

MAIN INDEX

Welcome to the on-line help for *Compton's Interactive Encyclopedia*.

MENU BAR Click on **Menu Bar** to learn more about the menus and the different menu options.

PATHS Click on **Paths** to learn more about the paths that are available to search the database.

WINDOWS Click on **Windows** to learn more about windows and their contents.

ICONS Click on **Icons** to learn about the various icons that appear in article windows.

MODES Click on **Modes** to learn about the two basic ways to access information in the encyclopedia.

DICTIONARY Click on **Dictionary** to learn more about the *Merriam-Webster's OnLine™ Dictionary*.

MENU BAR

ALL ABOUT THE MENU BAR

File Menu

Edit Menu

View Menu

Paths Menu

Window Menu

Help Menu

ALL ABOUT THE MENU BAR

The menu bar appears at the top of the main window, below its title bar. Many of the menu options appear in both the Easy Mode and the Expert Mode (Virtual Workspace), but some options are unique to only one mode.

File

Use the **File** menu to open and save layouts, and exit the program.

Edit

Use the **Edit** menu to copy text that you want to use in either the Idea Search path or the Clipboard. **Find a Word...**, **Find Next Occurrence** and **Find Search Highlight** are options that let you find a word within an article.

View

Use the **View** menu to open the notebook, set the Pathbar and the Workspace Map, and toggle between Easy Mode and Expert Mode (Virtual Workspace).

Paths

Use the **Paths** menu to access the paths into *Compton's Interactive Encyclopedia*. Selecting a path from this menu is the same as clicking on its Pathbar button.

Window

Use the **Window** menu to arrange windows and their icons.

Help

Use the **Help** menu when you want on-line help while using *Compton's*. **Index** brings you to the Main Index screen for on-line help. Use **Opening Screen** to view the opening screen. The **Copyright** option offers additional information about the program, such as the version number and the copyright notice. **Credits** displays the names of people who created *Compton's Interactive Encyclopedia*. Click anywhere to close the screen that is displayed.

FILE MENU

The **File** menu lists options to manage the layouts you create in the Expert Mode (Virtual Workspace) and to exit the program.

A *layout* is a collection of windows in the Expert Mode (Virtual Workspace). When you open a layout, each window is created and positioned as it was when the layout was saved.

Open (VW) displays a list of available layouts.

Save As (VW) lets you save the current layout with a new file name or onto another drive.

Exit closes *Compton's Interactive Encyclopedia*. Choose **Exit** when you are finished using *Compton's*.

EDIT MENU

The **Edit** menu lists options to copy text from an article and to find a specific word within an article.

Copy to Idea Search copies the text you have highlighted to the search box in the Idea Search path. A shortcut for this step is to press the **Ctrl** and **S** keys simultaneously.

Copy to Clipboard copies the text you have highlighted to the Clipboard. You can then paste the text into the Notebook or your own word processing program. A shortcut for this step is to press the **Ctrl** and **C** keys simultaneously.

Find a word... searches within an article for the word that you specify. A shortcut for this step is to press the **Ctrl** and **F** keys simultaneously.

Find Next searches for the next occurrence of the word you entered in **Find a word**. A shortcut for this step is to press the **Ctrl** and **N** keys simultaneously.

Find Search Highlight looks within an article for the word you entered in Idea Search. A shortcut for this step is to press the **Ctrl** and **I** keys simultaneously.

VIEW MENU

The **View** menu lists options to organize the windows on the screen, toggle between Easy Mode and Expert Mode (Virtual Workspace), and change the size of the characters in which information is displayed.

Notebook opens the Notebook (*Windows Write*). See the user's guide to learn how you can change the Notebook to use a different word processing application.

Pathbar at Top aligns the Pathbar along the top of the screen.

Pathbar at Right aligns the Pathbar along the right edge of the screen.

Show/Hide Pathbar displays or hides the Pathbar on the screen.

Floating Pathbar (VW) hides or displays the movable Pathbar.

Workspace Map (VW) hides or displays the Workspace Map window.

Go to Easy Mode (VW) activates the simpler Easy Mode.

Go to Expert Mode (Virtual Workspace) activates the advanced Expert Mode (Virtual Workspace).

Fonts... allows you to change the size of the letters in which articles appear.

Tips for using VIEW

If you accidentally move the Pathbar or the Workspace Map out of view, just select the option from the **View** menu twice: once to deactivate it, and again to reactivate it. When it is displayed again, the Pathbar or Workspace Map will appear at its default location.

PATHS MENU

The **Paths** menu lists the nine paths to the information in *Compton's*.

Idea Search lets you use your own words to search for information. By using keywords in your search phrase or question, *Compton's* creates a list of articles or pictures that may be related to your request.

Articles displays an alphabetical list of all the articles in *Compton's*.

Multimedia displays alphabetical lists of all the pictures, sounds, videos, slides, and animations in *Compton's*. Click on the appropriate button for each multimedia type to view the list for that item.

InfoPilot presents topics and articles related to the words you enter as a search request. Explore the resulting web of related information by clicking on an article window or topic title.

Topic Tree organizes all the articles in the encyclopedia into topics and subtopics. Browse through the lists to narrow down a field of interest until you are led to an article that offers detailed information on the subject.

World Atlas displays a detailed map of the Earth and gives you access to information about hundreds of places around the globe.

Timeline displays a timeline covering United States and world history. Explore the timeline in either a detailed or an outline view, then bring up related articles.

Picture Tour displays the encyclopedia's pictures in a random series. Stop the show at any time to see a picture's caption or go to an encyclopedia article related to it.

Dictionary gives you access to the complete *Merriam-Webster's OnLine Dictionary* containing seventy thousand definitions, with seven companion references and twenty tables of essential information.

WINDOW MENU

The **Window** menu lists options to organize and manage your windows.

Cascade rearranges all open windows into a cascade.

Tile rearranges all open windows as tiles.

Arrange Icons arranges the minimized icons in a row.

Close All closes all open windows.

Minimize Visible (VW) minimizes all windows into icons.

Restore Visible (VW) restores each minimized window to its previous size and position.

Spread Out (VW) spreads windows across the workspace.

Undo... (VW) will reverse the last option you used on the Window menu.

HELP MENU

The **Help** menu gives you access to quick, on-line information about the features and functions in *Compton's Interactive Encyclopedia*.

Index opens the help file's index so you can choose a help topic.

Opening Screen displays the *Compton's* opening screen. When you are done viewing the screen, click anywhere to make it disappear.

Copyright displays information about the program, such as the version number and copyright.

Credits displays the names of the people who created *Comptons Interactive Encyclopedia*.

PATHS

ALL ABOUT PATHS

Idea Search

Articles

Multimedia

InfoPilot

Topic Tree

World Atlas

Timeline

Picture Tour

Dictionary

ALL ABOUT PATHS

Nine paths lead you into *Compton's* world of information. Each path offers you a unique way of looking through the encyclopedia. Some paths group items of the same kind together, such as pictures, sounds, and videos. Other paths let you research an idea or topic by asking a question or focusing a general concept by selecting subtopics.

IDEA SEARCH

Idea Search finds articles and pictures using a word, phrase or question you enter in the search request box. The computer searches through the entire *Compton's Interactive Encyclopedia* for keywords from your search request to create a list of articles or pictures that may be related to your topic. From the list you can go directly to the article or picture.

Access the **Idea Search** window by clicking on its button on the Pathbar or by selecting it from the **Paths** menu

Click on **Articles**, **Pictures**, or **Fact Index** to select the type of list you want to include in your search, then type your search words in the search request box. Press **Enter** or click on **Search** to begin the search process.

Articles displays a list of articles that are related to your search request. **Pictures** displays a list of pictures that are related to your search request. **Fact Index** displays a list of Fact Index articles that are related to your search request.

When the list of titles is presented, highlight a title and click on **Get Item** or double-click on the title to see the article or picture.

Click on **Close** to close the **Idea Search** window.

Tips for using IDEA SEARCH

To change your entry in the Search Request box, use the mouse to position the cursor after the text you want to delete and press **Backspace**. To change an entire word, double-click on it to highlight it and then type the new word.

ARTICLES

The **Articles** path displays an alphabetical list of every article in *Compton's*.

Access the **Articles** path by clicking on its button on the Pathbar or by selecting it from the **Paths** menu.

Use the scroll bar to browse through the list or type a word in the search request box and press **Enter** to move to the place in the list where your search entry or the closest alphabetical listing appears.

To go to an article, highlight a title and click on **Get Item** or just double-click on any title in the list.

Click on **Close** to close the **Articles** window.

MULTIMEDIA

The **Multimedia** path displays alphabetical lists of all the pictures, sounds, videos, slides, and animations in *Compton's*.

Access the **Multimedia** path by clicking on its button on the Pathbar or by selecting it from the **Paths** menu.

Click on one of the buttons that appear at the bottom of the window to see an alphabetical list for that media type: **Pictures, Sounds, Videos, Slides, or Animations.**

Use the scroll bar to browse through the list, or type a search request in the search request box and press **Enter** to move to the place in the list where your search entry or the closest alphabetical listing appears.

To access an item in the alphabetical list, highlight its title and click on **Get Item** or just double-click on any title in the list.

INFOPILOT

The **InfoPilot** path finds related articles and topics based on a word, phrase or question you enter in the search request box. The resulting articles and topics are presented as a web of related information that you can explore in detail.

Access the **InfoPilot** path by clicking on its button on the Pathbar or by selecting it from the **Paths** menu.

Type your search words in the search request box at the bottom of the window. Press **Enter** or click on the **Search** button to begin the search process.

A list of articles related to your search request will appear. Select a **focus article** from this list by double-clicking on an article title. The focus article appears in a small window at the center of the screen, while each of the four corner windows display related articles.

The colored tiles that surround each of the five article windows display topics that are related to each window. Double-click on any of these topic tiles to make that topic the focus article.

Click on **Expand Article** to enlarge an article or topic. A grid representing the topics and windows in the InfoPilot will appear. The large boxes represent article windows and the small boxes represent topic tiles. Click on the box that represents the item you want to enlarge.

Click on the **History** button to see a list of the most recent searches you requested. From this window, you can return to a previous search.

Close closes the **InfoPilot** window.

Tips for using InfoPilot

To change your entry in the search request box, use the mouse to position the cursor after the text you want to delete and then press **Backspace**. To change an entire word, double-click on it to highlight it and then type the new word.

TOPIC TREE

The **Topic Tree** path organizes all the articles in *Compton's* into topics and subtopics. From these lists you can go directly to articles to explore specific information.

Access the **Topic Tree** path by clicking on its button on the Pathbar or by selecting it from the **Paths** menu.

The opening screen shows an alphabetical list of nineteen topics. Double-click on a topic to open a new window that shows a list of subtopics. Continue selecting subtopics to narrow down a subject until you find an article you want to view.

Listings in capital letters are titles of articles. Double-click on an article title to go to the article.

Click on **Close** to close the **Topic Tree** window.

WORLD ATLAS

The **World Atlas** path lets you explore a map of hundreds of places on Earth. Choose a place you want to see by clicking on it on the map, typing a search request, or double-clicking on a place name in the Place List. The atlas will display the location at the center of the screen. You can quickly move from one side of the globe to another, or you can zoom in and out for a closer or more distant view. Double-clicking on any name on the globe takes you to a *Compton's* article about that place.

Access the **World Atlas** path by clicking on its button on the Pathbar or by selecting it from the **Paths** menu.

The control panel along the left side of the window contains a flat map of the world, a latitude/longitude coordinates display, and the Place List showing an alphabetical list of the places you can find in the **World Atlas**.

The major part of the window displays the world globe. Click on any location on the globe to redraw the map with that location at the center of the screen and its latitude and longitude coordinates shown on the control panel. Clicking on a location on the flat map redraws the globe with the location at the center of the screen.

Click on **Zoom In** to view an area more closely. Click on it again to get a closer view. You can click on the **Zoom In** button repeatedly until you have reached the maximum magnification of that area.

For a broader view of an area, click on **Zoom Out**. Click on **Zoom Out** repeatedly to get an increasingly larger view of an area of the globe.

Click on **Labels** to hide or display the place labels on the globe.

Click on **Grid** to hide or display the lines of latitude and longitude on the globe.

Click on **Controls** to hide or display the control panel.

Click on **Idea Search** to open the Idea Search path. The label you selected on the map will automatically be placed in the Search window.

To print out your current view of the Atlas, click **Print**.

To close the **World Atlas**, click on **Close**.

Tips for using the WORLD ATLAS

A quick way to zoom in on a location is to stretch a "rubber band rectangle" around it. Whatever area you enclose in the rectangle will expand to fill the atlas window. Click and hold the mouse button on the globe and drag to enclose an area you want to view more closely. When you release the mouse button, the globe will be redrawn so the area you selected fills the entire atlas window.

Clicking on the globe with the right mouse button displays the latitude and longitude coordinates for that location.

Double-clicking on a place name in the Place List redraws the globe with that location at the center of the screen at an appropriate zoom level. Use the scroll bar to browse through the alphabetical list or type the first few letters of a location in the search request box and press **Enter**. To move quickly from the place names that begin with "A" to those that begin with "T," for example, type "T" in the search request box and press **Enter**. The Place List will display the places that begin with the letter "T."

TIMELINE

The **Timeline** path displays a timeline of United States and world history. You can explore events ranging from millions of years ago to the present age by scrolling along the timeline in either detail or outline views.

Access the **Timeline** path by clicking on its button on the Pathbar or by selecting it from the **Paths** menu.

The **Year Indicator** across the top of the **Timeline** displays the period of time you are viewing. Click anywhere on the **Year Indicator** to move your view to that part of the **Timeline**.

Click on the **World/U.S.** button in the bottom right corner of the Timeline to toggle between the timeline of U.S. history and world history.

Click on the **Outline/Detail** button to toggle between two views: an outline view of major events that happened during the period of time shown on the screen, and a close-up view showing events and pictures within this same period of time.

Click on the **Go To Year** button and type in a specific year to see the events within that period of time. 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.

Click on the **Find Event** button when you want to search for a specific event located on the timeline. A window opens that contains a list of all the events located on the timeline.

Click on the **Print** button to print a period of time which you select.

The Help button displays a help window about the **Timeline**.

Click on Close to close the **Timeline**.

PICTURE TOUR

The **Picture Tour** path displays a selection of the pictures in *Compton's*. You can set the tour to display a series of pictures automatically or move from one picture to the next only when you are ready. You can also move backward in the tour to review pictures you have seen, display a picture's caption, or go to an article related to a picture with the click of a button.

Access the **Picture Tour** path by clicking on its button on the Pathbar or by selecting it from the **Paths** menu.

Click on the **Play** button (which shows double right arrows) to begin an automatic tour of the pictures in the encyclopedia.

Click on the **Forward** button (which shows a single right arrow) to move to the next picture.

Click on **Stop** to stop the automatic tour.

Click on the **Back** button (which shows a single left arrow) to move to the previous picture in the tour.

Click on the **Reverse** button (which shows double left arrows) to begin an automatic tour backward through the pictures in the tour.

Click on **Article** to go to a related encyclopedia article.

Click on **Close** to close the **Picture Tour** window.

BACKTRACK

Each time you click the **Backtrack** button on the Pathbar, you go back one step in your path through the encyclopedia. The program remembers the previous eight steps you took through the encyclopedia. You can also go directly to one of your previous steps by selecting it from the **Windows** menu.

The Backtrack button only appears when the view is in the Easy mode.

WINDOWS

ALL ABOUT WINDOWS

Article Windows

Picture Windows

Sound Windows

Video Windows

Slide Windows

Animation Windows

ALL ABOUT WINDOWS

All the information you see in *Compton's* is displayed in **windows**. A window can display text, video, or other information, but all windows are closed, moved, and resized in the same way.

Closing Windows

Click on the close box in the upper left corner of the window to close it. You can also click on the Close button at the bottom of the screen.

Moving a Window

To move a window around the screen, click on the title bar, then move the mouse while holding the mouse button down. In Expert Mode (Virtual Workspace), you can move the window completely off the screen. See **Modes** for more about using Expert Mode (Virtual Workspace).

Resizing a Window

To resize a window, click on the resize box in the lower right corner, then move the mouse while holding the mouse button down.

Article Windows

There are over 32,000 articles in *Compton's*. All article windows look and operate the same way. Click on the up or down arrow at the ends of the scroll bar to move through an article line by line. To move to the next page of an article, click on the scroll bar below the scroll box, or press the **Page Down** key on your keyboard. Clicking on the scroll bar above the scroll box or pressing the **Page Up** key displays the previous page.

Double-click on any word in an article to see its definition from *The Merriam-Webster OnLine Dictionary*.

The icons found in the left margin of articles represent multimedia features that offer additional information related to the nearby text. Depending on the articles content, the icons that may appear in the margin are **Animation icons, Atlas icons, Chart icons, Flag icons, Map icons, More About icons, Picture icons, See Also icons, Sidebar icons, Slide icons, Sound icons, Table icons, Take Another Look icons, Timeline icons, or Video icons.**

Click on the **Contents** button to see a list of the sections of the article. Double-click on a section title to go directly to that section.

To copy text, highlight the text you want to copy, then select "Copy to Clipboard" in the **Edit** menu. The text will be copied to the Windows Clipboard. To paste text from the Clipboard to the **Notebook**, open the **Notebook** by selecting it from the **View** menu, position the cursor where you want to insert the text, then select **Paste** from the **Edit** menu in the **Notebook**.

While reading an article, you might come across a subject or idea that you want to learn more about. Using the **Idea Search** button, you can easily search the entire encyclopedia for articles that are related to a topic. Highlight the word or phrase you want to search for and select "Copy to Idea Search" from the **Edit** menu. When the Idea Search window appears, press **Enter** or click on **Search** to begin the search.

To print the contents of an article, click on the **Print** button.

Click on **Close** to close the article window.

Tips for using the COPY command

When you copy text from *Compton's*, it is copied as Windows ANSI text. Check the text for

special characters to see if your word processor uses the same character codes.

Picture Windows

The **Pictures** button in the Multimedia path displays a list of the pictures in *Compton's*.

The picture window that appears shows the picture together with its caption. Drag the border between the picture and the caption up and down to resize the caption area.

If the picture is bigger than the picture area, the cursor changes to a four-arrow grabber cursor. Click and drag to move the picture within the picture area or enlarge the picture window to bring the entire image into view.

When a picture window is on screen, use the buttons at the bottom of the window to control the picture.

Click on **Size** to resize the picture to fit the window.

Click on **Article** to go to the related article.

If the picture is part of a series, click on the left or right arrow buttons to see the previous or next picture in the series.

Click on **Close** to close the **Picture** window.

Sound Windows

The **Sounds** button in the Multimedia path displays a list of the sounds in *Compton's*.

To access a sound, highlight its title and click on **Get Item** or just double-click on any title in the list.

The five control buttons you see are similar to those you find on a VCR or tape player.

Click on **Rewind** to move the sound clip to the beginning of the piece of music.

Click on **Jump Back** to jump backward through the music.

To start the sound clip, click on the **Play** button.

Click on **Jump Forward** to move forward through the sound.

To pause a sound that is in progress, click on **Pause**.

Click and drag with the mouse on the **Position Slide Bar** to change the position in the playback of the sound.

To access a related encyclopedia article, click on **Article**.

Click on **Close** to close the **Sounds** window.

Video Windows

The **Videos** button in the Multimedia path displays a list of the videos in *Compton's*. Videos are video recordings of famous events or subjects, accompanied by a sound recording.

The five control buttons you see are similar to those you find on a VCR or tape player.

Click on **Rewind** to move to the beginning of the video.

Click on **Jump Back** to jump backward through the video.

To start the video, click on the **Play** button.

Click on **Jump Forward** to move forward through the video.

To pause a video that is in progress, click on **Pause**.

Click and drag with the mouse on the **Position Slide Bar** to change the position in the playback of the video.

To access a related encyclopedia article, click on **Article**.

Click on **Close** to close the **Videos** window.

Slide Windows

The **Slides** button in the Multimedia path displays a list of the slide shows in *Compton's*. Slide shows consist of a series of related pictures accompanied by a sound track.

The five control buttons you see are similar to those you find on a VCR or tape player.

Click on **Rewind** to move to the beginning of the slide show.

Click on **Jump Back** to jump backward through the slide show.

To start the slide show, click on the **Play** button.

Click on **Jump Forward** to move forward through the slide show.

To pause a slide show that is in progress, click on **Pause**.

Click and drag with the mouse on the **Position Slide Bar** to change the position in the playback of the slide show.

Click on **Article** to go to a related encyclopedia article.

Click on **Close** to close the **Slides** window.

Animation Windows

The **Animations** button in the Multimedia path displays a list of the animation sequences in *Compton's*. Animation sequences are a series of moving pictures that show and explain a process.

The eight control buttons you see are similar to those you find on a VCR or tape player.

Click on **Rewind** to return to the beginning of the animated sequence.

Click on **Jump Back** to jump back in the sequence to an earlier frame.

Click on **Step Backward** to move backward through the sequence one frame at a time.

Click on **Play** to play the animation sequence.

Click on **Step Forward** to move forward through the sequence one frame at a time.

Click on **Jump Forward** to jump forward to a later frame in the animation sequence.

Click on **Pause** to pause the playback of the sequence.

Click on the **Loop** button to see the sequence play in a continuous loop.

Click and drag the mouse on the **Position Slide Bar** to change the position in the playback of the animation sequence.

Click on the **Article** button to go to the related article.

Click on **Close** to close the **Animation** window.

ICONS

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ALL ABOUT ICONS

Icons are small pictures that appear in an article to the left of the text. Icons are links to related information such as pictures, cross-references, or charts. There are fifteen different icons in *Compton's Interactive Encyclopedia*: **Animation icons, Atlas icons, Chart icons, Flag icons, Map icons, More About icons, Picture icons, See Also icons, Sidebar icons, Slide icons, Sound icons, Table icons, Take Another Look icons, Timeline icons, or Video icons.**

Double-click on an icon in an article to bring up related information about a nearby word or idea.

Animation Icons

The **Animation** icon shows a series of small cascading boxes. Double-click on an **Animation** icon to display an animation related to the nearby text.

Click on **Close** to close the **Animation** window.

Atlas Icons

The **Atlas** icon shows a small picture of the Earth. Double-click on an **Atlas** icon to display an Atlas entry related to the nearby text.

Click on **Close** to close the **Atlas** window.

Chart Icons

The **Chart** icon shows a small picture of two charts. Double-click on a **Chart** icon to display a chart related to the nearby text.

Click on **Close** to close the window that appears.

Flag Icons

The **Flag** icon shows a small purple flag. Double-click on a **Flag** icon to display a picture of a flag related to the nearby text.

Click on **Close** to close the **Picture** window.

Map Icons

The **Map** icon shows a small square map. Double-click on a **Map** icon to display a map related to the nearby text.

Click on **Close** to close the **Picture** window.

More About Icons

The **More About** icon shows the pages of a book with a hand pointing to an entry. A **More About** entry gives you an expanded definition of a term or idea. Double-click on a **More About** icon to display additional information related to the article.

Click on **Close** to close the window that appears.

Picture Icons

The **Picture** icon shows a camera. Double-click on a **Picture** icon to display a picture related to the nearby text.

Click on **Close** to close the **Picture** window.

See Also Icons

The **See Also** icon shows the pages of a book with an arrow pointing to another page. These icons indicate references to other articles that contain information related to the subject of the nearby text. The name of the referenced article appears near the icon in the text of the article.

Double-click on the **See Also** icon to go to the related article. Do not double-click on the title of the referenced article. Remember, double-clicking on any word in an article displays the word's definition.

Sidebar Icons

The **Sidebar** icon shows a gray page with text. A **Sidebar** displays related information about a nearby term or idea. Double-click on a **Sidebar** icon to display the Sidebar window.

Click on **Close** to close the **Sidebar** window.

Slide Icons

The **Slide** icon shows a small slide. Double-click on a **Slide** icon to display a Slide Show related to the nearby text.

Click on **Close** to close the **Slide** window.

Sound Icons

The **Sound** icon shows an audio headset. Double-click on a **Sound** icon to open a sound window that displays the sound caption and controls to play the sound.

Click on **Close** to close the **Sound** window.

Table Icons

The **Table** icon shows a small page with columns and the word Table at the top. Double-click on a **Table** icon to display a table related to the nearby text.

Click on **Close** to close the **Table** window.

Take Another Look Icons

The **Take Another Look** icon shows a pair of eyes. Double-click on a **Take Another Look** icon to display a window with useful information related to the nearby text.

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

Timeline Icons

The **Timeline** icon shows a small clock with a line beneath it. Double-click on a **Timeline** icon to display a portion of the Timeline path related to the nearby text.

Click on **Close** to close the **Timeline** window.

Video Icons

The **Video** icon shows a video camera. Double-click on a **Video** icon to display a video related to the nearby text.

Click on **Close** to close the **Video** window.

MODES

ALL ABOUT MODES

Easy Mode

Expert Mode (Virtual Workspace)

ALL ABOUT MODES

Compton's Interactive Encyclopedia offers two modes: the **Easy Mode** and the **Expert Mode (Virtual Workspace)**.

The **Easy Mode** is the default mode and the simpler of the two modes. It offers fewer menu options, does not require as much memory to operate, and does not allow you to save research layouts.

The **Expert Mode**, or "power user's mode," offers fast and easy management of multiple windows as well as the ability to save research layouts. Because this mode lets you simulate a large working area like a desk or table on your computer screen, it is also called the **Virtual Workspace**.

EASY MODE

When you first load *Compton's Interactive Encyclopedia*, the **Easy Mode** is selected.

A quick way to check if the program is in this mode is to look for the **Back** button on the Pathbar. This button is only available in the **Easy Mode**.

The **Easy Mode** lets you use *Compton's Interactive Encyclopedia* as you would any other Windows program. You can open several windows of different types, arrange them in various ways across the screen, and move between them at any time.

Two major differences between the **Easy Mode** and the **Expert Mode (Virtual Workspace)** are: 1) the Easy Mode limits the workspace to the size of your monitor's screen, and 2) you cannot save research layouts in the Easy Mode.

To change to the **Easy Mode**, select it from the **Views** menu. If the option is not available, the program is already in the Easy Mode.

EXPERT MODE (VIRTUAL WORKSPACE)

To access the Expert Mode (Virtual Workspace), select **Expert Mode (Virtual Workspace)** from the **View** menu. The Workspace Map will appear in the bottom right corner of the screen and the **Back** button will disappear from the Pathbar.

The **Expert Mode (Virtual Workspace)** expands your workspace from the size of your monitor screen to dozens of square feet. This allows you to open an almost limitless number of windows, spread them out or group them by subject or type. As you construct your research project you can save the layout of open windows so when you return to your work on another day, you can start again right where you left off.

To save a layout, select **Save** from the **File** menu. When you want to return to work, load *Compton's Interactive Encyclopedia* and select **Open** from the **File** menu. Then select the name you gave the layout when you saved it. The windows that were open on the workspace when you last saved the layout will be restored.

THE WORKSPACE MAP

The *Workspace Map* helps you to navigate through the windows on the workspace. The white rectangles on the Workspace Map depict the vast workspace area. The rectangle with no title is called the *Viewport*. When you open windows, miniature representations of them appear on the map. To view a window, move its miniature icon to the Viewport or use the grabber cursor on the background of the workspace to move the window on screen.

You can also double-click on any white rectangle to move the Viewport to that position in the workspace. Click and drag on the Viewport to move it from one white rectangle to another in the workspace.

Click on the background of the workspace map to scroll the workspace map.

Click on the **In** button to zoom in on an area of the workspace map. Click on the **Out** button to get a broader view of the workspace map. Click on **Home** to return the workspace map to its original size and position.

DICTIONARY

The **Dictionary** path accesses the complete *Merriam-Webster's OnLine Dictionary* containing 70,000 definitions of 60,000 words. The dictionary also includes seven companion references and twenty tables of essential information.

Access the **Dictionary** path by clicking on its button on the Pathbar or by selecting it from the **Paths** menu.

ABOUT MERRIAM-WEBSTER

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ABOUT MERRIAM-WEBSTER

The name *Webster* alone is no guarantee of excellence. It is used by a number of publishers and may serve mainly to mislead an unwary buyer.

A Merriam-Webster® is the registered trademark you should look for when you consider the purchase of dictionaries or other fine reference products. It carries the reputation of a company that has been publishing since 1831 and is your assurance of quality and authority.

REFERENCES

Common English Given Names (Men)

A list of given names of men that are most frequent in English use. The list usually provides at least one of the following kinds of information at each entry: (1) etymology, indicating the language source but not the original form of the name, and (2) meaning, where known or ascertainable with reasonable certainty.

Common English Given Names (Women)

A list of given names of women that are most frequent in English use. The list usually provides at least one of the following kinds of information at each entry: (1) etymology, indicating the language source but not the original form of the name, and (2) meaning, where known or ascertainable with reasonable certainty.

Dictionary

Dictionary

The Merriam-Webster OnLine Dictionary contains nearly 70,000 definitions in entries for 60,000 words and phrases, the complete contents of *Webster's New Ideal Dictionary, Second Edition*. Here you will find the core of today's English vocabulary; obsolete, rare, and highly technical words and obsolete meanings of common words have been omitted. The vocabulary is thus composed of the words most likely to be looked up by anyone searching for a meaning, pronunciation, or word division.

Foreign Words and Phrases

A list of foreign words and phrases that often occur in English texts but that have not yet become part of the English vocabulary. Entries include pronunciation, language identification, and translation.

Thesaurus

This on-line thesaurus contains the complete text of *Webster's Collegiate Thesaurus*, with more than 100,000 synonyms, antonyms, idiomatic phrases, related words, and contrasted words. Each main entry includes a meaning-core statement which pinpoints the exact relationship of meaning shared by the main-entry word and its synonyms. Usage examples help clarify the shared meaning.

TABLES

Pronunciation Key

A list of the symbols used in the pronunciation descriptions found in most entries in the dictionary.

Bible Books

A list of the books of the Bible according to the Jewish Scriptures, Roman Catholic and Protestant Old Testament, Protestant Apocrypha, and New Testament.

Chemical Elements

A list of the names of chemical elements, their symbols, atomic number, and atomic weight.

Metric System

A list of measures of length, area, volume, capacity, mass, and weight according to the metric system, and their abbreviations and approximate U.S. equivalents.

Money

A list of the basic monetary units of major countries.

Numbers

A list of the names and symbols for cardinal and ordinal numbers, with additional notes about the use and styling of numbers

Planets

A list of the names of the planets in our solar system, their symbol, mean distance from the sun, period of revolution, and equatorial diameter.

Weights and Measures

A list of measures of weight, capacity, length, area, and volume according to the U.S. system, their abbreviation or symbol, and equivalents in other measurement systems.

Undefined Words

The following tables list words that are undefined in the dictionary because they are self-explanatory: their meanings are simply the sum of a meaning of the prefix or combining form and a meaning of the second element.

Anti-

A list of self-explanatory words beginning with the prefix anti-.

In-

A list of self-explanatory words beginning with the prefix in-.

Non-

A list of self-explanatory words beginning with the prefix non-.

Over-

A list of self-explanatory words beginning with the prefix over-.

Re-

A list of self-explanatory words beginning with the prefix re-.

Self-

A list of self-explanatory words beginning with the combining form self-.

Semi-

A list of self-explanatory words beginning with the prefix semi-.

Sub-

A list of self-explanatory words beginning with the prefix sub-.

Super-

A list of self-explanatory words beginning with the prefix super-.

Un-

A list of self-explanatory words beginning with the prefix un-.

HOW TO

How to Browse through a Reference

How to Change Reference

How to Define the "Other" Reference

How to Look Up a Word

How to Return to a Previous Word

How to Select a Reference

How to View Tables

HOW TO BROWSE THROUGH A REFERENCE

Using the Alphabet Scroll Bar

Use the Alphabet scroll bar (the horizontal scroll bar above the Current Word box) to move to the section of the current reference where words begin with a particular letter. The letter of the current section appears in the Letter box to the right of the Alphabet scroll bar.

Using the Definition Scroll Bar

Use the Definition scroll bar (the vertical scroll bar to the right of the Definition window) to browse the list of words that begin with a particular letter. To move to the previous letter, move to the top of the letter list and click the up arrow, or press on the up arrow, **Page Up** or **Home** key. To move to the next letter, move to the end of the letter list and click the down arrow, or press on the down arrow, **Page Down** or **End** key.

Using the Definition Window

If you want to look up a word in an entry, simply double-click on it. Its entry in the current reference will appear in the Definition window.

HOW TO CHANGE A REFERENCE

Once you have found a word in a reference, you can go directly to its entry in another reference by clicking on a **Quick Reference** button or by clicking on the **References** button and selecting a new reference from the list. If the word does not appear as an entry in the new reference, the previous word in alphabetical sequence will appear.

HOW TO DEFINE THE "OTHER" REFERENCE

Whenever you select a reference other than the dictionary or thesaurus from the References list (accessible by clicking on the References button), it replaces the reference listed at the **"Other"** Quick Reference button.

HOW TO LOOK UP A WORD

By Typing a Word

Activate the dictionary, type your word or phrase and press **Enter** or click on the **Search** button. The Definition window will display your search word's entry from the currently selected reference. If your search word does not appear in the current reference, the Definition window will display the entry for the previous word in alphabetical sequence.

From a *Compton's Interactive Encyclopedia* article window

While the encyclopedia article window is active, double click on the word you want to look up. The dictionary will activate with the Definition window displaying your chosen word.

From the Definition Window

Double-click on any word in the Definition window or use the arrow keys to move the cursor to any word and press **Enter** to retrieve its entry from the current reference. from the Previous Word list

Double-click on any word in the Previous Word list or use the arrow keys to highlight a word and press **Enter** to retrieve its entry from the current reference.

HOW TO RETURN TO A PREVIOUS WORD

Double-click on any word in the Previous Words list to retrieve its entry from the current reference.

HOW TO SELECT A REFERENCE

Click on the **Quick Reference** button of your choice or select a reference from the list of references accessible by clicking on the **References** button. The Definition window will display the entry for the current word in the new reference.

HOW TO VIEW TABLES

To view a table, click on the **Tables** button and then click on the table you wish to see.

Some dictionary entries include the phrase "DOUBLE CLICK HERE FOR TABLE." When you double-click on the words, the related table automatically appears.

THE DICTIONARY WINDOW

Alphabet Scroll Bar

Current Word Box

Definition Scroll Bar

Definition Window

Previous Word List

Search Button

ALPHABET SCROLL BAR

Use the Alphabet scroll bar to move to the beginning of another letter in the current reference.

For example, if you are in the "L" section of a reference and want to find the first word that begins with "P," move the Alphabet scroll box or click the right arrow until "P" appears in the Letter box to the right of the Alphabet scroll bar. The Definition window now displays the beginning of the "P" list.

CURRENT WORD BOX

Displays the most recent search word. Type a word, and press **Enter** or click on the **Search** button to retrieve its entry from the current reference.

DEFINITION SCROLL BAR

Use the Definition scroll bar to move through the entries for a letter in the current reference. When you reach the end of a letter, the scroll box moves up to the top of the scroll bar, ready to help you browse the new section.

For instance, if you are at "fable," use the Definition scroll bar to browse other words that begin with "F." When you scroll beyond "FYI," the last dictionary entry that begins with "F," the scroll box will return to the top of the scroll bar so you can browse through the letter "G."

Shortcuts

Page Up, Page Down, Home, End, up arrow, and down arrow keys

DEFINITION WINDOW

The Definition window displays the entry for the current word in the current reference.

Depending on the size of the dictionary window and the length of the entry, subsequent entries may also appear in the Definition window.

CLOSE BUTTON

Click on **Close** when you have finished using the dictionary.

PREVIOUS WORD LIST

Displays a list of the words you have looked up since the dictionary was last loaded. The last word you searched for is at the beginning of the list.

QUICK REFERENCE BUTTON

Three small buttons below the menu bar provide quick access to the dictionary, the thesaurus, and a third reference. The third button accesses the reference (other than the dictionary or thesaurus) that you most recently used.

SEARCH BUTTON

Type the word you want to look up and click on **Search** to retrieve its entry from the current reference.

Shortcuts

Press **Enter** after typing your word.

