

The Software Toolworks Multimedia Encyclopedia Help Contents

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Toolbars
















[Main Toolbar buttons and their functions](#)

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For Help on Help, Press F1

Main Toolbar buttons and their functions

These buttons appear on the Main Toolbar of the STME:

	<u>Browse Titles</u>
	<u>Word Index</u>
	<u>Word Search</u>
	<u>Knowledge Tree</u>
	<u>Timeline</u>
	<u>Map Index</u>
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	<u>Add a Bookmark</u>
	<u>Print</u>
	<u>Save</u>

Other Toolbar buttons and their functions

These buttons appear on various toolbars throughout the STME:

Navigation buttons



Move a level deeper in an index



Move a level higher in an index

Audiovisual controls



Play a sound/video/animation



Stop playing a sound/video/animation



Pause an video/animation



Move one frame forward in an animation



Move one frame backward in an animation

Linking buttons



Link to a map



Link to a picture



Link to a video



Link to an animation



Link to a sound



See cross-reference list

Article view option buttons



View table



View outline



View factbox



View caption



Move to the previous hit word



Move to the next hit word



Move a level deeper

This moves you a level deeper in an index, e.g., from topic to subtopic in the Knowledge Tree.

See also:

[Other Toolbar buttons and their functions](#)



Move to the previous hit word

This allows you to travel from one occurrence of your Search Term(s) to the previous one(s).

See also:

[Other Toolbar buttons and their functions](#)



Move to the next hit word

This allows you to travel from one occurrence of your Search Term(s) to the next one(s).

See also:

[Other Toolbar buttons and their functions](#)



Move a level higher

This moves you back up a level in an index, e.g., from subtopic to topic in the Knowledge Tree.

See also:

[Other Toolbar buttons and their functions](#)



Pause an animation

Click this button to temporarily freeze animation playback. Click play to resume.

See also:

[Other Toolbar buttons and their functions](#)



Move one frame forward

Click this button to move an animation forward one frame.

See also:

[Other Toolbar buttons and their functions](#)



Move one frame backward

Click this button to move an animation backward one frame.

See also:

[Other Toolbar buttons and their functions](#)



See cross-reference list

Use this toolbar button to see a list of articles cross-referenced from the current article. Scroll the list of cross-referenced articles to find the desired title.

Double-click an article title to view the article. You may scroll through the article or, if you have accessed it through Word Search or Word Index, you may click the next hit word /previous hit word button to see the next/previous occurrence of your Search Term in the article.

See also:

[Other Toolbar buttons and their functions](#)



Play

Click the play button to start a video, animation, or a sound clip.

See also:

[Other Toolbar buttons and their functions](#)



Stop

Click the stop button to stop a video, animation, or a sound clip that is running.

See also:

[Other Toolbar buttons and their functions](#)



Link to a Map

Click the map button (if present) in the current article's toolbar to list the map(s) illustrating it.

Double-click a map title to view a map.

See also:

[Other Toolbar buttons and their functions](#)



Link to a Picture

Click the picture button (if present) in the current article's toolbar to list the picture(s) illustrating it. Double-click a picture title to view a picture. Click the [caption button](#) to read a picture's caption.

Some picture displays show a [sound button](#). Click it to access the audio controls for the sound associated with a picture. Press the [play button](#) to play, press the [stop button](#) to stop.

See also:

[Other Toolbar buttons and their functions](#)



Link to an Animation

Click the animation button (if present) in the current article's toolbar to list the animation(s) illustrating it. Double-click an animation title to select that animation. Click the play button to play it, click the stop button to stop it.

See also:

[Other Toolbar buttons and their functions](#)



Link to a Video

Click the video button (if present) in the current article's toolbar to list the video(s) illustrating it. Double-click a video title to select that video. Click the play button to play it, click the stop button to stop it.

See also:

[Other Toolbar buttons and their functions](#)



Link to a Sound

Click the sound button (if present) in the current article's toolbar to list the sound(s) associated with it. Double-click a sound title to select that sound. Click the [play button](#) to play it, click the [stop button](#) to stop it.

See also:

[Other Toolbar buttons and their functions](#)



View Table

Many articles in the [STME](#) list additional information in tabular form.

When you're looking at an article, this button will appear on the article's toolbar if there is one or more tables associated with the article. Click it to list the table(s) associated with the article. Double-click a table's title to view it.

When viewing the table, use the scroll bars to move through it.

See also:

[Other Toolbar buttons and their functions](#)



View Outline

Many of the longer articles in the STME have Outlines which make it easier to find the information you desire. Click the Outline button from an open article to access the Outline. Double-click the desired topic to move to that point in the article.

See also:

[Other Toolbar buttons and their functions](#)



View Caption

Use this toolbar button when you're looking at a picture or a video to see the caption that describes it.

See also:

[Other Toolbar buttons and their functions](#)



View Factbox

Factboxes are lists of important, frequently-cited statistics. They are found in the STME's articles on continents, countries, U.S. presidents, U.S. states, and Canadian provinces.

When you're looking at an article, this button will be present in the article's toolbar if there's a Factbox associated with the article. Click it to move to the article's Factbox.

When viewing the Factbox, use the scroll bars to move through it.

See also:

[Other Toolbar buttons and their functions](#)

File Menu

The following commands are available from the File menu:

Save

Close

Printer Setup

Print

Preferences

Exit

Edit Menu

The following commands are available from the Edit menu:

Undo

Cut

Copy

Paste

Search Menu

The following commands are available from the Search menu:

[Browse Titles](#)

[Word Search](#)

[Word Index](#)

[KnowledgeTree](#)

[Timeline](#)

[Multimedia](#)

[Find](#)

[Search for Selection](#)

[Link to Selection](#)

[Next Link](#)

Text Menu

The following command is available from the Text menu:

Font

Window Menu

The following commands are available from the Window menu:

Toolbar

Status

Cascade

Tile

Arrange Icons

Close All

Bookmark Menu

The following commands are available from the Bookmark menu:

Bookmark List

Add

Delete

Help Menu

The following commands are available from the Help menu:

[Contents](#)

[About](#)

Save (File menu)

You may save STME text in ASCII format to use in a word-processing program, or you may save it in a print-to-disk format. The dialog box allows you to save the complete article (default), a highlighted selection, or a window of text.

Shortcut:  on the Main Toolbar

Close (File menu)

Use this to close the currently active window.

Printer Setup (File menu)

Use this to configure Windows and the way it deals with your printer. The dialog box allows you to specify which printer to use, printing orientation (portrait/landscape), and paper size.

Print (File menu)

Use this to print the currently selected text. The dialog box allows you to select the complete article, a highlighted portion, or a range of pages. It also allows you to specify print quality or to print to a file.

Shortcut:  on the Main Toolbar

Preferences (File menu)

Select Preferences to customize your STME by changing its default settings. You can change the following settings from this window:

Default search settings

Use this to specify whether the results of a search are to be sorted alphabetically (by article title), or by the frequency of occurrence of the Search Term(s) (e.g., an article with 10 occurrences of a Search Term is listed before an article with only 3 occurrences).

You can also change the "number of words apart" criterion in a search with multiple Search Terms; see Search Options for more information.

Animation speed

Depending on your computer's speed and your own taste, you may want to change the speed at which animations are played. Use this option to change the playback speed.

Display title animation at startup

If you don't want to see the startup sequence (the collection of pictures), remove the "X" from this option.

Display Status Bar at startup

If you want the status bar to be active when you start the STME, mark this checkbox. See also: Status (Window Menu).

Display Videos in Full Screen

If you choose this option, the STME's videos will appear in "full screen" mode, that is, the normal Windows environment (the STME window, the Program Manager window, any other open windows, etc.) will go away, and the video appears in its place. A video played in this way will be "bigger" (i.e., take up more space on your computer screen) than its normal Windows counterpart; this enlargement may be preferable to you because it makes videos appear brighter; however, videos also appear to be more grainy in full screen mode.

Display Toolbar at startup

This lets you customize the appearance of the Main Toolbar when you start the STME. For more information, see Toolbar (Window Menu).

Exit (File menu)

Use this command to end your STME session.

Undo (Edit menu)

Use this to Undo your previous action.

Cut (Edit menu)

Use this to cut the currently selected text from a window. You may use this text in other Windows applications (e.g., word processing programs).

Copy (Edit menu)

Use this to copy the currently selected text from a window. You may use this text in other Windows applications (e.g., word processing programs).

Paste (Edit menu)


Use this to paste text (from your most recent Cut or Copy) to the cursor location in the current window. You may use this text in other Windows applications (e.g., word processing programs).

Browse Titles (Search menu)

This gives you an article index containing an alphabetical list of the 33,000+ articles in the STME.

Finding an Article

Type the first few letters of a subject and select Find to move the cursor to that point in the Article Index. Select your desired topic. Double-click to open the article.

Shortcut:  on the Main Toolbar

Word Search (Search menu)

Word Search lets you search for references to a word or set of words in the STME.

Simple Word Search

The simplest way to use Word Search is to type in a single word. (Note: certain words, such as "and," are excluded from this feature because they occur too frequently in the STME to provide meaningful Word Search results.) Click the Search button and the STME will look for the word you've typed. The STME will list all of the articles that contain the word.

Double-click an article title to see the article; the cursor will move to the first occurrence of the word in it. Click the forward/backward buttons to see subsequent/previous occurrences of the word.

Complex Word Search

You can do more sophisticated word searches by using tools and options provided in the Word Search dialog box. These help you limit or expand your search, as you see fit.

Operators and Wild Cards

These let you look for variations and combinations of words in a search.

Search options

These are tools provided by Word Search that let you specify where and how to look for a word or group of words.

Other Word Search controls

There are two other special controls in the Word Search dialog box:

Paste

This button lets you paste the contents of the Windows clipboard into the current Search Term field. This is especially useful if you've copied a word from another article, or from another Windows application (such as a word processor).

Reset

This button resets the search, erasing all Search Terms and resetting any operators or other options you may have changed.


Shortcut:  on the Main Toolbar

Word Index (Search menu)

The Word Index lists, in alphabetical order, each word that appears in the STME.

Click this button to open the Word Index. Type in a word. As you type, a Find box will appear. Click Find after you type in a word. The cursor will move to that word in the Word Index. Double-click to see a list of articles containing the word, sorted by number of occurrences.



Shortcut:  on the Main Toolbar

Knowledge Tree (Search menu)

KnowledgeTree lets you explore the STME by subject, gradually refining your search from a broad topic to subtopics to individual articles on your subject.


Using Knowledge Tree

A plus sign next to a topic name indicates that a topic must be explored further to reach individual articles (e.g., + **The Arts**).

A minus sign next to a topic name indicates the path your search has taken.

Select and double-click a topic without a plus or minus sign to see a list of articles related to that subtopic.




Shortcut:  on the Main Toolbar

Timeline (Search menu)

The Timeline is a chronological list of more than 5,000 historical events. It allows you to explore the STME with time as a frame of reference.

Using the Timeline

Type a year and AD or BC to look at events for a certain year. You may also scroll through the list. Double-click a Timeline event to see a list of articles related to the event.


Shortcut:  on the Main Toolbar

Multimedia (Search menu)

Use this to gain access to the multimedia features of the STME. There are four choices available from this menu item:

Pictures

This gives you an index of all the pictures in the STME.

Shortcut:  on the Main Toolbar.

Maps

This gives you an index of all the maps in the STME.

Shortcut:  on the Main Toolbar.

Videos

This gives you an index of all the videos in the STME.

Shortcut:  on the Main Toolbar.

Animations

This gives you an index of all the animations in the STME.

Shortcut:  on the Main Toolbar.

Sounds

This gives you an index of all the sounds in the STME.

Shortcut:  on the Main Toolbar.

Moving through an Index

Each index is structured as an outline, and each section of the outline may be expanded and collapsed. Click the plus sign to expand a category. Click the minus sign to collapse it.

Find (Search menu)

Find allows you to look for the next occurrence of any word in an article or picture caption. After you select Find, type the word you want to locate in the Find dialog box and click Find.

Next Link (Search menu)

Next Link helps you find the next Link Word (an article title set in ALL CAPS) from within an article.

From any word in an open article, select Next Link to move the cursor to the next cross-referenced article title. You can then use the Link to Selection command to search for that title in the Title List.

Shortcut:  on the Main Toolbar

Link to Selection (Search menu)

Link to Selection allows you to search the Title List for a Link Word (an article title set in ALL CAPS within an article).

Move the cursor to the first letter of a Link Word and select Link to Selection. The STME will open the Title Index and automatically select the Link Word. Double-click the title (or press Enter) to look at that article.

Shortcut:  on the Main Toolbar

Search for Selection (Search menu)

Search for Selection allows you to select (highlight) words or strings of words in open articles and find other articles in which the words appear. For example, if you select the word "physics" in an article, the STME will create a list of all articles in which "physics" appears.

Shortcut:  on the Main Toolbar

Font (Text menu)

This feature allows you to customize the appearance (on screen) of the text elements of the STME. The Font dialog box allows you to specify base font, font style, and font size.

Toolbar (Window menu)

This feature allows you to customize the appearance of the Main Toolbar. You may choose one of the following:

Off

This conceals the Main Toolbar, giving you more space in the Main STME window.

Top

This makes the Main Toolbar appear as a row of buttons beneath the Menu Bar.

Float

This turns the Main Toolbar into a movable window, which you can "float" among other windows you have opened in the STME. Use Float to gain space in the Main STME Window without sacrificing the convenience of the Toolbar. (Note: Other Windows applications call this a "tool palette.")

See also:

[Main Toolbar buttons and their functions](#)

[Other Toolbar buttons and their functions](#)

Status (Window menu)

This feature allows you to toggle between displaying and concealing the Status bar, which provides information on the status of actions taken in the STME. Concealing it gives you more space in the main STME window.

Cascade (Window menu)

Cascade arranges opened windows on top of each other, like a set of index cards. It puts the most recently opened window on top, and displays each window's title, for easy movement between windows.

Tile (Window menu)

Tile arranges opened windows next to each other, for easy comparison of contents.

Arrange Icons (Window menu)

Use this command to arrange the icons (representing minimized windows) in an orderly fashion in the main STME window.

Close All (Window menu)

Use this command to close all of the currently open windows, without shutting down the STME.

Bookmark List (Bookmark menu)

Bookmark lets you create a list of STME articles of interest for future reference.

To open a bookmarked article

Double-click the desired Bookmark name to access the bookmarked article.


To delete a Bookmark

Choose Delete from the Bookmark menu to delete the currently selected Bookmark.

Add a Bookmark (Bookmark menu)

Use this command to save your place in an STME article. You can retrieve it later by using the Bookmark List command.

When you select Add a Bookmark, you'll see a box with a Bookmark Title. The default is the article's title, but you may type in a more descriptive name. Click OK to store the Bookmark.

Shortcut:  on the Main Toolbar


Delete a Bookmark (Bookmark menu)

Use this command while looking at the Bookmark List to delete a Bookmark. When you choose it, the currently selected Bookmark is deleted.

Help Contents (Help menu)

The Help Contents lists, in outline form, all of the Help topics available in the STME.

For help on using Help, press the F1 key.

Shortcut:  on the Main Toolbar

About (Help menu)

This gives details about the STME such as the version number and copyright information.

Map Index (Search menu, Multimedia choice)

The Map Index lists all of the maps in the STME, grouped by geographical location.

Viewing maps using the Map Index

Double-click the name of a region to list maps for that region. Double-click the map's title to view it. You may also see a list of articles cross referenced from the current map by clicking the cross-reference button in the Map Index window's toolbar.

From each map you may see a list of cross-referenced articles by clicking the cross-reference button in the map window's toolbar.

Shortcut:  on the Main Toolbar.

Picture Index (Search menu, Multimedia choice)

The Picture Index lists all of the pictures in the STME, grouped by subject.

Viewing pictures using the Picture Index

Pictures are indexed in outline form. A plus sign (+) before a title indicates that you are at a topic within the Index, and that you must expand the index to reach picture titles. A minus sign (-) indicates your path so far. Picture titles are indicated by the absence of a plus or minus sign. (Many pictures are linked to sounds; this is indicated by an asterisk (*) after the picture title.)

You can look at a picture by double-clicking its title. You can look at a list of articles cross referenced to the selected picture by clicking the cross-reference button in the Picture Index window's toolbar.

Each picture's window has its own toolbar, containing one or more of these buttons:



View caption




See cross-reference list



Link to a sound



Shortcut:  on the Main Toolbar.

Animation Index (Search menu, Multimedia choice)

The Animation Index lists all of the animations in the STME, grouped by subject.


Viewing Animations using the Animation Index

Click the animation button to list animation categories. Double-click a category name to list animation titles for that category.

(Animation titles have no preceding symbol; a plus sign indicates a category or sub-category of animations.)

Click the play button to view an animation. Click the stop button to stop it.

When an animation title is selected, click the cross-reference button on the Animation Index window's toolbar to view a list of articles related to that animation.

Shortcut:  on the Main Toolbar.

Video Index (Search menu, Multimedia choice)

The Video Index lists all of the videos in the STME, grouped by subject.


Using the Video Index

After choosing this option (either through the Search menu under Multimedia or through the Main Toolbar's Video Index button), you'll see a list of video categories. Double-click a category name to list video titles for that category.

(Video titles have no preceding symbol; a plus sign indicates a category or sub-category of video.)

Click the play button to view a video. Click the stop button to stop it.

When an video title is selected, click the cross-reference button on the Video Index window's toolbar to view a list of articles related to that video.

Shortcut:  on the Main Toolbar.

Sound Index (Search menu, Multimedia choice)


The Sound Index lists all of the sound clips in the STME, grouped by subject.

Listening to sounds using the Sound Index

Double-click a category to list sound clip titles. Double-click the title of a sound clip to display the audio control panel. Click the play button to start a sound clip; click the stop button to stop it.

Click the cross-reference button to list the titles of articles related to a sound clip.



Shortcut:  on the Main Toolbar.

What's a Toolbar?

A toolbar is a set of buttons, usually located beneath the title bar of a window, which gives you quick access to frequently used commands in the STME.



This is a toolbar.

This is a button on the toolbar (specifically, the Help button).

Using a Toolbar

Click a Toolbar button to call up the STME feature it represents.

What's the STME?

The STME, which you are currently using, is the Software Toolworks Multimedia Encyclopedia. The STME features the complete text of Grolier's Academic American Encyclopedia, plus pictures, maps, sounds, and animations.

What's a default?

In a computer program, a default is the way settings and options are defined by the program before a user changes or redefines them. In other words, a default is an action or setting done without user intervention, something done "by default." Many programs, such as the STME, allow you to change some default values to suit your own needs and tastes.

What's a hit word?

A hit word indicates a match between a word you're searching for and a word in the STME. It's often convenient, especially in a long article, to move forward and backward among hit words to find the information you're looking for.

What's ASCII?

ASCII (pronounced /as' kee/) is an acronym for American Standard Code for Information Interchange. Many applications (including the STME and most word processors) use this term to refer to unformatted, "raw" text. Documents "saved in ASCII" contain no special formatting commands or codes, and therefore are easily recognized and used by a variety of applications.

Search Options (Word Search)

The Word Search has a few options to let you specify where and how to look for occurrences of your search terms.

Word Relationship

Word Relationship lets you fine-tune your search by specifying certain criteria for a successful search.

Same Paragraph

When this is chosen, the search will require that all the terms you've specified be in the same paragraph. This criterion is chosen by default.

Words Apart

When chosen, this lets you specify how close multiple Search Terms must be to each other to show up in your Word Search.

Exact Order

Use this checkbox to find a precise phrase (i.e., search for the words you've specified in the same order you've typed them).

Search in

This lets you fine-tune your search by specifying which parts of STME entries to search.

Operators and Wild Cards (Word Search option)

Word Search lets you use operators and wild cards to limit or broaden your search. Particularly helpful are the AND, OR, and NOT operators, which can be used to set up criteria among multiple Search Terms. Wild cards are helpful in finding words related to your Search Term, or if you're not sure of the spelling of a particular word.

AND

This lets you search for two or more words in a single article (each Search Term must appear in the article at least once).

How to do it: Type the words on separate lines and choose AND in the drop-down menu next to the words (this is chosen by default)

OR

This lets you search for two or more words in a single article (at least one Search Term must appear in the article).

How to do it: Type multiple words on one line, separated by commas.

NOT

This lets you search for the presence of a word or combination of words in the absence of another or others.

How to do it: Type the words on separate lines and choose NOT in the drop-down menu next to the word(s) you want exclude from the search.

Wild Card (single character)

This will find all instances where your Search Term plus any single letter forms a word (e.g., QUOT? will match "quota" and "quote").

How to do it: Type a question mark ("?") at any location in the Search Term.

Wild Card (multiple characters)

This will find all instances where your Search Term plus any number of letters forms a word (e.g., QUOT* will match "quota," "quotation," "quoted," "quotes," etc.).

How to do it: Type an asterisk ("*") at the end of your Search Term.

How to Look Up Something in the STME

Here are three ways to Look Up Something in the STME:

Pretty sure you know where your subject would be covered?

Click the Browse Titles button on the Main Toolbar and type the name of a person (last name first!), place, or thing. The STME will bring you to that point in its alphabetical Article Index. Double-click a title to read an article. You can scroll through the Article Index to look at other articles.

Not sure of what article would cover your subject?

You may want to do a Word Search. Click the Word Search button on the Main Toolbar, type in a word, and click search. The STME will prepare a list of articles that contain the word you typed. Scroll to and double-click an article title, and the STME will bring you to the part of the article where your subject first appears.

Maybe you're not exactly sure what you're interested in researching.

You may want to use the Knowledge Tree. Click the Knowledge Tree button on the Main Toolbar to see the 6 main "branches" of knowledge in the STME. Double-click to go further and further down a "branch" of knowledge until you see an article of interest. Double-click an article title to read that article.

How to Find a Sound

Click the Sound Index button on the Main Toolbar to list the 5 types of sounds featured in the STME (animal, bird, and musical-instrument sounds, and excerpts of musical works and historical speeches). Double-click one of the types to list individual sounds. Double-click a sound title and press play to hear that sound.

How to Find a Picture

The STME has over 3,000 pictures, indexed by subject. Click the [Picture Index button](#) on the [Main Toolbar](#) to see the list of subjects. Keep double-clicking index entries until you see the titles of individual pictures. Double-click a picture title to see it; click the [caption button](#) to read the picture's caption.

How to Find an Animation

Click the [Animation Index button](#) on the [Main Toolbar](#) to list the types of animations featured in the STME (The Human Body, Machines and Mechanical Processes, and The World). Double-click one of these types to list individual animations. Double-click an animation title and press [play](#) to see that animation.

How to Watch a Video

Click the Video Index button on the Main Toolbar to list the types of videos featured in the STME (Animal Life, Historical Events and Personalities, Plants and Fungi, etc.). Double-click one of these types to list individual videos. Double-click a video title and press play to see it.