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Welcome to the on-line help for the Windows version of *M.O.S.T.*

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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 the Easy and Expert modes.

Paths

Use the **Paths** menu to access the paths into the information on the disc. 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 the M.O.S.T. disc.

FILE MENU

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

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

Open... displays a list of available layouts.

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

Exit quits the program. Choose **Exit** when you are finished using the *M.O.S.T.* disc.

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 and the Pathbar on the screen, toggle between Easy Mode and Expert Mode (Virtual Workspace), and change the size of the characters in which information is displayed. The options that can only be accessed while using the Expert Mode (Virtual Workspace) are indicated with (VW).

Notebook opens the Notebook (*Windows Write*).

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.

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

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

Show/Hide 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 appropriate **Show/Hide** 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 paths to the information on the disc.

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

Articles displays an alphabetized list of all the articles in the database.

Pictures displays an alphabetized list of all the pictures in the database.

Sounds displays an alphabetized list of all the sound recordings in the database.

Dictionary gives you access to the complete *Merriam-Webster's OnLine Dictionary* containing seventy thousand definitions, with four 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 minimizes all windows into icons.

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

Spread Out spreads windows across the workspace.

Undo... 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 the Windows version of *M.O.S.T.*

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

Opening Screen displays the *M.O.S.T.* 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 the *M.O.S.T.* disc.

PATHS

ALL ABOUT PATHS

Idea Search Path

Articles Path

Sounds Path

Pictures Path

Dictionary

ALL ABOUT PATHS

Entry paths lead you into the database of information on the *M.O.S.T.* disc. Each path offers you a unique way of looking through the database. Some paths group items of the same kind together, such as pictures and sounds. Another path, Idea Search, lets you research an idea or topic by asking a question or entering a phrase or word.

Idea Search

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

Access the **Idea Search** window 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, and press **Enter** or click on **Search** to begin the search process.

Click on the **Stop** button to stop the search process.

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.

Click on the **Query List** button to see a list of previous Idea Search topics.

Click on the **Clear** button to clear the search request box.

Click on the **Help** button to get information about using the Idea Search path.

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 PATH

The **Articles** path displays a list of every article in the database.

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.

Pictures

The **Pictures** path displays an alphabetical list of every picture in the database.

Access the **Pictures** 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 search request in the search request box and press **Enter** (or click the **Go To** button) to move to the place in the list where your search entry or the closest alphabetical listing appears.

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

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

THE PICTURE WINDOW

The picture window 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 that will appear to see the previous or next picture in the series.

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

Sounds

The **Sounds** path displays a list of the sounds in the database.

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

THE SOUND WINDOW

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

To stop a sound that is in progress, click on **Stop**.

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

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

BACKTRACK

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

Article Window

Click on "Articles" below to learn more about using the Article Window.

Articles

Articles

ALL ABOUT ARTICLES

See Also Icons

Picture Icons

Sound Icons

ALL ABOUT ARTICLES

Whether the "articles" in the database are actually chapters of a book, recipes, or entries in a dictionary or factbook, all article windows look and operate in 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. The three types of left-margin icons are: **See Also**, **Picture**, and **Sound**.

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.

Click on the buttons with left- and right-facing triangles to move to the previous and next articles in the database.

To copy text, highlight the text you want to copy, then select **Copy to Clipboard** from 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. Use **Copy to Idea Search** in the **Edit** menu to easily search the entire database for articles that are related to a topic. Highlight the word or phrase you want to search for, then 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 an article, it is copied as Windows ANSI text.

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

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.

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.

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.

MODES

ALL ABOUT MODES

Easy Mode

Expert Mode (Virtual Workspace)

ALL ABOUT MODES

The Windows version of *M.O.S.T.* offers two operating 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 (Virtual Workspace), or "power user's mode," offers fast and easy multiple window management as well as the ability to save research layouts.

EASY MODE

When you first load the Windows version of *M.O.S.T.*, the **Easy Mode** is selected.

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

The **Easy Mode** lets you use this software 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** from the **View** menu. The Workspace Map will appear in the bottom left corner of the screen and the **Backtrack** 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. Depending on the amount of memory in your computer, this allows you to open an almost limitless number of windows, spread them out or group them by subject or type. As you explore your topic, 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 As...** from the **File** menu. When you want to return to work, load the Windows version of *M.O.S.T.* 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 rectangle to bring it to the center of the Viewport and maximize it on the screen. Double-click on the rectangle again move it back to its original position off the Viewport.

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 nineteen 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

References

Tables

How To

The Dictionary Window

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 an Article window

While the 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.

