

HELP CONTENTS

Welcome to the on-line help and user's guide to *The Complete Multimedia Bible based on the King James Version*.

Click on a topic below to learn more about it.

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HOW DO I FIND...?

There are several ways to find information in the *The Complete Multimedia Bible*. The path bar that runs along the left side of the screen shows the paths you can take into the contents of the disc.

How do I find Isaiah?

To search by book, use the [CONTENTS](#) path.

I'd like to hear the ten commandments read aloud...

To find a specific picture, movie or sound clip, use the [MULTIMEDIA](#) path.

How do I find a list of the major prophets?

To see the contents arranged by topic, use the [TOPIC TREE](#) path.

Where does the Bible refer to doves?

To search for a specific topic, use the [IDEA SEARCH](#) path.

Where is Bethlehem?

To see a map of the world, use the [ATLAS](#) path.

When you want to use a path, simply click on its button on the path bar.

THE MAIN SCREEN

The Complete Multimedia Bible based on the King James Version contains the complete text of the Old and New Testaments, helpful references, guides and analysis--enhanced with pictures, movies and sounds.

To begin exploring the contents of the disc, just click on an area of the main screen or use the path bar along the left edge of the screen.

The **Introduction & Information** section includes essays on the role of the Bible, its major characteristics, chronologies, summaries, study and reading plans, quotes, and Bible facts.

The **King James Bible**, also known as the "Authorized Version," was translated and compiled under King James I of England in the 17th century. The contents of the Bible are arranged by book.

The **Guidance & Inspiration** section cites illustrative passages from the Bible arranged by topic. Here you will find direction and inspiration about challenges and situations we encounter in our everyday lives, such as charity, adversity, marriage and truth--taken directly from the pages of the Bible.

The **Multimedia** section provides direct access listings of the sounds, pictures, movies, and maps in the Multimedia Bible.

The **Maps** section displays a list of the maps found in the Multimedia Bible.

CONTENTS & MULTIMEDIA

The CONTENTS and MULTIMEDIA paths display lists of all the text and multimedia in the Multimedia Bible database.

To find a title, click in the box labeled "Starts with" and type the first letters of the title you'd like to find. The list will jump to the entry closest to what you have typed.

To go to a specific chapter, verse or proverb, first search for the book by title. Then scroll through the list to find the section you want, or open the book and use the **Find a Word** feature to move to the section you want to see.

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 **Get Item**.

To narrow your list of titles to articles or specific multimedia items, click on the appropriate radio button above the title list. When a button is pink, the feature is selected. A yellow button indicates an inactive feature.

In the Multimedia path, you can restrict your search to maps, movies, pictures, sounds or all multimedia contents.

In the Contents path, you can restrict your search to the text of the Bible itself, the Introduction & Information section, the Guidance & Inspiration section, tables, or all the text contents.

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

IDEA SEARCH

The IDEA SEARCH path lets you search the contents of the Bible for items related to a research topic. Your research topic can be a word, a phrase, or even a question.

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, **King James Bible** and **Multimedia Contents** -- above the title list, then click on the **Search** button.

To copy your list of search results to the clipboard, click on the **Copy** button in the full screen mode. In the tableau screen, click on **Options** and select **Copy Results**.

To jump back to previous searches, click on the **Options** button and select **Previous Search Phrases**. 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 path.](#)

TOPIC TREE

The TOPIC TREE path organizes most of the contents of the Bible 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 "People and Events of the Bible." (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.

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

ATLAS

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.](#)

VIEWERS

Articles and the multimedia contents of the Bible are presented in their own windows, which are called *viewers*. Click on a viewer below to learn more about it.

[Article Viewer](#)

[Multimedia Viewer](#)

ARTICLE VIEWER

The article viewer displays all articles in the Bible, as well as other text features such as cross-references to related multimedia and other text. Some text sections also contain icons, which represent links to multimedia items in the database.

While using the article viewer, 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 text in the article viewer doesn't scroll using the keyboard keys, click once in the article viewer to activate it, 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 jump to related information, double-click on the purple text or an icon. Use the outline feature to see the contents of the current text section. In the outline viewer, double-click on any item in the list to see it.

To see an outline of the contents of the current text section (article), click on the **Outline** button. An outline will appear in the lower left tableau window. Select the type of list you want to see by clicking on the appropriate radio button.

To change the size of the text in the viewer, find a word, 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, drag the cursor to an option and release the mouse button to select it. [Click here for more information about the Options button.](#)

To copy text to the clipboard, Idea Search or the Notebook, first highlight the text you want to copy, then click and hold down the right mouse button. Drag the highlight to the option you want and release the mouse button.

To print the current text section, click and hold down the right mouse button, then drag the highlight to the **Print** option and release the mouse button.

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

MULTIMEDIA VIEWER

The multimedia viewer displays the pictures, sounds, movies, maps, and tables in the Bible.

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 in full screen, but not when a movie clip is playing.)

Position Bar & Slider: Show the playback position of a sound or movie. Click and drag the slider anywhere along the length of the bar to view a different part of the clip.

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

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

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

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

Play: Starts playing the multimedia clip.

Stop: Stops playing the multimedia clip.

Size button: Changes the size at which a movie or picture appears on-screen. In the movie viewer, click and hold down this button to see the options available, then drag and release the mouse button to select an option. Size options will vary depending on the type of image being displayed.

Options button: Opens a list of useful options. The options vary depending on the type of media displayed.

- * **Get Article:** Displays the text section related to the multimedia item you are viewing.
- * **Bookmark:** Marks the multimedia item to appear on the Bookmark list.
- * **Copy:** Copies the multimedia item to the clipboard.
- * **Print:** Sends a copy of the multimedia item to your printer.

Freeze On/Freeze Off: Locks and unlocks the headings that appear in a table.

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

MENU BAR

Click on the menu bar button you'd like to learn more about.

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

[**Bookmark List**](#)

[**Notebook**](#)

[**Picture Tour**](#)

[**Dictionary**](#)

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

[**Credits**](#)

ON-LINE HELP

The On-line Help section gives you a detailed guide for exploring the Bible. Use this guide to learn different ways to use the powerful features of *The Complete Multimedia Bible*.

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

BOOKMARK LIST

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

To create a bookmark, click and hold the mouse button on the **Options** button, then drag the highlight to the **Bookmark** option and release the mouse button.

To create a new bookmark list, use the menu or the **Options** button in the article viewer to open the bookmark list. Click and hold the mouse button on the **Options** button and select **New List**.

To open an existing bookmark list, click and hold the mouse button on the **Options** button, then drag the highlight to the **Open List** option and release the mouse button. In the Open dialog box, select the location (drive and directory) of the bookmark file, then select the **.bmk** file you want to open.

To save a bookmark list, click and hold the mouse button on the **Options** button and select **Save List**. 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, select the item you want to remove from the list, then click and hold the mouse button on the **Options** button and select **Delete Item**.

To go to a bookmark item, open the bookmark list using the menu or the **Options** button in the article viewer, then click on the bookmark that represents the item you'd like to see, then click on the **Get Item** button.

To change a bookmark name, open the bookmark list using the menu or the **Options** button in the article viewer, then click on the bookmark you want to change. Click in the box labeled "Change Bookmark Name to," type the new name for the bookmark and press **Enter**.

[Click here to learn more about Bookmark List.](#)

PICTURE TOUR

The Picture Tour lets you browse through pictures in the Bible. You can watch a series of randomly selected pictures, or choose a tour that displays pictures in specific categories.

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 (appears only in full screen view).

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

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

Stop: Stops the tour.

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

Play: Starts the Picture Tour.

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

Article: Displays the article related to the picture being displayed (appears only in full screen view).

Bookmark: Creates a bookmark for the current picture (appears only in full screen view).

Full Screen/Small Screen: Switches between the full screen and tableau modes.

[Click here to learn more about Picture Tour.](#)

NOTEBOOK

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

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 Microsoft Write. This is done in the Setup/Preferences window. [Click here for more about Setup/Preferences.](#)

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

DICTIONARY & THESAURUS

The dictionary in *The Complete Multimedia Bible* is based on *Webster's New World® Dictionary, Third College Edition*. The thesaurus is the *Webster's New World Thesaurus, New Revised Edition*.

To see the definition of a word, double-click on it. Purple text is linked to other text or multimedia. Double-clicking on purple text will open the related item, not the dictionary. To find the definition of a word in purple text, open the dictionary from the menu, type the word you want defined and press **Enter**.

To look up a word in the dictionary, type the word you'd like to find in the box labeled "Current Word." In a moment, the definition for that word -- or the word closest to it in the dictionary -- will appear.

To browse through words in the dictionary (in Full Screen only), click and drag the slider in the lower right of the dictionary 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.

To see a thesaurus entry, double-click on a word to open the dictionary or open the dictionary using the menu. Click on the **Thesaurus** selector button at the top of the window. If your word is not already in the "Current Word" box, type the word and press **Enter**. To return to the dictionary, click on the **Dictionary** selector button.

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

SETUP/PREFERENCES

The Setup/Preferences screen contains several options to customize the *Complete Multimedia Bible* program to your taste.

To turn the opening music on or off when you start the Bible, click the checkbox labeled "Play the opening music when I start up the Bible." (*When the checkbox has an "X" through it, the option is turned on.*)

To save your place in the Bible when you quit the program, click the checkbox labeled "Save my place when I exit the Bible." (*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, click the small list arrow in the area labeled "Word Processor" 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.

[Click here to learn more about Setup/Preferences.](#)

CREDITS

Credits displays the names of the people who created this multimedia Bible.

ICONS

The following is a list of the icons that appear in the text and path viewers:

Article icon

The Article icon resembles an open book. This icon indicates text articles in title lists such as the ones in Idea Search and Topic Tree.

Map icon

The Map icon is a small map of North America with a direction indicator. Double-click on this icon to see a map.

Movie icon

The Movie icon resembles a movie or video camera. Double-click on this icon to see a movie clip.

Picture icon

The Picture icon resembles a camera. Double-click on this icon to see an illustration or photograph.

Sound icon

The Sound icon resembles a pair of headphones. Double-click on this icon to hear a sound clip.

Table icon

The Table icon shows a page of columns in a table form. Click on this icon to see a table of information.

[Click here to learn more about icons and the article viewer](#)

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User's Guide
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BUTTONS

Listed below are some common buttons you'll see throughout *The Complete Multimedia Bible*. To learn more about these buttons, see the on-line help for the section of the Bible where they appear.

Article button

Displays a text section or "article."

All Content radio button (Contents path)

In the [Contents Path](#), turning this feature on displays a list of all the contents in the database. The feature is on when the button is pink.

Atlas path button

Displays the [atlas](#).

Back button (multimedia viewer)

Moves back a short distance in the movie or sound clip.

Backtrack status bar button

Takes you back one step in your exploration of the Bible. To go further back in your path through the Bible, select [Research History](#).

Bookmark List menu button

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

Bookmark List button (menu item)

Opens the current bookmark list. From here, you can save the current list, open a new or saved list, and return to bookmarks you have set in your research.

Contents path button

Displays the [Contents Path](#). Use this path to search through alphabetical listings of all the text in the Multimedia Bible.

Exit path bar button

Exits *The Complete Multimedia Bible* and returns you to the Windows shell.

Explain status bar button

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

Forward button

Moves forward a short distance in the movie or sound clip.

Full Screen button

Enlarges the viewer window to fill the screen.

Get Item button

Displays the selected item.

Grid button (Atlas path--Full Screen only)

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

Guidance & Inspiration radio button (Contents path)

Includes the contents of the Guidance & Inspiration section of the Multimedia Bible in the [Contents](#) list. The feature is selected when the button is pink.

Idea Search path button

Displays the [Idea Search Path](#). Use this path to search through all the contents of the Bible for items related to a topic or question.

Introduction & Information radio button (Contents path)

Includes the contents of the Introduction & Information section of the Multimedia Bible in the [Contents](#) list. The feature is selected when the button is pink.

King James Bible radio button (Idea Search and Contents paths)

Includes the contents of the Bible in your [Idea Search](#), or in the [Contents](#) list. When the button is pink, this feature is selected.

Labels button (Atlas path--Full Screen only)

Hides or displays the labels in the [atlas](#) map.

Main Screen path bar button

Displays the [main screen](#).

Menu button

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

Multimedia path button

Displays the [Multimedia Path](#). Use this path to search through alphabetical listings of the multimedia contents of the Multimedia Bible.

Multimedia radio button (Idea Search path)

Includes the multimedia contents of the Multimedia Bible in your [Idea Search](#). The feature is selected when the button is pink.

Options button

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

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

Research History: Displays the [Research History](#) window, which displays your most recent research in the Bible.

Copy to Idea Search: Copies selected text from the article viewer directly to the [Idea Search](#) window.

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.

Article Outline: Displays a list of the subsections and multimedia in the current text section.

Copy: Copies selected text from the text viewer to the Windows clipboard.

Print: Prints the current text section.

Bookmark: Places a bookmark in the current subsection of text.

Other Content radio button (Idea Search path)

Includes the Introduction & Information and Guidance & Inspiration sections of the Multimedia Bible in your [Idea Search](#). The feature is selected when the button is pink.

Play button

Starts playback of the current item in the [multimedia viewer](#).

Research History status bar button

Displays a list of the steps you've taken in your exploration of the Bible. To return to a previous step, double-click on an entry in the list.

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](#) path.

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.

Stop button

Stops the multimedia item while it is playing.

Tables radio button (Contents path)

Includes informational tables in the [Contents](#) list. The feature is selected when the button is pink.

Topic Tree path button

Displays the [Topic Tree](#) path. 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.

Zoom In button (Atlas)

Magnifies your view of the map in the [atlas](#) path.

Zoom Out button (Atlas)

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

[Click here to learn more about buttons in the Multimedia Bible.](#)

EXPLAIN

The **Explain** button lets you learn more about a particular feature, such as a viewer or button, in *The Complete Multimedia Bible*.

To use the Explain feature, 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 Explain.](#)

BACKTRACK

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

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

EXIT

Click on the **Exit** button to close *The Complete Multimedia Bible* and return to the Windows shell.

RESEARCH HISTORY

Research History lets you return to text and multimedia items you viewed earlier in your exploration of *The Complete Multimedia Bible*.

To use Research History, click the **Research History** button. A list showing the items you have opened will appear. Double-click on an item or select it and click **Get Item** to return to it.

THE TABLEAU & VIEWERS

The tableau screen frames the four main components of the research 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 the Bible'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. In the tableau screen, click and hold down the **Options** button to see four options: drag the cursor and release the mouse button on an option to activate it. **Get Article** opens the text sections that corresponds to the picture, **Bookmark** lists the picture in the bookmark list for quick retrieval later, **Copy** copies the picture to the Windows clipboard, and **Print** prints 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 Viewer** displays movies and sounds. Click and hold down the **Options** button to go to the related article or place a bookmark to retrieve the multimedia item later.

Sound and movie viewers 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 movie viewer, 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.

In the tableau screen, the **Options** button offers four useful features. **Get Article** opens the text sections that corresponds to the table, **Bookmark** lists the table in the bookmark list for quick retrieval later, **Copy** copies the table to the Windows clipboard, and **Print** prints the table.

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 text sections. Use the buttons along the bottom to navigate and manipulate the article text and the viewer.

Purple text represents cross-references to other text and multimedia in the database. Double-click on a purple title to see the related item. To return to the text, just click on **Backtrack**.

If you encounter a word you don't know while reading, 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 text--except purple cross-reference text--leads you to the dictionary.

In the small screen mode, the **Dictionary Viewer** is very simple. Double-click on a word in a text viewer or caption to see its definition, or open the dictionary from the menu bar, type the word you want defined, and press **Enter**. Click the **Thesaurus** button to see synonyms for your selected word. In the full screen view, the dictionary 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.

The **Options** button in the article viewer 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 Bible. 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 (shown in green text) from your latest search request.
- * Select **Article Outline** to see a list of the article contents including text, multimedia and cross-references. When you select this feature, 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 current text section. These items are displayed in the multimedia viewer. Listings without icons indicate subsections of the current article. Double-clicking on a subsection title displays that section of text in the article viewer.
- * Select **Copy** to copy text you have selected to the Windows clipboard.
- * Select **Print** to print the text in the article viewer.
- * Select **Bookmark** to place a bookmark in the current section of text.

Full Screen enlarges the article viewer to full-screen size.

Previous and **Next** display the previous or next text section in the database.

If you encounter a word you don't know while reading, 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 text--except purple cross-reference text--leads you to the dictionary. Once you've opened the dictionary, you can quickly get to the thesaurus entry for the current word or simply open the thesaurus and type an entry or browse a list.

In the small screen mode, the **Dictionary Viewer** is very simple. Double-click on a word in a text viewer or caption to see its definition, or open the dictionary from the menu bar, type the word you want defined, and press **Enter**. Click on the **Thesaurus** button to see the list of thesaurus entries. In the full screen view, this 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 or thesaurus.

CONTENTS

The CONTENTS path lists the text contents and tables in the Bible. Specify the type of information you want to find and type a title or simply browse the list to find items of interest.

To open an item, 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.

IDEA SEARCH

Use IDEA SEARCH when you have a topic you want to find in the Multimedia Bible. Type a word or phrase to describe a topic or question. Then tell the program what kind of information you want: Bible contents, contents from the Introduction & Information and Guidance & Inspiration sections, multimedia, or a combination. The program looks through the Bible 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 item 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 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. Yellow 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 **Options** button and select **Previous Search Phrases** in the tableau mode, or simply click on the **Query List** button in the full screen. 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 text sections 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 the Bible 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 menu bar.

TOPIC TREE

TOPIC TREE represents the contents of the Multimedia Bible 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 text sections are marked with article icons.

Double-clicking on a 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.

ATLAS

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 references to a location in the Bible or other contents, double-click on the location name on the map. The Idea Search path will open with that location in the search request box. Press **Enter** or click on **Search** to begin an Idea Search on that location.

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 Egypt, just click in the vicinity of the Middle East on the flat map. The atlas will redraw to show North Africa 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. Dots show the geographic locations of the cities. Larger dots indicate the capitals of countries. Capitals of states are indicated by stars.
- * 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.

TOOLS & BUTTONS

The menu bar offers useful tools such as on-line help, a notebook and a dictionary whenever you need them.

Click on **On-line Help** anytime you want quick, simple instructions on how to use *The Complete Multimedia Bible*. Refer to your Windows user's guide for details on the Windows help feature.

Click on **Bookmark List** 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**.

Select the **Picture Tour** to browse through the pictures in *The Complete Multimedia Bible*. 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 other categories available. 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 Bible. The 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.

The **Dictionary** in *The Complete Multimedia Bible* is the extensive *Webster's New World Dictionary, Third College Edition*. This useful feature also includes the *Webster's New World Thesaurus, Revised Edition*. Double-click on a word in any text or open the dictionary from the menu bar. In addition to definitions, you will also learn about the pronunciation, part of speech and etymology of words. To see the thesaurus entry for a word, click on the **Thesaurus** selector button.

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 in the Bible when you exit.

Select **Credits** to learn about the people who created *The Complete Multimedia Bible* and provided content and software tools. Copyright and trademark information also appears here.

The following are descriptions of the buttons you will find in *The Complete Multimedia Bible*. Buttons without labels in the article and path viewers and on the movie, 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 text section that precedes the current section in the Bible. 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 text section in the Bible. In the CONTENTS and IDEA SEARCH paths, use this button to open the next item on the list.

Movie & Sound Controls

Position Bar & Slider

The Position Bar indicates the current position in the movie or sound clip. 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 clip.

Rewind

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

Fast Forward

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

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.

The following is an alphabetical listing of the buttons you will use in the Multimedia Bible.

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.

Cancel

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

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.

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 a text section, picture, sound, or other item in a list and click on **Get Item** to open it.

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 and multimedia viewers, click and hold the mouse button to access a selection of tools and functions.

Play

Click on the **Play** button to start a sound, movie, or Picture Tour sequence.

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.

Zoom In

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

Zoom Out

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

TROUBLESHOOTING

Have you run into questions while installing or running *The Complete Multimedia Bible*? Before picking up the phone to call our technical support staff, scan through the following information. You might find the solution and be enjoying the Multimedia Bible within minutes.

If you still can't get the program to run properly, compare your computer system with the minimum 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 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?

Then call Technical Support. See the **readme.txt** file on this disc for the phone number. Please be near your computer when you call. You can also contact Compton's Technical Support on-line on CompuServe (type **GO CDVEN** at the **GO** prompt), Prodigy and America Online (Keyword: **Comptons**).

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.

Problems You Might Encounter

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

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

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

Some applications don't support the DIB (Device Independent Bitmap) graphics format the Bible 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*.

Movies display lines or streaks as they play, or the Bible stops running when I 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 **setup** again. In the Custom Installation section, select only "Microsoft Video for Windows" to re-install the correct version of this software.

Error Messages You Might Encounter

Insufficient Memory To Run This Application

Windows doesn't have enough available memory to run the Multimedia Bible.

- a. Close one or more applications, then try to run the program 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 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

The program cannot access the CD-ROM drive.

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

Invalid Drive or Not a Valid CD-ROM Drive

The program 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.

Tips for Optimizing Your Computer

The Complete Multimedia Bible 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 Bible:

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

STATUS BAR

The Status Bar displays a short description of any button, icon or area of the screen. Move the cursor over the item you'd like to learn more about.

