT and OR, which are used to include or exclude specific text.

Related Topics:

Run an advanced search

Run an advanced search

1. Select **Advanced Search** from the **Search Menu** or press Alt, S and A.

2. When the **Advanced Search** dialog box appears, type in the search word and select the appropriate search options.

3. Click on the **Search** button or press **Return**.

Index command (Search Menu)

Use this command to view an index of all words in the Encyclopedia.   To use the Index command:

1. Select **Index** from the **Search Menu** or press Alt, S and I.

2. When the **Index Window** appears, type in any word.   The Index Window listing will jump to the word as you type it.

3. Once the word is highlighted in the Index, press Return to view a list of articles which contain the selected word.   The reference list will be sorted by occurrence of the word or alphabetically depending on the settings in the **Preferences** dialog box.

4. Review the article listing and select an appropriate article by double clicking on the article title.

Find command (Search Menu)

Use this command to jump to a particular word within the text of articles or in a List Window.   To use the Find command:

1. Select **Find** from the **Search Menu** or press Alt, S and F.

2. When the **Find** box appears, type in the word to be found.

3. Click on the **Find** button or press **Return**.

Text Menu

This menu lets you specify the look of the words that appear on screen and in your printed document. You can change fonts on database listing and articles to make them more readable on screen, or you can use a different font for printing.

Related Topics:

Font command (Text Menu)

Font command (Text Menu)

Change the font for an article or database list window

1. Click on the appropriate database window to make it active.
2. Select **Font** from the **Text Menu** or press Alt, T and F.
3. From the **Font** dialog box, select the font, size and style for the new text.
4. Click **OK** or press **Return**.

Window Menu

The **Window Menu** includes options for manipulating different windows in the *McGraw-Hill Multimedia Encyclopedia*.   Since article, lists, illustrations, and other elements appear as different windows, it is useful to know how to arrange and close windows in the program.   See also **Control Menu** options for options on moving and sizing windows.

Related Topics:

Status command (Window Menu)
Cascade command (Window Menu)
Tile command (Window Menu)
Arrange Icons command (Window Menu)
Close All command (Window Menu)

Status command (Window Menu)

Use this toggle command to display the **Status Bar** at the bottom of the screen.   When active, a appears next to the word **Status** on the **Window Menu**.

Related Topics:

Display the Status bar at the bottom of the screen
Remove the Status bar from the bottom of the screen

Display the Status bar at the bottom of the screen

- Select **Status** from the **Window Menu** or press Alt, W and S.

Remove the Status bar from the bottom of the screen

- Select **Status** from the **Window Menu** or press Alt, W and S.

Cascade command (Window Menu)

Use this command to arrange all the open windows in a stack on top of each other.   When the *McGraw-Hill Multimedia Encyclopedia* in use, **Cascade** is the default setting for all windows.

Related Topics:

Display all windows in a cascade pattern

Display all windows in a cascade pattern

- Select **Cascade** from the **Window Menu** or press Alt, W and C.

  OR

- Use the **Quick Key** combination Shift+F5.

Tile command (Window Menu)

Use this command to arrange the open windows on screen so they do not overlap.

Related Topics:

Display all windows in a tile pattern

Display all windows in a tile pattern

- Select **Tile** from the **Window Menu** or press Alt, W and T.
  OR
- Use the **Quick Key** combination Shift+F4.

Arrange Icons command (Window Menu)

When any window from the *McGraw-Hill Multimedia Encyclopedia* is minimized, it is reduced to an icon at the bottom of the screen.   When the windows are iconized, you can use this command to arrange the icons on screen in a neat row at the bottom.

Related Topics:

Arrange the active icons

Arrange the active icons

- Select **Arrange Icons** from the **Window Menu** or press Alt, W and I.

Close All command (Window Menu)

Use this command to close all the open articles, databases and windows.   This command is helpful when exiting the program or clearing the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* for use by another person.

Related Topics:

Close all the open windows

Close all the open windows

- Select **Close All** from the **Window Menu** or press Alt, W and A.

Document Menu

This menu contains options for **viewing multimedia elements and referencing articles** in the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*.   A **Document** is any information that appears in an article window.   If an option on the Document Menu appears in grey type, then that option is not available for the active article.

Related Topics:

Caption command (Document Menu)
Find command (Document Menu)
Find Again command (Document Menu)
Related Articles command (Document Menu)
Outline command (Document Menu)
Illustration command (Document Menu)
Photo command (Document Menu)
Map command (Document Menu)
Animation command (Document Menu)

Caption command (Document Menu)

Use this command to view any captions associated with a photograph or illustration.

Related Topics:

Display a caption for a photograph or illustration
Close the caption window

Display a caption for a photograph or illustration

- Select **Caption** from the **Document Menu** or press Alt, D and C.

Close the caption window

- Select **Close** from the **Control Menu** in the top left corner of the window or press Alt+Hyphen and C.

    OR

- Use the **Quick Key** combination Ctrl+F4.

Find command (Document Menu)

Use this command to find one occurrence of a specific term.   This function is most often used when searching through list windows for key terms, but is also active during all article windows.

Related Topics:

Search for a term using the Find command

Search for a term using the Find command

- Select **Find** from the **Document Menu** or press Alt, D and F.

- When the Find dialog box appears, type in the text to be found.   Press Return to begin the search.

Find Again command (Document Menu)

Use this command to perform the most recent Find command a second time.

Related Topics:

Perform the most recent Find

Perform the most recent Find

- Select **Find Again** from the **Document Menu** or press Alt, D and G.

Related Articles command (Document Menu)

Use this command to view related articles or cross references associated with an Encyclopedia article.

Related Topics:

Display a list of Related Articles

Close the list of Related Articles

Display a list of Related Articles

- Select **Related Articles** from the **Document Menu** or press Alt, D and R.
- At the Related Articles listing, select a new article to view.

Close the list of Related Articles

- Select **Close** from the **Control Menu** in the top left corner of the window or press Alt+Hyphen and C.

  OR

- Use the **Quick Key** combination Ctrl+F4.

Outline command (Document Menu)

Use this command to view a hierarchical outline associated with an Encyclopedia article.

Related Topics:

View an article outline
Close the Outline window

View an article outline

- Select **Outline** from the **Document Menu** or press Alt, D and O.

Close the Outline window

- Select **Close** from the **Control Menu** in the top left corner of the window or press Alt+Hyphen and C.

  OR

- Use the **Quick Key** combination Ctrl+F4.

Illustration command (Document Menu)

Use this command to view illustrations or graphics associated with an Encyclopedia article.

Related Topics:

View an illustration
Close the Illustration window

View an illustration

- Select **Illustration** from the **Document Menu** or press Alt, D and I.

- If there is more than one illustration available with the active article, you must select an illustration to view from the Illustration list window.

Close the Illustration window

- Select **Close** from the **Control Menu** in the top left corner of the window or press Alt+Hyphen and C.

  OR

- Use the **Quick Key** combination Ctrl+F4.

Photo command (Document Menu)

Use this command to view photographs associated with an Encyclopedia article.

Related Topics:

View a photograph
Close the Photo window

View a photograph

- Select **Photo** from the **Document Menu** or press Alt, D and P.

- If there is more than one photograph available with the active article, you must select a photograph to view from the Photo list window.

Close the Photo window

- Select **Close** from the **Control Menu** in the top left corner of the window or press Alt+Hyphen and C.

  OR

- Use the **Quick Key** combination Ctrl+F4.

Map command (Document Menu)

Use this command to view geographic maps associated with an Encyclopedia article.

Related Topics:

View a geographic map
Close the Map window

View a geographic map

- Select **Map** from the **Document Menu** or press Alt, D and M.
- If there is more than one map available with the active article, you must select a map to view from the Map list window.

Close the Map window

- Select **Close** from the **Control Menu** in the top left corner of the window or press Alt+Hyphen and C.

  OR

- Use the **Quick Key** combination Ctrl+F4.

Animation command (Document Menu)

Use this command to view animations associated with an Encyclopedia article.   Unlike other multimedia elements in the Encyclopedia, animation windows cannot be modified in size since the quality of the animations will be affected by size changes.

Related Topics:

> View an animation
> Close the Animation window

View an animation

- Select **Animation** from the **Document Menu** or press Alt, D and A.

- If there is more than one animation available with the active article, you must select a animation to view from the Animation list window.

Close the Animation window

- Select **Close** from the **Control Menu** in the top left corner of the window or press Alt+Hyphen and C.

  OR

- Use the **Quick Key** combination Ctrl+F4.

Bookmark Menu

This menu contains options for **creating and using bookmarks** in the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*.   **Bookmarks** are electronic paper clips that mark articles, passages or entire topics for quick reference.   The *McGraw-Hill Multimedia Encyclopedia* can store a large number of bookmarks, which are dependent only on the available local disk storage space.

When created, a bookmark is placed at the exact location of the cursor in a specific article.   For this reason, you can save multiple bookmarks in the same article or topic window.

Related Topics:

Bookmark List command (Bookmark Menu)
Add command (Bookmark Menu)
Delete command (Bookmark Menu)

Bookmark List command (Bookmark Menu)

Use this command to list all bookmarks.   All bookmarks are given unique names to help identify their location.

Related Topics:

Display a list of all bookmarks
Close the Bookmark List window
Go to a specific bookmark

Display a list of all bookmarks

- Select **Bookmark List** from the **Bookmark Menu** or press Alt, B and B.

Close the Bookmark List window

- Select **Close** from the **Control Menu** in the top left corner of the window or press Alt+Hyphen and C.

  OR

- Use the **Quick Key** combination Ctrl+F4.

Go to a specific bookmark

1. Select **Bookmark List** from the **Bookmark Menu** or press Alt, B and B.
2. Double click on the appropriate bookmark.

   OR

   Use the or ↓ arrow keys to highlight it and press **Return**.

Add command (Bookmark Menu)

Use this command to create new bookmarks.   Once created, you can use bookmarks to jump to frequently used articles.   When you create a bookmark in a specific article, the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* will automatically give it a tentative name which matches the article name.   You can change the name or keep the article name as the bookmark name.

Related Topics:

Create a new bookmark

Create a new bookmark

1. Position the cursor in the specific article you want to mark.   You cannot set a bookmark in an index or search window.

2. Select **Add** from the **Bookmark Menu** or press Alt, B and A.

3. When the **Bookmark Title dialog box** appears, type a name for the bookmark or proceed to the next step to accept the default name.

4. Click **OK** or press **Return** to accept the new bookmark.

Delete command (Bookmark Menu)

Since bookmarks take up space on your local disk drive, you should delete old bookmarks you no longer need.   Use this command to delete bookmarks which you no longer use.

Related Topics:

Delete a bookmark

Delete a bookmark

1. Select **Delete** from the **Bookmark Menu** or press Alt, B and D.

2. Highlight the bookmark to be deleted and press **Return**.

Help Menu

This menu contains helpful instructions for using the *McGraw-Hill Multimedia Encyclopedia*.   In addition to the on-line help system, you can find additional program instructions in the accompanying written documentation.

For more information on the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*, please use the phone number listed in the accompanying documentation.

Related Topics:

Contents command (Help Menu)
About command (Help Menu)

Contents command (Help Menu)

Use this command to view the contents of the on-line help system.

About command (Help Menu)

Use this command to view copyright and version information for the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*.

Control Menu

The **Control Menu** is found in the top left corner of every window in the Windows program.   The **Control Menu** is signified by a hyphen (-) and lets you to perform standard window functions like move, size and close.   In the *McGraw-Hill Multimedia Encyclopedia*, there are two different Control Menus:

- The **Program Control Menu** appears at the top left corner of the *McGraw-Hill Multimedia Encyclopedia* program screen and includes the commands Restore, Move, Size, Minimize, Maximize, Close, Switch To, and Run.

- The **Window Control Menu** appears at the top left corner of any open window.   Open windows in the *McGraw-Hill Multimedia Encyclopedia* may display an index, an article, search results, illustrations, maps, or many other elements of the program.   Each of these windows will have a Window Control Menu in the top left corner which includes the commands Restore, Move, Size, Minimize, Maximize, Close, Next Window and Split.

Related Topics:

Restore command (Control Menu)
Move command (Control Menu)
Size command (Control Menu)
Minimize command (Control Menu)
Maximize command (Control Menu)
Close command (Control Menu)
Next command (Control Menu)
Switch To … command (Control Menu)

Restore command (Control Menu)

Use this command to restore a window to its standard size prior to using the **Minimize** or **Maximize** commands.   This command clears any previous minimizing, maximizing or sizing settings.

Related Topics:

Restore a window to standard size

Restore a window to standard size

- Select **Restore** from the **Control Menu** or press Alt+Hyphen and R.

  OR

- Press Ctrl+F5.

Move command (Control Menu)

Use this command to position a window on screen.   When selected, the **Move** command displays a four-sided arrow for moving the active window.   *This command cannot be used with a window which has been maximized.*

Related Topics:

Reposition a window on screen

Reposition a window on screen

- Select **Move** from the **Control Menu** or press Alt+Hyphen and M.

  OR

- Press Ctrl+F7

Then use the four-sided arrow key to move the window to a new location.

Size command (Control Menu)

Use this command to change the size of a window on screen.   When selected, the **Size** command displays a four-sided arrow for shrinking or expanding each side of the active window.   *This command cannot be used with a window which has been maximized.*

Related Topics:

Shrink a window on screen
Expand a window on screen

Shrink a window on screen

1. Select **Size** from the **Control Menu** or press Alt+Hyphen and S.
   OR
   Press Ctrl+F8

2. When the cursor appears as a four-sided arrow, press the → or ← key to shrink it horizontally or press the or ↓ key to shrink it vertically.   Or, click and drag the mouse at the four borders of the window to shrink it.

Expand a window on screen

1. Select **Size** from the **Control Menu** or press Alt+Hyphen and S.
    OR
    Press Ctrl+F8

2. When the cursor appears as a four-sided arrow, press the → or ← key to expand it horizontally or press the or ↓ key to expand it vertically.   Or, click and drag the mouse at the four borders of the window to expand it.

Minimize command (Control Menu)

Use this command to display an open window as an icon in the bottom part of the *McGraw-Hill Multimedia Encyclopedia* screen.   When selected, the **Minimize** command reduces the active window to an icon.

Related Topics:

Display a window as an icon
Expand an icon to a full window

Display a window as an icon

- Select **Minimize** from the window **Control Menu**.

Expand an icon to a full window

- Double click on the icon

Maximize command (Control Menu)

Use this command to expand a window to the full *McGraw-Hill Multimedia Encyclopedia* screen. A maximized window hides all other active windows.

Related Topics:

Expand a window to the full screen
Shrink a maximized window

Expand a window to the full screen

- Select **Maximize** from the **Control Menu** or press Alt+Hyphen and X.

  OR

- Press Ctrl+F10

Shrink a maximized window

Once a window has been maximized, you can shrink it to a smaller size by using the **Restore** command.

Close command (Control Menu)

Use this command to close the active window.   Unlike using **Minimize**, when you close a window you cannot re-open it without stepping through the program again.

Related Topics:

Close a window

Close a window

- Select **Close** from the **Control Menu** or press Alt+Hyphen and C.

   OR

- Press Ctrl+F4.

Next command (Control Menu)

Use this command to page to the next window in sequence.   When open windows are arranged in **Cascade** order, the **Next** command activates the window behind the current one.   When open windows are arranged in **Tile** order, the **Next** command activates the window to the right of the current one.

Related Topics:

Move to the next window

Move to the next window

- Select **Next** from the **Control Menu** or press Alt+Hyphen and N.

  OR

- Press Ctrl+F6.

Switch To … command (Control Menu)

Use this command to move from the *McGraw-Hill Multimedia Encyclopedia* to another program in the Windows environment.   This command is useful when copying information from the *McGraw-Hill Multimedia Encyclopedia* to another program, or when checking files or system information in Windows while running the program.

Related Topics:

Switch to another Windows program

Switch to another Windows program

1. Select **Switch To …** from the **Program Control Menu** or press Ctrl+Esc.

2. Click on another Windows program or use the ↓ arrow key to highlight it and press **Enter**.

Menu

The **Menu** appears at the very top of the *McGraw-Hill Multimedia Encyclopedia* program screen and includes options for performing searches, setting print and program options, and controlling text fonts.

Related Topics:

File Menu
Edit Menu
Search Menu
Text Menu
Window Menu
Document Menu
Bookmark Menu
Help Menu
Control Menu
Select a Menu

File Menu

This menu includes commands for saving text, closing windows, printing articles and outlines, and setting preferences for the operation of the *McGraw-Hill Multimedia Encyclopedia of Science & Technology.*

Edit Menu

This menu contains commands for copying material from the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* to other programs in Windows.   Since the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* is in CD-ROM format, you cannot alter information in the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* databases when they are on the CD-ROM.

Search Menu

This menu is used to search articles in the *McGraw-Hill Multimedia Encyclopedia* for specific text, names or topics.   Very powerful search operators allow you to search by keywords, by topics, and in specific structures in the text.

Text Menu

This menu lets you specify the look of the words that appear on screen and in your printed document. You can change fonts on database listing and articles to make them more readable on screen, or you can use a different font for printing.

Window Menu

The **Window Menu** includes options for manipulating different windows in the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*.   Since each article, article listing, illustrations, and other elements appear as different windows, it is useful to know how to arrange and close windows in the program.

Document Menu

The **Document Menu** includes options for using the features available with articles in the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*.   Since each article can contain illustrations, photographs, animations, maps, or cross-references, this menu lets you view the related information.

Bookmark Menu

This menu contains options for **creating and using bookmarks** in the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*.   **Bookmarks** are electronic paper clips that mark articles, passages or entire topics for quick reference.   The *McGraw-Hill Multimedia Encyclopedia* can store a large number of bookmarks, which are dependent only on the available local disk storage space.

Help Menu

This menu contains helpful instructions for using the *McGraw-Hill Multimedia Encyclopedia of Science & Technology* program.   In addition to the on-line help system, you can find additional program instructions in the accompanying written documentation.

Control Menu

The **Control Menu** is found in the top left corner of every window in the Windows program.   The **Control Menu** is signified by a hyphen (-) and lets you to perform standard window functions like move, size and close.

Select a Menu

To select a menu click on the menu word (File, Edit, etc.) or press Alt and the appropriate menu letter. For instance, to select the Help Menu:

- Click on the word **Help** at the top of the screen or press Alt+H.

Program Toolbar

The Program Toolbar appears below the top line menu at the top of the *McGraw-Hill Multimedia Encyclopedia* screen.   It includes buttons for performing searches, viewing the index, printing articles or lists, organizing windows on screen, and monitoring your path through the program.

Related Topics:

Database
Search Button
Index Button
Tile Button
Print Button

Database

Use this drop down box to select a database to browse or search.   The *McGraw-Hill Multimedia Encyclopedia* includes eight different databases:

- **Animations**:   Contains 39 animations to demonstrate difficult concepts.

- **Biographies**:   Contains biographies of 250 important people in the history of science and engineering.

- **Dictionary**:   Contains a 105,100 word dictionary of common scientific terms.

- **Encyclopedia**:   Contains over 7300 articles and text entries.

- **Illustrations**:   Contains over 550 illustrations.

- **Maps**:   Contains over 22 maps, including country maps, almanacs and other geographic images.

- **Sky Maps**:   Contains over 45 sky maps, including 43 constellation maps.

- **Study Guide**:   Contains curriculum outlines with appropriate articles for student instruction in 6 disciplines: biology, chemistry, engineering, geosciences, health sciences and physics.

Related Topics:

Select a database

Select a database

1. Use the mouse to click on the down arrow button to the right of the Database box.

2. When the drop down list appears, click on the appropriate database name or use the ↓ key to highlight the correct database and press **Enter**.

Search Button

Use this button to jump to a quick or advanced search.   You can use the Preferences command from the File Menu to set the operation of this button.

- When set to **Quick Search**, this button jumps you to the Quick Search dialog box to perform simple keyword searches.

- When set to **Advanced Search**, this button jumps you to the Advanced Search dialog box for performing complex variable searches.

Index Button

Use this button to view the alphabetical index for the active database.   When pressed, the **Index** window appears.

The **Index** window lists keywords and the frequency of occurrence in the entire *McGraw-Hill Multimedia Encyclopedia of Science & Technology* program.   The **Index** window includes the following headings:

Art/No.	**Word**
Art:	Stands for number of articles which include the word.
No.:	Represents the number of occurrences of the word.
Word:	Lists all keywords in alphabetical order.

Related Topics:

Jump to an article using the Index

Jump to an article using the Index

- Double click on a keyword in the Index window

  OR

- Use the or ↓ keys to highlight a keyword and press **Return**.

  OR

- Type the first letter of the keyword.   The **Find** dialog box will appear.   Use Find to locate the appropriate keyword.

Tile Button

Use this button to organize all the open windows on screen so they do not overlap.   Pressing the Tile Button is identical in function to selecting the **Tile** command from the **Window Menu**.

Print Button

Use this button to print information from the active window.   Pressing the Print Button on the Program Toolbar is identical in function to selecting the Print command from the File Menu.

Status Bar

The Status Bar appears at the bottom of the screen and provides you with information on the program operation.   There are two elements of the Status Bar, help prompts and the counter.

Related Topics:

Help Prompts
Counter

Help Prompts

Help prompts appear in the bottom left corner of the screen and are helpful hints for using the program.

Counter

A counter appears whenever a window is open and active. The counter serves as a guidepost to mark your place in a window. In List Windows, the counter tells you how many other terms are in the listing. In Article Windows, the counter tells you the approximate number of characters in the document.

Window Toolbars

A **Window Toolbar** appears at the top of every open window and includes buttons for viewing animations and reviewing outlines.   The Window Toolbar will differ between windows depending on the type of window and the available multimedia elements.   There are three different types of windows in the program:

Window Type	Description
Article Window	Displays the full text for a particular subject, topic or article. Also may include line drawings or simple graphics. Common buttons include Photo, Illustration, Animation, and Reverse Cross-Reference.
List Window	Displays a database list, index or search results. The text is displayed in an alphabetical list or by occurrence. Common buttons include the Plus and Minus buttons for outlines.
Multimedia Window	Displays animation, maps, photographs, or other images. Common buttons include Caption, Pause, Play and Stop.

Related Topics:

Window Toolbar Buttons
Animation Button
Biographies Field Search Button
Caption Button
Find Button
Find Next Button
Go To Button
Illustration Button
Map Button
Minus Button
Outline Button
Pause Button
Photo Button
Play Button
Plus Button
Reverse Cross Reference Button
Stop Button
Use a Window Toolbar Button

Window Toolbar Buttons

Buttons appear on the **Window Toolbar** when they are applicable for a given article.   For instance, if the article included an animation and a photograph, but no maps, the Window Toolbar for that article would display only the **Animation Button** and **Illustration Button**.

Animation Button

Use this button to view an animation associated with an article.

Biographies Field Search Button

Use this button in the Biographies database to limit the search in the database to specific topic areas. When pressed, a dialog box appears which lets you specify disciplines for retrieving biographical data. For instance, you can choose to display only biographies of people in *Chemistry* instead of scientists in all disciplines.

Caption Button

Use this button to view any captions which accompany a photograph or illustration, or other image.

Find Button

Use this button to jump to a particular term or word in a list window   or article.

Find Next Button

After using the **Find Button**, use this button to jump to the next occurrence of the same word or phrase.

Go To Button

Use this button to jump to an article or article section.   To select an article using the **Go To Button**, merely highlight the appropriate topic and click the button.   This is freqently used in animation, illustration or map windows to let you jump back to an article.

Illustration Button

Use this button to view drawings associated with an article.

Map Button

Use this button to view geographic maps associated with an article.

Minus Button

Use this button to collapse lists when viewing a list window.

Outline Button

Use this button to view the hierarchical outline for an article.

Pause Button

When viewing an animation, use this button to pause the action.

Photo Button

Use this button to view photographs associated with an article.

Play Button

When viewing an animation, use this button to play the animation or to replay the animation after pausing or stopping.

Plus Button

Use this button to expand lists when viewing a list window.

Reverse Cross Reference Button

The Encyclopedia is filled with cross references to encourage exploration of related articles.   It is simple to jump to cross-referenced articles by merely double clicking on them at the end of each article.

However, it is more difficult when browsing the Encyclopedia to understand links in the other direction. For this reason, there is a **Reverse Cross Reference** Button.   Reverse cross references are lists of articles which include the open article as a cross reference.

For example, if you view an article on "Space Flight", you could click the Reverse Cross Reference button to see a list of articles which show "Space Flight" as a cross reference.

Stop Button

When viewing an animation, use this button to stop the animation.

Use a Window Toolbar Button

- Position the mouse cursor over the button and click once.

Program Development

The *McGraw-Hill Multimedia Encyclopedia of Science & Technology* has been developed by McGraw-Hill, Inc. under the direction of Sybil P. Parker and staff:

Project Manager: Robert Hecht

Technical Editor: Margaret Cummins

Art Production Manager: Ron Lane

Artist: Vincent Piazza

The software developer and content integrator was Online Computer Systems, Inc.   The documentation and on-line help developer was Willow Software Services.

Contributors

The following individuals and developers also contributed to the content and design of the product:

AGS&R Communications, Inc.

Avitage, Inc.

Cole & Associates

Future Trends Software, Inc.

Rucker Huggins

Professor Peter Ladefoged, University of California, Los Angeles

Magellan Geographix, Inc.

SoundTrack Recording Studio

Steven Stankiewicz

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