

Compton's New Century Encyclopedia & Reference Collection II
On-line Help

Click on a topic below to learn more about it.

[**Introduction**](#)

[**Paths to Information**](#)

[**Viewers**](#)

[**Menu Options**](#)

[**Buttons**](#)

[**Icons**](#)

[**Credits & Copyrights**](#)

[**Troubleshooting**](#)

Click on the name of a path below to learn more about it.

[Contents Paths](#)

Including **Encyclopedia** and the **Writing Center**

[Idea Search Paths](#)

Including Idea Search paths for **Encyclopedia** and the **Writing Center**

[Dictionary and Thesaurus](#)

[Atlas Path](#)

[Timeline Path](#)

The Contents paths display listings of all the items in each database.

- * The **Encyclopedia** contents path lists all the articles and multimedia in *Compton's Concise Encyclopedia* in alphabetical order.
- * The **Writing Center** contents path lists the chapters of *Writing Under Pressure*, *Writing With Power*, and *The Plain English Approach To Business Writing* in the order that they appear in the print publication.

To find an item:

Click in the entry box labeled "Search for..." and type the first letters of the item you'd like to find. The list will jump to the entry closest to what you have typed.

To narrow the list to a specific database:

Click on the appropriate radio button above the list to restrict it to the items in a specific database. In the Encyclopedia Contents path, choose from articles, pictures, movies, sounds, tables, or all media. In the Writing Center Contents path, choose from Pressure (*Writing Under Pressure*), Power (*Writing With Power*), Business (*The Plain English Approach To Business Writing*), or all writing databases.

To retrieve an item from a list:

Double-click on the name of the item you'd like to view, or click once on the item to select it, then click on the **Get Item** button.

[Click here to learn more about the Contents paths.](#)

The Idea Search paths let you search all the items in the **Encyclopedia** and **Writing Center** databases for items related to a research topic. Your research topic can be a word, a phrase, or even a question such as "Do fish sleep?"

Depending on the contents you'd like to search, click on the **Idea Search Encyclopedia** or **Idea Search Writing Center** buttons in the path bar to start your search.

To perform a search:

Click in the entry box labeled "Search for...". Type in a topic or question, then click on the **Search** button to start your search. After a few moments, a list of search results will be displayed.

To retrieve an item from your list of search results:

Double-click on the name of the item you'd like to view, or click once on the item to select it, then click the **Get Item** button.

To narrow your search to a combination of items, such as sounds and articles:

Click on the appropriate radio buttons -- for instance, **Pictures** and **Sounds** -- above the title list, then click on the **Search** button. In the Idea Search Encyclopedia path, choose from articles, pictures, movies, sounds, tables, or a combination of media. In the Idea Search Writing Center path, choose from Pressure (*Writing Under Pressure*), Power (*Writing With Power*), Business (*The Plain English Approach To Business Writing*), or a combination of the writing databases.

To copy your list of search results to the clipboard:

Click on the **Copy** button.

To jump back to previous searches:

Click on the **Query List** button. In the window that appears, double-click on the name of the search topic you'd like to return to, or click once on the item to select it, then click the **Select** button.

[Click here to learn more about the Idea Search paths.](#)

The Atlas path lets you explore a map of the Earth, then quickly jump to articles about places you find while exploring.

In full screen view, the Controls Panel is visible on the upper left side of the screen. Use these controls to find a particular location in the Atlas, or to quickly change your view of the globe to see different parts of the Earth.

To view a different location on the globe:

Click on any location on the globe. The atlas will redraw with that location at the center of the screen.

To view an area of the Earth more closely or from farther away:

Click on the **Zoom In** or **Zoom Out** buttons. Continue to click on each button until you have reached your desired view.

To find a location in the Atlas:

Click in the entry box labeled "Starts with:" and type in the first letters of the location you are looking for. The list of locations will jump to the entry closest to what you have typed. Now double-click the location name in the list to view it on the globe.

To hide or display the place labels on the map:

Click on the **Labels** button.

To hide or display the lines of latitude and longitude on the map:

Click on the **Grid** button.

To hide or display the Controls Panel:

Click on the **Controls** button.

[Click here to learn more about the Atlas path.](#)

The Timeline path lets you explore information about historical events in both United States and world history by scrolling along a timeline of events.

There are two basic ways to explore the timeline: You can look at a larger span of years in *outline view*, or get a closer view of historical events with the *detailed view*.

To view a different part of the timeline:

In the full screen view, click anywhere on the Era Bar, which is the bar with a year at either end located at the top of the screen. A short purple marker shows where your view is relative to the entire timeline.

To switch between the world and United States timelines:

Click on the **World** or **U.S.A.** buttons.

To switch between outline and detailed views of the current timeline:

Click on the **Zoom In** or **Zoom Out** buttons.

To go directly to a specific year:

Click on the **Go To Year** button. In the window that appears, type in a specific year to see events within that period of time, then click on **Go To Year**. If you are viewing the world timeline, click on **A.D.** or **B.C.**, and **Millions of Years** or **Billions of Years** to further specify the period of time you would like to search.

To find a specific event:

Click on the **Find Event** button. In the list that appears, double-click on the event you would like to find, or click once on the item to select it, then click on **Go to Event**.

[Click here to learn more about the Timeline path.](#)

Articles and the multimedia contents of *Compton's New Century Encyclopedia & Reference Collection II* are presented in their own windows, which are called *viewers*. Click on a viewer below to learn more about it.

[**Article Viewer**](#)

[**Multimedia Viewer**](#)

The Article viewer displays all articles in encyclopedia and reference collection, as well as other text features such as related articles. Most articles in the Article viewer also contain *icons*, which represent links to multimedia features.

While using the Article viewer, you can click the right mouse button at any time to see options to print the text in the viewer, or copy highlighted text to the clipboard, the Idea Search path, or the Notebook.

To move through an article a page at a time:

Click in the scroll bar below the scroll box, or press the **Page Down** or **Page Up** keys on your keyboard. If the article doesn't scroll using the keyboard keys, click once in the Article viewer, then try scrolling again.

To scroll through an article a line at a time:

Click on the up or down arrow at each end of the scroll bar.

To see the definition of any word in an article:

Double-click on a word in the Article viewer.

To see multimedia information that is related to the current article:

Double-click on one of the icons that appear in most articles.

To jump to another article referred to in your current article:

Double-click on the purple text. This text, along with the words "See" or "See also," indicates an article related to the current one.

To see an outline of the contents of the current article:

Click on the **Outline** button. An outline of the article will appear in the lower left tableau window. Select the outline contents you'd like to view by clicking on the appropriate radio button above the outline.

To change the size of the text in the article, find a word in the article, and use other features of the Article viewer:

First click and hold down the mouse button on the **Options** button. While still holding the mouse button down, select an option from the list that appears. [Click here for more information about the Options button.](#)

To copy article text to the clipboard:

First highlight the text in the article you'd like to copy, then click on the **Copy** button.

To print the text of an article:

Click the **Print** button.

[Click here to learn more about the Article viewer](#)

The Multimedia viewer displays the pictures, sounds, videos, animations, slide shows, tables, and other multimedia.

The following buttons and controls appear with most -- but not all -- types of multimedia that are displayed. (For instance, the **Copy** button appears when a picture is being displayed, but not when a video clip is playing.)

Slider control: Shows the playback position of the multimedia item. Click and drag the slider handle anywhere along the length of the slider to view a different part of the multimedia item.

VCR-style controls: These buttons are similar to those on a VCR or tape player. From left to right, you'll see the following buttons:

Rewind to beginning: Goes to the start of the multimedia item.

Backup: Moves backward a short distance in the multimedia item.

Forward: Jumps forward a short distance in the multimedia item.

Play: Starts playing the multimedia item.

Stop: Stops playing the multimedia item.

Size button: Changes the size at which the multimedia item appears on-screen. Click and hold down this button to see the options available, then select an option. Size options will vary depending on the type of image being displayed.

Article button: Opens the article related to the multimedia item you are viewing.

Bookmark button: Marks the multimedia item to appear on the Bookmark list.

Copy button: Copies the multimedia item to the clipboard.

Print button: Sends a copy of the multimedia item to your printer.

Freeze/Unfreeze button: Locks and unlocks the headings that appear in a table.

[Click here to learn more about the Multimedia viewer.](#)

Click on the Menu Bar button you'd like to learn more about.

[**On-line Help**](#)

[**Bookmark**](#)

[**Topic Tree**](#)

[**Picture Tour**](#)

[**Notebook**](#)

[**Setup/Preferences**](#)

[**Credits**](#)

On-line Help gives you a detailed guide for exploring *Compton's New Century Encyclopedia & Reference Collection II*. Use this guide to learn different ways to use the powerful features of the program.

Select **Help** in the On-line Help menu to learn more about using this feature.

[Having problems? Click here to see Troubleshooting information.](#)

Bookmark displays all the bookmarks you have created while using the encyclopedia and reference collection. These bookmarks appear as *lists*, which you can name and save separately.

To create a bookmark for an article or multimedia item:

Click the **Bookmark** button that appears at the bottom of the current viewer.

To create a new bookmark list:

Click on the **New List** button.

To open an existing bookmark list:

Click on the **Open List** button. In the list of names that appears, double-click on a name, or click once on a name to select it, then click on the **OK** button.

To save a bookmark list:

Click on the **Save List** button. In the box labeled "File Name:", type a path and name for your list. (This name can be no longer than eight characters.) Now click on the **OK** button.

To delete a bookmark from a bookmark list:

Click on the item you'd like to remove from the list, then click on the **Delete Item** button.

To open the item related to a bookmark:

Click on the bookmark that represents the item you'd like to see, then click on the **Get Item** button.

The Topic Tree organizes most of the contents of *Compton's New Century Encyclopedia* into basic categories, which then branch into topics and subtopics. This lets you start with a general topic, and then explore it in increasing detail.

To start exploring the Topic Tree:

Double-click on a topic, such as The Arts or Economics. (You can also click on the item once to select it, then click on the **Get Item** button.) In the lists of subtopics that appear, continue to select subtopics in the same way until you find articles that interest you.

To view articles you find in the Topic Tree:

Double-click on the article you'd like to view, or click once on the article to select it, then click on the **Get Item** button. Article titles are in CAPITAL letters, and have a small Article icon in front of the title.

To jump back to any level in the Topic Tree:

In the tableau view: Under the list of topics in the History window, double-click on the name of the topic you'd like to jump to. If you can't see the name of the topic, click on the arrows on either side of the History window to scroll the row of topics to the left or right.

In the full screen view: Click in the window that contains the topic you'd like to see.

The Picture Tour lets you browse through thousands of pictures in *Compton's New Century Encyclopedia*. You can watch a slide show of randomly selected pictures, or choose a tour that displays pictures on subjects like History or Technology.

To start the Picture Tour:

Click on the **Picture Tour** button in the menu bar. The pictures will start to display one after another.

To start a tour of a particular subject:

Click and hold down the mouse button on the **Select Tour** button. Now select a tour you would like to see from the list that appears.

To control the Picture Tour slide show, use the following buttons:

Size: Changes the picture size between normal size and a size that fits the Picture Tour window.

Reverse: Plays the Picture Tour slide show in reverse (appears only in full screen view).

Previous picture: Displays the previous picture in the slide show (appears only in full screen view).

Stop: Stops the slide show at the current picture

Next picture: Displays the next picture in the slide show (appears only in full screen view).

Play: Starts the Picture Tour slide show.

Select Tour: Displays a list of tour categories from which you can choose.

Article: Displays the article related to the picture being displayed.

Bookmark: Creates a bookmark for the current picture.

Full Screen/Small Screen: Switches between Full Screen and tableau mode.

The Notebook is used for jotting down notes or copying text and pictures as you use the program.

For more information about using the Notebook, select **Help** in the Notebook menu bar.

You can customize the Notebook so that your favorite word processing application will open instead of the Windows Notebook. This is done in the Setup/Preferences window. [Click here for more information about Setup/Preferences.](#)

The dictionary in *Compton's New Century Encyclopedia & Reference Collection II* is based on *Webster's New World® Dictionary*, 3rd College Edition. The thesaurus is based on *Webster's New World Thesaurus, New Revised Edition*.

To see the definition of a word while viewing an article or other text:

Double-click on the word in the article.

To look up a word in the dictionary or thesaurus:

Type the word you'd like to find in the box labeled "Current Word:". After a few moments, the definition or synonym for that word -- or the word closest to it -- will appear.

To browse through words in the dictionary or thesaurus (in Full Screen only):

Click and drag the slider bar in the lower right of the Dictionary and Thesaurus screen to see words starting with a particular letter, then double-click on a word in the list on the left side of the screen to see its definition.

The Setup/Preferences screen contains several options to customize the program to your taste.

To turn the opening music on or off when you start the program:

Click the checkbox labeled "Play the opening music when I start the program."

(When the checkbox has an "X" through it, the option is turned on.)

To save your place in upon exiting:

Click the checkbox labeled "Save my place when I exit the program."

(When the checkbox has an "X" through it, the option is turned on.)

To change the size of the text in articles and other text windows:

In the area labeled "Text Size," click on the desired text size. You can also set this option using the **Options** button in the [Article viewer](#).

To change the word processing application used for the Notebook:

In the area labeled "Word Processor," click the small list arrow to see a list of word processors. Click on the name of the word processor you would like to use for the Notebook.

To reset all preferences to their standard settings:

Click on the **Default Settings** button at the bottom of the Preferences window.

Credits displays copyright information and the names of the people who created *Compton's New Century Encyclopedia & Reference Collection II*.

Icons that Appear in Articles

Animation icon

The Animation icon looks like a short piece of film. Click on this icon to view a short animated sequence.

Article icon

The Article icon resembles an open book. Click on this icon to view another article related to the current one.

Atlas icon

The Atlas icon resembles a globe or planet. Click on this icon to open the Atlas path to a location related to the current article.

Chart icon

The Chart icon looks like a small pie chart and table. Click on this icon to see a related chart.

Flag icon

The Flag icon looks like a small flag. Click on this icon to see the flag of the country or state in the article.

Map icon

The Map icon is a small picture of North America. Click on this icon to see a map related to the article.

More About icon

The More About icon shows a page being turned. Click on this icon to see additional information about an idea discussed in the article.

Picture icon

The Picture icon resembles a camera. Click on this icon to see an illustration or photograph related to the text.

Sidebar icon

The Sidebar icon shows text separated into two columns. Click on this icon to see a table, list or another document related to the article.

Slide Show icon

The Slide Show icon looks like a small picture with a frame. Click on this icon to see a slide show related to the article.

Sound icon

The Sound icon resembles a pair of headphones. Click on this icon to hear a sound, quotation or musical selection related to the article.

Table icon

The Table icon shows three columns with the word "Table" at the top. Click on this icon to see a table related to the article.

Take Another Look icon

The Take Another Look icon resembles a magnifying glass. Click on this icon to see an explanation of a difficult concept.

Timeline icon

The Timeline icon looks like an old-fashioned pocket watch. Click on this icon to see a view of a world or U.S. timeline related to the article.

Video icon

The Video icon resembles a video or television camera. Click on this icon to see a video clip related to the subject of the article.

[Click here to learn more about icons and the Article Viewer](#)

A Note to the User

All images reproduced in this product, including photographs, drawings, maps, and videos, are protected under international copyright law. No reproduction or reuse of this material may be made in any form without permission in writing from the publisher.

*Compton's New Century Encyclopedia
& Reference Collection II*
User's Guide
Windows Edition
Version 4.0

Published by

Compton's NewMedia, Inc.
A Tribune New Media Company
2320 Camino Vida Roble
Carlsbad, CA 92009

©1992, 1994, 1995 Compton's NewMedia, Inc.

©1994 Compton's Learning Company

Webster's New World Dictionary, 3rd College Edition ©1994

Webster's New World Thesaurus, New Revised Edition ©1985

Published under license from Simon & Schuster Inc.

Writing With Power by Peter Elbow © 1981 by Oxford University Press, Inc.

Writing Under Pressure by Sanford Kaye © 1989 by Sanford Kaye.

The Plain English Approach To Business by Edward P. Bailey, Jr. © 1990 Oxford University Press, Inc.

Used under license from Oxford University Press, Inc.

Oxford is a trademark of Oxford University Press, Inc.

Compression Technology provided by and portions of this software ©1994 Pegasus Imaging Corporation, Tampa, Florida.

Portions of this software ©1984-1990 FairCom Corporation.

Patents Pending.

Topic Tree is a trademark of Compton's NewMedia, Inc. All other trademarks are the property of their respective owners.

All rights reserved for all countries.

No part of this work may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without permission in writing from the publisher.

Note: Features and technical specifications described in this document may be modified or enhanced from time to time.

Listed below are some common buttons you'll see throughout the encyclopedia and reference collection. To learn more about these buttons, see the on-line help for the section where they appear.

Article button

Displays the article that is related to the current item in the viewer.

Atlas path button

Displays the [Interactive Atlas](#).

Backtrack status bar button

Takes you back one step in your exploration. To go further back in your exploration of the Reference Collection, select [Research History](#) using the **Options** button in the [Article viewer](#).

Backup button ([Multimedia viewer](#))

Moves back a short distance in the multimedia item.

Bookmark menu button

Displays the [Bookmark List](#), where you keep track of the bookmarks you create while using *Compton's*.

Bookmark button

Creates a bookmark for the current item.

Business radio button (Writing Center Contents and Idea Search)

Lets you include chapters from *The Plain English Approach To Business Writing* in your [Idea Search](#), or displays lists of items in the [Contents Paths](#).

Cancel

Click on **Cancel** to close a dialog box.

Clear

When you are in IDEA SEARCH, click on **Clear** to erase everything from the search request box. Then type a new search word, phrase or question to begin a new search.

Close

Click on the **Close** button to close a window.

Controls

Click on **Controls** to display or remove the control panel in the ATLAS.

Copy button

Copies the contents of the multimedia viewer, or highlighted text in the article viewer, to the clipboard. You can now paste this information into the [Notebook](#) or other application.

Delete Item button

Deletes a bookmark from the current [Bookmark List](#).

Dictionary and Thesaurus path button

Displays the [Dictionary and Thesaurus](#). Use this path look up definitions and synonyms of words.

Encyclopedia path button

Displays the Encyclopedia [Contents Path](#). Use this path to search through alphabetical listings of *Compton's New Century Encyclopedia*, including encyclopedia articles and multimedia.

Encyclopedia radio button (Encyclopedia Contents and Idea Search)

Lets you include articles from *Compton's Concise Encyclopedia* in your [Idea Search](#), or displays lists of items in the [Contents Paths](#).

Exit status bar button

Exits *Compton's New Century Encyclopedia & Reference Collection II* and returns you to the Windows Program Manager.

Explain status bar button

Gives you information about a particular feature, such as a viewer window or button.

Find Event button

Finds a specific event on the [Timeline](#) you are viewing.

Forward button

Moves forward a short distance in the multimedia item.

Freeze On

Click on Freeze On to freeze the first row and column of a table or chart in place. When you move other parts of the table into view, the row and column headings will remain in place to help you identify the information you see.

Freeze Off

Click on **Freeze Off** to cancel the freeze feature in the table viewer.

Full Screen button

Enlarges the viewer window to fill the screen.

Get Item button

Displays the selected item.

Go To Year button

Lets you jump to a particular year in the [Timeline](#) you are viewing.

Grid button (Atlas path - Full Screen only)

Hides or displays the lines of latitude and longitude on the [Atlas](#) map.

Idea Search path buttons (Encyclopedia and Writing Center)

Displays the [Idea Search Path](#) for the **Encyclopedia** or **Writing Center** databases. Use these paths to search through the contents of the disc for items related to a topic or question.

Labels button (Atlas Path - Full Screen only)

Hides or displays the labels on the [Atlas](#) map.

Menu button (Atlas Path - Full Screen only)

Displays the [Menu bar](#) across the top of the screen. The Menu bar contains options and tools that help you use the Reference Collection.

Movies radio button (Encyclopedia Contents and Idea Search)

Lets you include movies in your [Idea Search](#), or displays lists of movies in the [Contents Path](#).

Next Item

In the article viewer, click on the **Next Item** button to see the next article in the *Reference Collection*. In the CONTENTS and IDEA SEARCH paths, use this button to open the next item on the list.

Outline button

Displays an outline of the contents of the current article in the [Article viewer](#).

Options button

Click and hold down the **Options** button to easily access several features that help you use the Reference Collection, including:

Bookmark List: Displays the [Bookmark list](#) window.

Backtrack History: Displays the [Backtrack History](#) window, which displays your most recent research in the Reference Collection.

Copy to Idea Search: Copies selected text from the [Article viewer](#) directly to the Idea Search window. Once the Idea Search viewer is open, click on the path button to select the type of Idea Search you want to perform: Multimedia, Desk Reference or Writing Center. Then click **Search** to begin your Idea Search.

Copy to Notebook: Copies selected text from the Article viewer directly to the [Notebook](#).

Font Size: Changes the size of the text that appears in the Article viewer.

Find a Word...: Searches the current article for a word that you specify.

Find Next: Searches the current article for the next occurrence of a specified word.

Find Search Highlight: Searches the current article for a word or phrase you've used as an [Idea Search](#) topic.

Pictures radio button (Encyclopedia Contents and Idea Search)

Lets you include pictures in your [Idea Search](#), or displays lists of pictures in the [Contents Path](#).

Outline

Use the **Outline** button in an article window to see an outline of the current article and a list of the multimedia items it contains.

Play button

Starts the current item in the [Multimedia viewer](#).

Position Bar & Slider

The Position Bar indicates the current position in the sequence. Click and drag the slider to move to another place in the sequence.

Power radio button (Writing Center Contents and Idea Search)

Lets you include chapters from *Writing With Power* in your [Idea Search](#), or displays lists of items in the [Contents Paths](#).

Pressure radio button (Writing Center Contents and Idea Search)

Lets you include chapters from *Writing Under Pressure* in your [Idea Search](#), or displays lists of items in the

[Contents Paths.](#)

Previous Item

In the article viewer, click on the **Previous Item** button to see the article that precedes the current article in the database. In the CONTENTS and IDEA SEARCH paths, use this button to open the previous item on the list.

Print button

Prints the current contents of the viewer to your printer.

Query List button

Displays a list of previous [Idea Search](#) topics you have searched.

Rewind

Click on the **Rewind** button to return to a previous position in the sequence.

Rewind to beginning button

Rewinds the multimedia item to the start.

Search button

Starts a search for your topic or question in the [Idea Search](#).

Select Tour (Picture Tour)

In the Picture Tour, click and hold the mouse button down on **Select Tour** to see a list of the picture tours that are available. While still holding the mouse button, drag the cursor to highlight the tour you want and release the mouse button to select it.

Size button

Changes the size of the image in the viewer. The size you can select varies depending on the image.

Small Screen button

Shrinks the viewer window to fit in the tableau screen.

Sounds radio button (Encyclopedia Contents and Idea Search)

Lets you include sounds in your [Idea Search](#), or displays lists of sounds in the [Contents Path](#).

Stop button

Stops the multimedia item while it is playing.

Tables radio button (Encyclopedia Contents and Idea Search)

Lets you include tables in your [Idea Search](#), or displays lists of tables in the [Contents Path](#).

Timeline path button

Displays the [Timeline Path](#). Use this path to browse through timelines of United States and world history.

Topic Tree menu button

Displays the [Topic Tree](#). Use the Topic Tree to explore broad categories of knowledge in increasing detail.

Topic Tree scroll arrows (tableau screen only)

Lets you scroll through your [Topic Tree](#) Path, which will appear as a single row beneath the list of topics.

U.S.A. button

Switches to the timeline of United States history in the [Timeline](#) Path.

World button

Switches to the timeline of world history in the [Timeline](#) Path.

Writing Center path button

Displays the Writing Center [Contents Path](#). Use this path to search through alphabetical listings of the Writing Center databases: *Writing with Power*, *Writing Under Pressure* and *The Plain English Approach to Business Writing*.

Zoom In button (Atlas)

Magnifies your view of the map in the [Atlas](#) Path.

Zoom In button (Timeline)

Gives you a detailed view of the current timeline.

Zoom Out button (Atlas)

Reduces your view of the map in the [Atlas](#) path.

Zoom Out button (Timeline)

Gives you a broader view of the current timeline covering a larger span of years.

[Click here to learn more about buttons in the Reference Collection.](#)

The **Explain** button lets you learn more about a particular feature, such as a viewer window or button.

To use the Explain button:

Click on the **Explain** button. A question mark will appear next to the cursor. Point the cursor at any item on the screen and click to learn more about it.

[Click here to learn more about the **Explain** button.](#)

Click on the **Backtrack** button to go back one step in your research.

[Click here to learn more about the **Backtrack** button.](#)

Click on the **Exit** button to close *Compton's New Century Encyclopedia & Reference Collection II* and return to the Windows Program Manager.

Research History lets you return to articles and multimedia items that were opened earlier in your research.

To use Research History:

In the Article viewer, click and hold down the **Options** button. From the list that appears, select **Research History**. A list showing previous paths and multimedia items you have used will appear. Icons representing these items also appear before each item in the list.

Note: A capital D followed by a single word or expression indicates a dictionary search. Other icons in the Research History list, such as the camera and book, appear throughout the program.

[Click here to learn more about Research History.](#)

Introduction

The Tableau & Viewers

Contents Paths

Idea Search Paths

Atlas

Timeline

Tools & Buttons

Troubleshooting

Welcome to *Compton's* world of facts and resources. Here, every piece of information leads to another and every answer sparks a new universe of questions. Here you will learn about the world around you and find tools to share that knowledge with others.

Did you know that Monrovia, the capital of Liberia, was named after U.S. president James Monroe? Where exactly is Liberia? Why did they name their capital and principal port after an American president? And how else has the United States influenced Africa's oldest republic?

With *Compton's*, you can answer each of these questions in an instant. You'll learn that the small country called Liberia, on the west coast of Africa, was established by former American slaves before the American Civil War. And like the U.S., its government is headed by a president, cabinet, Senate and House of Representatives.

Compton's has a tool for every research style and need--and multimedia to help you understand and keep you asking for more. Whether you are looking up a favorite animal or historical figure, creating an electronic report for your science class, or putting together an interactive birthday card for your grandmother, you'll find that *Compton's* is an indispensable tool you'll use again and again.

Browse through this guide for details on the program, or just launch the software and begin exploring on your own. Whenever you have a question, just click on **Explain** or select the on-line help from the menu bar for instant information.

How Do I Find Information in *Compton's*?

What was the "Glorious Revolution"?

Use the **CONTENTS** paths to see alphabetical listings of the contents of the *Reference Collection*. Type a title in the search request box or scroll through the lists to select an item to open.

Who is the father of television?

Use the **IDEA SEARCH** paths to find information about a specific topic. Type a question or phrase that describes a topic, and the computer will display a list of articles, pictures, movies, sounds, and tables that contain information related to your request.

Where is Kuala Lumpur?

Use the **ATLAS** to explore the Earth and learn about the many places on the planet. Click on a location to spin the globe, or zoom in for a better view. Double-click on any place name to see an article about that place.

Which came first, the landing of the *Mayflower* or the founding of Jamestown, Virginia?

Use **TIMELINE** to learn about people and events in U.S. and world history. Scan through a timeline of world history that goes back billions of years. Or browse the timeline that charts U.S. history since 1485. Click on a picture or event box to learn about the item's importance in history.

When you open *Compton's New Century Encyclopedia & Reference Collection II*, you see the tableau screen, which frames the four main components of *Compton's* environment: the *path bar* that runs down the left edge of the screen, the *multimedia viewer* in the top left, the *article viewer* on the right, and the *path viewer* on the bottom left. The path bar displays the main avenues or "paths" into Compton's storehouse of information. See the descriptions in this guide for details on how to use each path.

THE PICTURE VIEWER offers pictures in two sizes: the actual picture size and a size that fits within the current window. To view the picture at the largest size available, click on **Full Screen** and adjust the size to the larger view. Click on **Article** to see the article that corresponds to the picture.

If the cursor changes to a hand holding a handle when you move it over a picture, click and drag to move other parts of the picture into view. Or click on **Size** or **Full Screen** to see the entire picture.

THE MULTIMEDIA VIEWERS--which display videos, slide shows, animations and sounds--have the same kinds of controls as your VCR or cassette player, with the addition of the *Rewind to the Beginning* button that lets you return to the beginning of a clip instantly. In the video, slide show and animation viewers, click on **Size** and hold down the mouse button to select a playback size. At the maximum size, click anywhere to stop the playback.

THE TABLE VIEWER offers a **Freeze On/Freeze Off** "toggle" button so you can freeze the first row and column of a table into place. When freeze is on, column and row headings stay in view while you use the scroll bars to see the rest of the text in the table.

The label on "toggle" buttons always shows the available option--not the option that is active. So when the button says **Freeze On**, clicking it will turn the freeze feature on.

Other toggle buttons include **Full/Small Screen** in all viewers and **U.S./World** and **Detail/Outline** in the Timeline path.

THE ARTICLE VIEWER is the largest of the viewers in the tableau. Here you'll see the text of articles and the icons and cross-references that lead to multimedia and other articles. Use the buttons along the bottom to navigate and manipulate the article text and the viewer.

Purple text represents cross-references to other articles in *Compton's*. Double-click on a purple title to see an article related to the one on screen. To return to the article you were viewing, just click on **Backtrack**.

Highlight a date in the text of an article and click on the **TIMELINE** path to see what other events happened in the world at that time.

If you encounter a word you don't know while reading an article, double-click on it to see its definition. You can even double-click on another word in a definition to learn its meaning. Double-clicking on any word in any article or caption text leads you to the dictionary.

In the small screen mode, the **DICTIONARY AND THESAURUS VIEWER** is very simple. Double-click on a word in an article or caption to see its definition, or open the dictionary from the path bar, type the word you want defined, and press **Enter**. In the full screen view, the viewer also features a scrolling list of words to choose from and an *alphabetical position bar* with a movable selector. Click and drag the selector to move quickly to another part of the dictionary.

OUTLINE displays a list of the article contents including text, multimedia and cross-references. When you select **Outline**, the article outline appears in the bottom left corner of the tableau. Click on the media selection buttons at the top of the outline viewer to choose the type of list you want to see. Double-click on items preceded by multimedia icons to learn more about the subject of the article. These items are displayed in the multimedia viewer. Listings without icons indicate subsections of the article. Double-clicking on a subsection title displays that section of the article in the article viewer.

OPTIONS offers several useful features. Click on **Options** and hold down the mouse button to see the list of option features. While still holding the mouse button, drag the cursor to highlight the option you want and release the mouse button.

- * Select **Bookmark List** to see a list of the bookmarks you have placed. Double-click on a bookmark name to go to it.
- * Select **Research History** to see a list of the articles and multimedia you have opened in your recent explorations

through the information on the disc. Double-click on an item to return to it.

- * Highlight the text you want and select **Copy to Idea Search** or **Copy to Notebook** to copy the selected text to the Idea Search path or the Notebook file.
- * While holding down the mouse button, highlight **Font Size** to see a selection of text sizes. Move the cursor to highlight the size you want and release the mouse button. The article text will change to the size you selected.
- * Select **Find a Word**, **Find Next**, or **Find Search Highlight** to find the next instance of a specific word. If you selected the article from an Idea Search, **Find Search Highlight** will find the next instance of a keyword from your latest search request.

COPY copies any text you have selected to the Windows clipboard.

PRINT prints the text of the current article.

BOOKMARK places a bookmark in the current section of the article.

If you want to create a bookmark for only part of an article, place the sentence or paragraph from where you wish to begin at the top of the window. Your bookmark will be created from that point in the article.

FULL SCREEN enlarges the article viewer to full-screen size.

The CONTENTS paths lists the **Encyclopedia** and **Writing Center** contents. The articles and multimedia in the encyclopedia are arranged alphabetically. The contents of the Writing Center, *Writing with Power*, *Writing Under Pressure*, and *The Plain English Approach to Business Writing*, are arranged by chapter, as in a printed book. Browse through the lists to discover articles, pictures, movies, sounds, and other information. Or enter a title and specify a type of information to find a specific item. Each time you type a letter, the list moves to display the titles that correspond to your entry. If no item title begins with your word, the next word in alphabetical order will be highlighted.

To open an article, see a picture or movie, or hear a sound, click on its title to select it and click on **Get Item**, or just double-click on the title.

Icons in the left margin of title lists indicate the media type. Depending on the list you're viewing, you'll see articles, and other types of titles including sounds, videos, tables, animations, and pictures.

- * If you are not sure how a subject is listed, type the first few letters in the search request line. The list will move to show the items that begin with those letters. Use the scroll bar to move up or down the list to scan additional titles that begin with the same letters.
- * The topic you want to research might not be the main subject of an article in *Compton's*. If there is no article with the title you want, use the IDEA SEARCH paths to find articles that discuss the topic you want to research.

Use IDEA SEARCH when you have a question but are unsure where to find the answer. To start an Idea Search, click on the **Idea Search** path button for the database that you want:

- * **Idea Search Encyclopedia** searches for articles and multimedia in *Compton's New Century Encyclopedia*.
- * **Idea Search Writing Center** searches the chapters of *Writing Under Pressure*, *Writing With Power*, and *The Plain English Approach To Business Writing*.

Type a word or phrase to describe a topic or question. Then tell the program what kind of information you want. In the Encyclopedia Idea Search, choose from articles, pictures, movies, sounds, tables, or a combination. In the Writing Center, choose from Pressure (*Writing Under Pressure*), Power (*Writing With Power*), Business (*The Plain English Approach To Business Writing*), or a combination. The program looks through for the key words in your request and creates a list of related items. The titles toward the top of the list are most likely to contain the information you want. Double-click on any item to open it.

When you open an article from IDEA SEARCH, it opens to the section where your search topic first appears in the text. The most relevant words from your search request are highlighted throughout the article. To find the next highlighted word, click on the **Options** button, drag the cursor to **Find Search Highlight**, and release the mouse button.

Use the media selector buttons to tell IDEA SEARCH which kind of information you want to find. The pink buttons are active, which means that the media is selected. Gray buttons are not active. Click on the buttons to activate or deactivate them.

When you want to return to a previous search, click on the **Query List** button. The Search History window displays a list of your recent queries. Highlight a query and click on **Select** or just double-click on a query to enter it in the search request box. When the Search History window is closed, click on **Search** to begin the search process.

- * Sometimes the search results list might not contain the articles or multimedia you want. Try a new search using synonyms or other similar words to describe your topic.
- * Sometimes you might type a word that is not in a database. When this happens, the program displays a window that lists the word, suggests alternatives, and allows you to change your entry. Select one of the alternate words or type a synonym or phrase that has a similar meaning in the *Change to* box. If you need spelling help, select the dictionary from the path bar.

TOPIC TREE represents the world of information as a tree of topics and branching subtopics. Browse through the topic lists to discover areas of interest. Start with a broad subject and narrow your view to a specific aspect by exploring related subtopics.

Arrows point to each entry on the first list of the tree, indicating that each is a topic with related subtopics and articles. Double-click on an entry to see a new list that reveals subtopics and articles. Subtopics are indicated by topic arrows, while article titles are marked with article icons. Article titles are also displayed in uppercase letters to distinguish them from subtopics.

Double-clicking on an article title opens an article. Double-clicking on a subtopic opens a further, more in-depth list of subtopics.

When all the entries in a list are article titles, you have exhausted the list of subtopics in a subject area.

- * In the small-screen TOPIC TREE, you'll see only one list of topics at a time. The *topic bar* along the bottom of the viewer shows the route you've taken to arrive at the current list. Double-click on any entry in the topic bar to return to a previous level of topics. Use the arrows on the topic bar to review or return to previous topic lists.
- * When using TOPIC TREE full screen, you may have several lists open at once. Double-click on any topic or subtopic in any list on the screen to see another list and close the ones that do not relate to the new topic.

The ATLAS path lets you explore the Earth's surface using an interactive atlas screen. Choose the place you want to see by clicking on the map, typing a search request, or double-clicking on an entry in the place finder. When you click on a location on the globe or double-click on an entry in the place finder, the atlas redraws with that location at the center of the screen. To find out more about a place, double-click on its title to see the related article, or select it in the place finder and click on **Idea Search** to find related items.

To see the atlas in greater detail, click on the **Zoom In** button. To view it from farther away, click on **Zoom Out**. The **Labels** button displays and removes the place labels on the map, while the **Grid** button displays and removes the lines of latitude and longitude. Click on the **Controls** button to hide or display the control panel, which contains the flat map, latitude and longitude coordinates, a search request box, and the place finder list.

To zoom in on a specific area, click and drag the cursor to enclose the area in a "rubber band rectangle." The enclosed area will be magnified for a closer view.

The controls in the controls panel help you find places by location and by name. If you know the area you want to investigate, use the flat map to move your view of the globe instantly. For example, if the atlas is currently displaying Australia and you want to see the United States, just click in the vicinity of the U.S. on the flat map. The atlas will redraw to show North America and the crosshairs on the flat map will target the place you clicked. The numbers below the flat map are the longitude and latitude coordinates of the location marked by the crosshairs.

The *place finder* is an alphabetical list of the places you can see in the atlas. Scroll down the list or type the first few letters of the place name in the *Starts with* box. Double-clicking on a place name centers the atlas view on that location. The longitude and latitude coordinates of the new center appear in the coordinates box in the controls panel, and the crosshairs pinpoint the location on the flat map.

- * Cities on a map have a circle next to their place labels. The circles show the geographic locations of the cities. Capitals of countries have a star in the circle. Capitals of states have a star next to their place label.
- * Not all place labels are shown at every zoom level. Which labels appear depends on how they can best be shown. In general, major regions such as continents, large countries, and vast bodies of water are labeled at the more distant zoom levels. Smaller areas such as small countries and cities are labeled at closer zoom levels.
- * At times you may not see place labels on your map, even though the labels are active. This happens when you are at a close zoom level and your viewing location is a large body of water or a sparsely populated landmass. Click on **Zoom Out** until your view is far enough away from the region so that the place labels reappear.

The **TIMELINE** path lets you explore information about important people and events in U.S. and world history. You can review U.S. history from 1485 into the 1990s, and world history back through the beginning of recorded time to the Big Bang. Use the timelines to discover when a particular event occurred, the order in which a series of events happened, and which events were happening at the same time.

Each timeline offers two views: an *outline* view and a *detailed* view. The outline view gives a general perspective on history where you will learn about major trends and eras. The detailed view offers detailed accounts of specific events linked directly to articles in *Compton's New Century Encyclopedia*.

In the outline view of a timeline, click on a colored *era banner* to read a description of a major era or trend. When you click on the **Zoom In** button to see the detailed view, you will see event boxes, pictures and videos that mark specific events you can explore. Click on an event box or picture to open a time capsule that tells you about the event or person. At the end of the time capsule is a list of articles, shown in purple text. To learn more about the subject of the time capsule, double-click on one of these titles to open a related article. Click on a video, represented by a picture on a television screen, to see a video clip about a historic event or famous person.

In the full-screen view of the U.S. history timeline, the *presidents bar* runs along the bottom of the window. Beginning with George Washington in 1789, these boxes continue through to President William J. Clinton. Click on a president box to see a list of the major events that occurred during that president's term in office. Some president boxes also include sound clips of important speeches or statements made by that president.

The bar along the top of the window is the *time indicator*. The purple band in the time indicator represents the period of time shown on screen. Click anywhere on the time indicator to move your view in time. In the full-screen view, use the scroll bar below the time indicator to move forward or backward in smaller steps. The abbreviation *BYA* at the left end of the time indicator stands for *billion years ago*. Similarly, *MYA* stands for *million years ago*.

Click on the **Zoom In/Zoom Out** button at the bottom of the screen to toggle between the detailed view and the outline of major events that happened during the period represented on the screen. Clicking on any open area in a timeline also changes between the two views.

Click on the **World/U.S.A.** button to switch between the two timelines. When the world timeline is displayed on screen, the U.S.A. button will be available. When the U.S. timeline is on screen, the World button will appear in the button bar.

Click on the **Find Event** button to see an alphabetical list of the events in the timelines. Use the scroll bar to browse through the list and double-click on an event to see it in its timeline.

Click on the **Go To Year** button, type a year, and press **Enter** to view a specific year on the current timeline.

- * As you move the mouse across the timeline screen, the status bar along the bottom of the screen changes to explain where the cursor is pointing. For instance, to see the title of a picture or video, position the mouse over it. The year and subject of the picture or video will appear in the status bar.
- * Some time periods contain few events while others are filled with many boxes, pictures and videos. Use the scroll bar along the right side of the timeline to scroll through the information in eventful time periods.

Compton's menu bar offers useful tools such as on-line help, a bookmark and a notebook whenever you need them. Click on **On-line Help** anytime you want quick, simple instructions on how to use *Compton's New Century Encyclopedia & Reference Collection II*. Refer to your Windows user's guide for details on the Windows help feature.

Click on **Bookmark** to see a list of the bookmarks you have placed in your research. To place a bookmark, click on the **Bookmark** button at the bottom of the viewer. Open the bookmark list when you want to return to or delete a bookmark, or save your list or open a new one. Double-click on an entry in the list to see it. To change a bookmark title, select it in the bookmark list, type the new name in the *Change* box, and press **Enter**.

The **Topic Tree** arranges the topics in *Compton's New Century Encyclopedia* into topics and related subtopics. Select a category and open lists of subtopics to narrow your research topic.

[Click here for more about Topic Tree.](#)

Select the **Picture Tour** to browse through the pictures in *Compton's Reference Collection*. View the pictures one by one or watch them in an automatic scan. Click and hold the **Select Tour** button to select the complete tour or one of the fifteen other categories available, including tours on the arts, technology, living things, and geography. Click the **Play** button to begin the tour. There are also buttons for playing the tour backwards, returning to the previous picture, and moving to the next picture independently of the tour.

Select **Notebook** to open a notebook file where you can paste text and pictures and type your own thoughts and notes as you use the Reference Collection. The Compton's notebook feature opens the Microsoft Write application that comes with the Windows software. To change the notebook application, choose **Setup/Preferences** from the menu bar and change the Word Processor settings.

Open the **Setup/Preferences** window to change the program settings such as the text size and word processor/notebook application. Here you can also set the program to skip the opening music while the program is loading and to save your place when you exit.

Select **Credits** to learn about the people who created *Compton's New Century Encyclopedia & Reference Collection II* and provided content and software tools. Copyright and trademark information also appears here.

The following are descriptions of the buttons you will find in *Compton's New Century Encyclopedia & Reference Collection II*. Buttons without labels in the article and path viewers and on the video, animation, slide show, sound and Picture Tour controls are described directly below. Buttons with text labels are listed alphabetically.

Article & Path Viewers

Previous Item

In the article viewer, click on the **Previous Item** button to see the article that precedes the current article in the Reference Collection. In the CONTENTS and IDEA SEARCH paths, use this button to open the previous item on the list.

Next Item

In the article viewer, click on the **Next Item** button to see the next article in the *Reference Collection*. In the CONTENTS and IDEA SEARCH paths, use this button to open the next item on the list.

Video, Animation, Slide Show & Sound Controls

Position Bar & Slider

The Position Bar indicates the current position in the sequence. Click and drag the slider to move to another place in the sequence.

Rewind to the Beginning

Click on the **Rewind to the Beginning** button to return to the beginning of the sequence.

Rewind

Click on the **Rewind** button to return to a previous position in the sequence.

Fast Forward

Click on the **Fast Forward** button to move quickly through a sequence.

Picture Tour Controls

Backward Scan

Click on the **Backward Scan** button to view the pictures in the tour in reverse sequence.

Previous Picture

Use the **Previous Picture** button to return to the previous picture in the tour.

Next Picture

Click on the **Next Picture** button to see the next picture in the tour.

Play

Click on the **Play** button to view the pictures in the tour in a continuous scan.

Article

Click on **Article** to open an article related to a picture, sound, video, slide show, table, or animation sequence.

Backtrack

Backtrack keeps a record of the windows you have opened. Clicking on this button takes you one step back in your research to the previous window you viewed.

Bookmark

Click on **Bookmark** to place a bookmark at the current screen. To return to a bookmark, change its name or delete it, select Bookmark from the menu bar.

Cancel

Click on **Cancel** to close a dialog box.

Clear

When you are in IDEA SEARCH, click on **Clear** to erase everything from the search request box. Then type a new search word, phrase or question to begin a new search.

Close

Click on the **Close** button to close a window.

Controls

Click on **Controls** to display or remove the control panel in the ATLAS.

Explain

Click on **Explain** then click on an item on screen for information.

Find Event

While in the **TIMELINE**, use the **Find Event** button to browse through events in the timeline. Use the scroll bar to scroll through the list of event titles. Double-click on an entry to go to the section of the timeline that shows that event.

Freeze On

Click on **Freeze On** to freeze the first row and column of a table or chart in place. When you move other parts of the table into view, the row and column headings will remain in place to help you identify the information you see.

Freeze Off

Click on **Freeze Off** to cancel the freeze feature in the table viewer.

Full Screen

Use the **Full Screen** button to enlarge the window to full-screen size.

Get Item

Highlight the title of an article, picture, sound, or other item in a list and click on **Get Item** to open it.

Go To Year

When you want to see a specific year in the **TIMELINE**, click on **Go To Year**, type the year you want, and press Enter.

Grid

In the **ATLAS**, use the **Grid** button to turn the grid of latitude and longitude lines on and off.

Idea Search

Select a location in the **ATLAS** and click on **Idea Search** to open the Idea Search path with the selected location in the search request box. Press **Enter** to begin the search.

Labels

In the **ATLAS**, clicking on the **Labels** button displays or removes the place labels on the atlas screen.

Options

In the article viewer, click and hold the mouse button to access a selection of tools and functions.

Outline

Use the **Outline** button in an article window to see an outline of the current article and a list of the multimedia items it contains.

Play

Click on the **Play** button to start a sound, video, slide show, or animation sequence.

Print

Click on the **Print** button to print an article, a picture, a view of the atlas, or a section of the timeline.

Query List

In **IDEA SEARCH**, click on **Query List** to see a list of previous search phrases. Double-click on a topic to reconstruct the Idea Search list for that topic.

Search

In IDEA SEARCH, click on **Search** to start searching for articles related to a search request.

Select Tour

In the Picture Tour, click and hold the mouse button down on **Select Tour** to see a list of the picture tours that are available. While still holding the mouse button, drag the cursor to highlight the tour you want and release the mouse button to select it.

Size

In a picture window, click on the **Size** button and hold the mouse button down. Drag the cursor to select a picture size from the Size menu.

Small Screen

Click on the **Small Screen** button to change from the full-screen view to the tableau.

U.S.A.

In the TIMELINE path, click on the **U.S.A.** button to see the timeline of U.S. history.

World

In the TIMELINE path, click on the **World** button to see the timeline of world history.

Zoom In

In the ATLAS, click on **Zoom In** to view an area of the Earth more closely.

In the TIMELINE path, click on **Zoom In** to see the detailed view of the timeline.

Zoom Out

In the ATLAS, click on **Zoom Out** to view an area of the Earth from farther away.

In the TIMELINE path, click on **Zoom Out** to see the outline view of the timeline.

Have you run into questions while installing or running *Compton's New Century Encyclopedia & Reference Collection II*? Before picking up the phone to call our technical support staff, scan through the following information. You might find the solution and be enjoying your Comptons CD-ROM title within minutes.

If you still can't get *Compton's* to run properly, compare your computer system with the system requirements listed on the package. If your system meets the requirements and you're still having trouble, please be near your computer if possible and have the following information handy:

- * What is the name and version number of the product?
(This information is printed on the CD-ROM disc itself.)
- * What type of system do you have (386 or 486)?
Who is the manufacturer?
- * How much conventional memory (RAM) is available?
- * What version of DOS and Windows are installed on your system?
- * What type of video card and monitor do you have?
(For instance, MCGA, VGA, SVGA, VGA-mono.)
- * What resolution and how many colors is Windows set for?
(For instance, 640x480 and 256 colors.)
- * What are the contents of your AUTOEXEC.BAT and CONFIG.SYS files?
(If possible, please print out these files for easy reference.)
- * If an error message appears, what does it say?
(You may want to write down the entire message when it appears.)
- * Under what conditions does the error or problem occur? Does it occur repeatedly, or only at certain times?

You may contact Compton's Technical Support via e-mail, on the Internet (www.comptons.com), on CompuServe (type **GO CDVEN** at the **GO** prompt) and on America Online (keyword: **comptons**). Or you may contact us by phone. Please see the *readme.txt* file on this disc for the appropriate phone number to call.

Your AUTOEXEC.BAT and CONFIG.SYS Files

Your AUTOEXEC.BAT file must include a statement similar to **mscdex.exe /d:mscd001/m:10** so your computer can interface with the CD-ROM drive. Some of the information in this statement may vary depending on your CD-ROM drive and system settings.

Your CONFIG.SYS file must include the statements **files=30** and **buffers=25**, and a statement similar to **device=c:\device.sys/d:mscd001** (where *device.sys* is the name of your CD-ROM device driver and *d:mscd001* is identical to the second part of the *mscdex.exe* statement in your AUTOEXEC.BAT file).

The *mscdex*, *buffers* and *device* statements will most likely be inserted into the AUTOEXEC.BAT and CONFIG.SYS files when you install the software that comes with your CD-ROM drive. If you have questions about your CD-ROM configuration, refer to your CD-ROM drive manual or contact your CD-ROM drive retailer or manufacturer.

Common Problems You Might Encounter

The opening music doesn't play when I start the program.

If your computer has 4MB or less of memory (RAM), the opening music is skipped automatically to increase the speed of the Reference Collection.

You can hear the opening music by selecting Credits in the menu bar.

I can't paste a picture I've copied from *Compton's* into another application, such as a word processor or graphics editor.

Some applications don't support the DIB (Device Independent Bitmap) graphics format the program uses to copy pictures.

Copy the picture again, then try pasting it into an application that supports the DIB format. Many applications support this format, including *Windows Write*, *Microsoft Word*, *Corel Draw*, and *Ami Pro*.

Videos and animations display lines or streaks as they play, or *Compton's* stops running when you try to play them.

The system software Video for Windows version 1.1 might have been replaced by an older version when you installed another application on your computer.

Run the *Compton's Setup Program* again. In the Custom Installation section, select only "Microsoft Video for Windows" to re-install the correct version of this software.

Common Error Messages You Might Encounter

Insufficient Memory To Run This Application

Windows doesn't have enough available memory to run Compton's.

- a. Close one or more applications, then try to run *Compton's* again, OR
- b. Refer to the Windows user's guide for more information on how to make more memory available.

Cannot Read from Drive X: (where X: is your CD-ROM drive)

The CD disc is not placed correctly or the drive is not set up properly.

- a. Make sure that the correct *Compton's* disc is in the drive with the printed side up. Click on Retry to try again, OR
- b. Check the CD-ROM disc for dirt or scratches. See "Tips for Handling Your CD-ROM Disc" later in this chapter for more information.

CDR101: Disc Not High Sierra

Compton's cannot access the CD-ROM drive.

- a. Obtain version 2.2 or later of the *Microsoft Extensions* software from your computer/CD-ROM drive dealer or directly from the CD-ROM drive manufacturer.

CDR101: Not Ready Reading Drive D

Compton's cannot access the CD-ROM drive.

- a. Make sure the *Compton's* disc is properly seated in the drive with the printed side facing up.

Invalid Drive or Not a Valid CD-ROM Drive

Compton's cannot access the CD-ROM drive.

- a. Make sure the *Microsoft Extensions* software version 2.2 or later has been loaded, OR
- b. The CONFIG.SYS file in your system should have only one device driver for your CD-ROM drive (for instance, *device.sys*).

Tips for Handling Your CD-ROM Disc

A dirty or damaged CD-ROM disc can cause many different problems when you try to use it in your CD-ROM drive. To preserve the life of your disc and to help prevent dirt- and dust-related problems, please follow these suggestions:

- * **Always handle your CD-ROM disc by the edges.**
- * Keep your CD-ROM disc in its case when not in use.
- * Never place the CD-ROM disc on a rough or abrasive surface.
- * Never touch the bottom of the disc, which contains the program data.
- * Inspect your CD-ROM disc before each use for dust, smudges and scratches.
- * If necessary, clean your CD-ROM disc using a commercial CD-ROM disc cleaner.

Working with Sounds

Compton's New Century Encyclopedia & Reference Collection makes full use of the capabilities of the sound card in your computer. The specific features of your sound card will vary depending on your computer system, but the tips below offer some general suggestions to help you get better results with the sounds you find on the disc. For more detailed information, consult the user's guide for your sound card.

- * Most sound cards come with mixer software that lets you change the level (volume) of individual sound sources, as well as the overall volume of all the sounds your computer plays. As you explore *Compton's*, experiment with your mixer software until you find the sound level that's best for you.
- * Once you have found the mixer setting that works best with *Compton's New Century Encyclopedia & Reference Collection*, save those settings so you can easily use them again. Most mixer software allows you to do this by creating a *mix* or *preferences* file.

Tips for Optimizing Your Computer

Compton's New Century Encyclopedia & Reference Collection II will perform best if your computer has 8MB or more of memory (RAM) installed. If your computer has less than this amount of memory, consider these tips to help speed up the performance of the program:

- * Turn off the opening music that plays when *Compton's* starts. To do this, select **Setup/Preferences** in the menu bar, then click the checkbox labeled "Play the opening music when I start the program." (When the checkbox is empty, the option is turned off.)
- * Close any other applications that are running at the same time as *Compton's*.
- * If available, use disk caching software, such as SMARTDrive. See your DOS and Windows user's guides for more information about this.

