Webster's International Encyclopedia - 1999

Installation

To install *Webster's International Encyclopedia 1999*:
    (a) Turn on your computer to start up the Microsoft Windows operating system.
    (b) Insert the *Webster's International Encyclopedia 1999* CD-ROM into your CD-ROM drive.

When you place the CD-ROM in the drive and close the drive door, the AutoRun feature of Windows 95 or 98 takes over.

The very first time you open *Webster's International Encyclopedia* you will see an introductory movie telling you all about the program. When the movie finishes playing, the Contents screen appears so that you can begin using the Encyclopedia.

If you have disabled the AutoRun feature or you would like to manually install the program, click on the *Start* button and select the *Run* command from the **Start** menu. In the **Run** dialog box, type **x:\ setup.exe**, where "**x**" refers to the drive leter of your CD-ROM drive (in most cases, this is the letter D).

Starting and Exiting the Program

Webster's International Encyclopedia 1999 is AutoRun enabled. This means that when you insert the CD-ROM into your CD-ROM drive and close the drive door, the program automatically runs. At this point, you can choose to either install or run the program.

Once you have installed the program, you can click on the *Start* button, open the **Programs** submenu, and select the *Webster's International Encyclopedia 1999* program icon from the **Webster's World Reference Series** submenu.

You exit the program by clicking on the close button.

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Startup Settings

There are startup parameters that can be used in conjunction with this product to alter either its features or the methods it uses to perform certain features.

A command line parameter is an extra bit of information that you add to the command line of a program to make it perform differently.

To make a temporary change to the options, you can add the parameter to the command line using the *Run* command. For a permanent change, alter the properties of the program icon by adding the parameter to the end of the command line.

If you do not know how to start a program using the *Run* command, search for the **command line, starting programs from** topic in Windows Help.

If you do not know how to edit the properties of a program icon, search for the **program properties, changing** topic in Windows Help.

The available command line parameters are as follows:

/noprint
This parameter prevents the program from printing.

/noini
This parameter prevents any user settings being saved when the program is closed.

Contents

This is the *Contents* button.

The Contents screen displays the sections available in *Webster's International Encyclopedia*.

Each section is indicated by a section title. As you move your mouse over a title, the text highlights and an image appears, indicating that you can click to open the section.

Some sections are made up of different books. If this is the case, a sub-menu appears for you to choose from.

Anytime you want to return to the Contents screen, just click on the *Contents* button on the toolbar.

Screen Description

Following is a description of the elements that appear on each page of the Encyclopedia.

Title Bar
The **title bar** appears across the top of the screen and displays the current book. On the right-hand side of the title bar are the Help, minimize and close buttons.

Toolbar
Below the title bar is the **toolbar**, which contains several very useful buttons. You can perform most of the operations in the program using the toolbar buttons. A brief description of each button can be found in the Toolbar section of this Help file.

Status Bar
The **status bar** appears below the toolbar and displays information relating to the current page. See the Status bar section for more information.

Text Box
The **text box** appears on the right side of the screen and you use it to read the information that is being displayed. There are several ways you can customize the text box. See the Text Box section for information about customizing the text box.

Settings

This is the *Settings* button.

The **Settings** dialog box is used to define particular user preferences. You select the options you want and then click on the *OK* button. All of the options you define will remain the same the next time you start the program.

Change Font button
When you click on this button the **Font** dialog box opens. This lets you change the font name, size and style for the text that appears in the text box.

Text Color list box
When you select a new color from the *Text Color* drop-down list, the text in the text box changes to the color you chose.

Heading Color list box
When you select a new color from the *Heading Color* drop-down list, the headings for each page change to the new color.

Popup Color list box
When you select a new color from the *Popup Color* drop-down list, any popups that appear in the text will change to the new color.

Jump Color list box
When you select a new color from the *Jump Color* drop-down list, any jumps (i.e. hypertext links) that appear in the text will change to the new color.

Automatically Play Sound check box
When you move to a page that has a sound associated with it, you can use this option to determine whether the sound starts playing automatically or waits for you to start playing it.

Automatically Play Movie check box
When you move to a new page that has a movie associated with it, you can use this option to determine whether the movie starts playing automatically or waits for you to start playing it.

No Background Sound check box
When this option is selected, no background sound will play on the Contents screen.

Alter File Locations button
Normally, these options will remain as they are when you install the program, but if you change the drive letter identifying your CD-ROM, you may need to adjust these settings.

Adding Notes

This is the *Add Note* button.

If you are using the Encyclopedia for research or educational purposes, you might like to add notes to pages as you move through the different books.

To do this, first go to the page you want the note to be added to. Then click on the *Add Note* button on the toolbar. This opens a Note window in the bottom left of the screen. Click in the Note window and type your note.

When you add a note to a page, the text for the note is saved automatically as you move on. When you return to the page, you can read or edit the note you attached by clicking on the *Add Note* button again.

To edit the note, just click in the Note window and make the changes you want.

You can also print user notes, as described in Printing or copy them to the clipboard using the Copy User Notes to Clipboard command.

Goto User Note

In the **Goto User Note** dialog box from the **Page Options** menu you can select one of the pages you have added a note to. To do this, open the **Goto User Note** dialog box from the **Page Options** menu, select a page and click on *Go To Selection*. You can also delete user notes from this dialog box using the *Delete* button.

Bookmarking

See <u>Create Bookmark</u>
See <u>Goto Bookmark</u>

Create Bookmark

Electronic bookmarking is a fast way to return to a page that you want to view frequently.

The *Create Bookmark* command appears on the **Page Options** menu and lets you create electronic bookmarks within the Encyclopedia.

To create a bookmark, go to the page you want to place the bookmark on and then choose the *Create Bookmark* command from the **Page Options** menu.

In the **Create Bookmark** dialog box that opens, type a descriptive name for the bookmark and click on the *OK* button. Bookmark page names can be either names you determine or the names used by the Encyclopedia.

To return to a page that you have previously bookmarked, open the **Page Options** menu and select the *Go To Bookmark* command. In the **Go To Bookmark** dialog box that appears, choose the page name you want and click on the *Go To Selection* button to view the page.

All bookmarks are saved to your local hard disk, so they will be available the next time you use the Encyclopedia.

Goto Bookmark

The **Goto Bookmark** dialog box lets you select a bookmark that you have created (using the Create Bookmark command), so that you can move to the particular page quickly. To open the **Goto Bookmark** dialog box, select the *Go To Bookmark* command from the **Page Options** menu.

Select Bookmark list box
All of the bookmarks that you have defined are displayed in the *Select Bookmark* list box in the **Goto Bookmark** dialog box. If the list is empty, it means you have not yet created any bookmarks.

Go To Selection button
When you have selected a bookmark from the **Select Bookmark** list box, click on the *Go To Selection* button to move to the page. You will get the same result if you double-click on the bookmark name.

Delete
To delete a bookmark, select the *Go To Bookmark* command from the **Page Options** menu. In the *Select Bookmark* list box, select the bookmark you want to delete and then click on the *Delete* button.

Note: This will only delete the bookmark you have created, it will not delete the actual page from the Encyclopedia.

Clipboard Support

See <u>Copying Text</u>
See <u>Copying Images</u>
See <u>Copying User Notes</u>

Copying Text

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Note that copyright warnings are displayed whenever you print, copy to the clipboard, or create a background bitmap. Copyright warnings will appear on any picture sent to the Clipboard, or made into a background bitmap.

To copy text, choose the *Copy Text to Clipboard* command from the **Edit** menu. This opens the **Copy Text** dialog box. This dialog box initially highlights all the text in the text box. You can modify the text selection if you want and then click on the *Copy* button. After the text is copied to the Clipboard, you can paste it into the program of your choice.

You can also right-click on the text box and select the Copy Text to Clipboard command from the shortcut menu that appears.

Copying Images

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Note that copyright warnings are displayed whenever you print, copy to the clipboard, or create a background bitmap. Copyright warnings will appear on any picture sent to the Clipboard, or made into a background bitmap.

To copy a photograph, painting or drawing, select the *Copy Picture to Clipboard* command from the **Edit** menu. This will copy the image to the Clipboard as a DIB (device independent bitmap). You can then paste it from the Clipboard into the program of your choice. You can also copy images by right-clicking on the image and selecting the *Copy Picture to Clipboard* command from the shortcut menu that appears.

To copy a table, right-click on the table and select the *Copy Table to Clipboard* command from the shortcut menu. Remember, you can only copy the data from the table, you will have to format the data yourself when you paste it in the destination program.

Copying User Notes

You can copy user notes to the Windows Clipboard by selecting the C*opy User Note to Clipboard* command from the **Edit** menu.

If there is a user note on the current page, the text in the Note window is copied to the Clipboard where you can paste it into another progam.

There is no indication that the notes have copied, so don't be concerned when dialog box does not appear.

Go To Page

This is the *Go To Page* button.

The *Go To Page* button on the toolbar opens the **Go To Page** dialog box. This dialog box lets you move directly to any other page in the current book. If you want to access a specific page, this is a faster alternative to scrolling back and forth in the Encyclopedia using the *Back One Page* and *Next Page* buttons.

To move to a page in another book, you must first select another book using either the <u>Contents</u> screen or the <u>Elements</u> menu.

Select a Page list
This list displays all pages in the current book. To move to a page, click on the page you want to view and then click on the *Go To Selection* button. The page you are currently on is highlighted. You can also double-click on a page name in this list to move directly to the page.

Go To Selection button
When you have selected a page from the *Select a Page* list click on this button to move to the page.

Required Page # text box
In this text box, you can type the number of the page you want to move to. The page number you type is automatically highlighted in the list and you can then click on the *Go To Selection* button to move to the page.

History

The **History** dialog box contains a sequential list of all the pages that you have viewed during the current session. This lets you quickly return to pages that you have previously viewed. It also helps you return to a page whose name you may not be able to remember.

To open the **History** dialog box select the *History* command from the **Page Options** menu.

To return to a specific page, select the page of interest in the *Select a Page* list box and click on the *Go To Selection* button. You can also double-click on a page name to move to the page.

Select a Page list box
The *Select a Page* list box displays the names of every page that you have moved to in the current session. If you double-click on a page in the list, you will move directly to that page.

Go To Selection button
When you have selected a page from the *Select a Page* list, clicking on the *Go To Selection* button will take you to that page.

Printing

This is the *Print* button.

The **Print** dialog box lets you print text and pictures from any articles in the Encyclopedia. To open the **Print** dialog box, click on the *Print* button on the toolbar.

Pages drop-down list

You can choose what is printed by selecting an option from the *Pages* drop-down list. To do this, first click on the down arrow and select one of the four print options from the list.

Print Current Page option prints the page you are viewing.
Print Entire Section option prints all the pages in the current book.
Print Selected Pages option prints the pages in the current book starting with the number in the *From* box and ending with the number in the *To* box.
Print Book Contents option prints the table of contents for the entire Encyclopedia.

Options drop-down list

The *Options* drop-down list lets you choose which page elements you want to print.

Do Not Include Pictures option prints only the text that appears on the page.
Print Pictures Large option prints the text and includes the picture at the largest possible size.
Print Pictures Small option prints the text and a thumbnail of the pictures.
Print Only Pictures option prints the pictues without the text.

Include User Notes check box

If you place a check mark in this check box, any user notes that you have added to a page will print.

Include Date and Time check box

This option will add the date and time to your print out.

Include all pictures

If there is more than one picture on a page and you want to print all pictures, put a check mark in this check box.

Preview box

The Preview box displays a preview of the page with the selected printing options.

Select Printer Font button

This button opens the **Font** dialog box where you can select the font your printer will use.

Select Printer button

This button opens the **Print Setup** dialog box where you can select the printer you want to use.

Print button

This button starts the printing process. When printing has finished you are returned to the current page.

Word Search

The **Word Search** dialog box appears when you select the *Word* button, from the **Search** roll-up. This dialog box is used to search for a particular word.

You can also use it to search for more than one word. Type the word or words you want to search for in the *Text to Search For* text box and then click on *OK*.

The **Word Search** dialog box disappears while the Encyclopedia searches for the word(s). When it finds a match to the search criteria you defined, each article that contains the word is displayed in the *Article* list box.

You can then select the article you want to read and click on the *Go To Selection* button to move to the page.

Rather than search through the entire Encyclopedia, you can narrow the search to just one particular book. To do this, open the **Book** menu and choose the book you want, then when you perform the word search it will only search in the currently selected book.

Text to Search For text box
You type the word or words that you want to search for.

And/Or list box
When you are searching for words, you can instruct the Encyclopedia to look for words in different ways.

If you select the *And* option when searching for more than one word, the Encyclopedia will find all articles that contain all of the words you specify.

If you select the *Or* option, the Encyclopedia will find all articles that contain any of the words you specify.

Toolbar

Below the title bar is the toolbar, which contains many very useful buttons. The toolbar is designed to make operations within the program as easy as possible. The toolbar is always visible and provides access to all functions, at all times.

Settings button

This button opens the **Settings** dialog box. This dialog box lets you modify the presentation and operation of the Encyclopedia. For more information see the Settings section.

Search button

This button opens the **Search** roll-up. The **Search** roll-up lets you search for a wide range of options including different words, articles, user added notes, movies, tables and/or sound. For more information see the Search roll-up section.

Print button

This button opens the **Print** dialog box. The Encyclopedia's printing capabilities are quite extensive and are discussed in the Printing section.

Add Note button

This button opens the Note window. See the section about Adding Notes for more information.

Create Project button

This button provides access to the **Projects** roll-up. For more information see the Projects roll-up section.

Back One Page button

This button takes you back one page.
Note: The page number is always shown at the top of the text box.

Next Page button

This button moves you forward one page at a time.

Contents button

This button takes you back to the Contents screen.

Go To Page button

This button opens the **Go To Page** dialog box. For more information see the Go To Page section.

Hide/Show Text button

This button hides the text box. When you hide the text box, the *Hide Text* button becomes the *Show Text* button. You can then click on the *Show Text* button to restore the text box.

Edit Menu button

This button opens the **Edit** menu. The **Edit** menu contains commands that let you use the Encyclopedia in conjunction with the Clipboard.

Page Options Menu button

This button opens the **Page Options** menu. The Page Options menus provides access to several useful commands. For more information see the following sections: Create Bookmark, Goto Bookmark, History, Goto User Note, Documentary Mode.

Elements Menu button

This button opens the **Elements** menu. The **Elements** menu lets you choose different books in the Encyclopedia. It acts as an alternative to the Contents screen.

Activities Menu button

This button opens the **Activities** menu. See the Activities menu section for more information about the commands on this menu.

Documentary Mode

If you would like to sit back and watch the pictures or movies in the Encyclopedia without having to advance the pages yourself, you can use the *Run in Documentary Mode* command. This is also a useful feature for group presentations.

To view a book as a slide show, open the **Page Options** menu and select the *Run in Documentary Mode* command.

This opens the **Documentary Mode** dialog box. In the *Page Duration* text box, type the number of seconds you want each page to play and then click on the *OK* button to start the slide show. To stop the slide show at any time, press the Esc key on the keyboard.

Activities Menu

This is the *Activities Menu* button.

The **Activities** menu contains multimedia activities that are fun and educational. To access these interactive activities, open the **Activities** menu and click on the activity you want.

 Foreign Phrase Guide - listen to over 20 major phrases in 42 different languages

 Internet Updater - provides an easy way for Internet users to download Encyclopedia updates. For more information see the Internet Updater section.

 Related Internet Sites - summarizes all the links included in the Encyclopedia allowing you to quickly select and move to these other information sources

 Lunar Lander - simulates an actual moon landing

 Time After Time - lets you check the time in different parts of the world

 StarGazer - views the stars as they appear from around the world at whatever time and direction you select

 Timelines - Sends you on a time trek through world history

 WebsterWorld - provides an additional guide to entertainment and education using the Internet.

 On this day in 1996/97/98 - determines the current date and displays the available events that occurred on that day in 1996, 1997 and 1998.

 Tours/Projects - A collection of built-in projects and tours. The beauty of this feature is that you too, can create your own tours and projects and have them appear in these dialog boxes.

Elements Menu

This is the *Elements Menu* button.

The **Elements** menu provides you with another way to access the different books in the Encyclopedia.

To open a book, first click on the *Elements Menu* button. You can select a book from the drop-down menu that appears or click on *Our World and Beyond* or *History* to display a second level of the menu.

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Internet Updater

The Internet Updater feature of the Encyclopedia lets you link to Webster Publishing's Internet site and automatically download the latest information.

To use the Internet Updater feature you must have an account with an Internet Service Provider and Windows 95 or 98 must be configured to use the account.

To start the Internet Updater, open the **Activities** menu and select the *Internet Updater* command.

This launches the Updates Wizard which lists your available Internet connection(s). If you already have an Internet connection set up, select the connection you want to use from the list and then click on the *Next* button to move on. Type your login name and password and click on the *Next* button. The Updates Wizard connects you to Webster Publishing's download area and lists the available updates. In the *Available Updates* list box, select the update you want to download and then click on the *Update* button. The Status bar indicates the progress of the file as it downloads.

At the start of the Updates Wizard you can click on the *Create New* button to add a new connection. If you select the *Create New* button, follow the on-screen instructions to set up your Internet connection. If you are unfamiliar with this concept, refer to the **Connecting to the Internet using Dial-Up Networking** topic in Windows Help.

Related Topics

Related Topics

Whenever a page in the Encyclopedia has extra information available, the *Related Topics* button appears on the status bar. When you click on the *Related Topics* button, the **Related Topics** menu opens.

The *Related Encyclopedia topics* command opens the **Related Topics** dialog box. To move to the page you want to view, select the page name from the list and click on the *Go To Selection* button. Related Encyclopedia topics also appear at the bottom of the page as hyperlinks. When you click on the hyperlink you are automatically moved to that page.

The *Search for related Encyclopedia topics* command opens the **Word Search** dialog box and inserts the name of the current   page. You can add extra search information and then click on the *OK* button.

The *Related Internet sites* command lets you access our WebLink list. WebLink is a list of links that are related to information in the Encyclopedia. You must have an account with an Internet Service Provider and a Web browser to access the WebLink list. You can also access this command from the **Activities** menu.

The *Search for related Internet sites* command automatically searches the Internet for information related to the current Encyclopedia page. You must have an account with an Internet Service Provider and a Web browser to be able to use this feature.

Creating a Project

This is the *Create Project* button.

The Encyclopedia has a special feature called the Project Creator, which lets you create your own multimedia projects made up of pages from the Encyclopedia. The pages in your projects can include sounds, movies, pictures, and tables. You can also add your own user notes. Once you have created and saved a project, you can print it out or display it on your screen as a slide presentation.

To create a project, open the first page that you want to add to the project, then click on the *Create Project* button on the toolbar. The Encyclopedia opens the **Projects** roll-up. In the *Project Details* section, type a project title, your name, and a project summary. See the Projects roll-up section for more information about its elements.

To add the current page to the project, click on the *Add* button. The Encyclopedia warns you that before you can add the first page you must save the project. After you save the project, the Encyclopedia asks what you want to call the page. If you want to retain the page's original name, click on the *OK* button. If you want to re-name the page, type a new name and then click on the *OK* button.

You can now add other Encyclopedia pages to the project. Before you do this, you might like to roll up the **Project** roll-up so that you can see the Encyclopedia pages more clearly. To do this, click on the up arrow button on the title bar of the **Project** roll-up. Now go to the next Encyclopedia page that you want to add to the project. When you have found the next page, un-roll the **Project** roll-up and click on the *Add* button. Continue in this way until you have added all the pages you want to the project. Each page in the project appears in the *Pages in Project* list box.

The pages in a project will print or play in the order in which they appear in the *Pages in Project* list box. To move a page up or down in the list, click on it, then click on the up or down arrows above the *Remove Page* button.

To remove a page from the project, select it from the *Pages in Project* list box then click on the *Remove Page* button.

This tool is a great way to create projects and to collate and annotate your information. You can collect a whole range of pages, including sounds, movies, pictures, and tables. You can also add your own text, name your own pages, and create your very own on-screen, or printed, presentation.

Goto User Note

The **Goto User Note** dialog box lets you select and move to any user notes that you have added.

Note: If you add user notes within a project, they are stored with the project. This means they will not be visible using the **Goto User Note** dialog box. The **Goto User Note** dialog box lets you select a user note that you have created (using the <u>Add Note</u> button), so that you can move to the particular page quickly.

Select User Note list box
All of the user notes that you have defined are displayed in the *Select User Note* list box in the **Goto User Note** dialog box. If the list is empty, it means you have not yet added any notes.

Go To Selection button
When you have selected a note from the **Select User Note** list box, click on the *Go To Selection* button to move to the page. You will get the same result if you double-click on the note name.

Delete
To delete a user note, select the *Go To User Note* command from the **Page Options** menu. In the *Select User Note* list box, select the note you want to delete and then click on the *Delete* button.

Note: This will only delete the note you have created, it will not delete the actual page from the Encyclopedia.

Searching

This is the *Search* button.

The **Search** roll-up lets you search through the various types of information that can be found in the Encyclopedia. To open the **Search** roll-up, click on the *Search* button on the toolbar.

See the Search roll-up section for more information about the elements of the **Search** roll-up.

To view an article, first click on one of the buttons on the toolbar to display the type of information you want to view. In the *Go To Page Name* text box, type the name of the topic you are searching for. As you type, the *Article* list box highlights the article name that best matches the text you have typed. When you find the article you want to view, highlight it and then click on the *Go To Selection* button.

If you point to an article in the *Articles* list box, a Tooltip appears next to the mouse pointer displaying the name of the article and the number of multimedia elements on that page.

If you click on an article the same information is displayed in the *Selected Article* area at the bottom of the dialog box.

Any articles that contain a picture, movie, sound, table, or chart are displayed in bold. If the name of a page is too long to display in the *Article* list box the Tooltip also lets you see the entire name of the article.

Webster's International Encyclopedia is made up of a number of different books. When conducting a search, rather than searching the entire CD-ROM you can choose to search a particular book by clicking on the **Book** menu and selecting the book you want to view. See the Word Search section for more information about this topic.

Tours and Projects

The Encyclopedia comes with a series of built-in tours for you to choose from. A tour is a theme-based pictorial journey. After you start a tour, you just sit back and enjoy the show.

To start a tour, open the **Activities** menu, choose the *Tours/Projects* command and from the sub-menu that appears choose the *Tours* command.

This opens the **Tours** dialog box. In the *Select a tour* list box, click on the tour you want to run and then click on the *Start Tour* button.

You can even create your own tours! To create a tour, first create a project (see Creating a Project for more information) and then save it in the *Tours* folder.

Status bar

The status bar appears below the toolbar and displays information related to the current page. The status bar also displays the following buttons whenever they are applicable.

Internet Update

The *Internet Update* button appears to indicate when there is information available that has been downloaded from the Internet that relates to the current topic.

Related Topics

The *Related Topics* button opens the **Related Topics** menu. See the Related Topics section for more information.

Go Back

The *Go Back* button returns you to the last page you looked at. This is very useful if you have moved around between different books.

Atlas

The *Atlas* button takes you to the World Atlas section. This button is available for the countries included in the Encyclopedia. Click on the *Atlas* button to view extra information relating to that particular country, including a map and its flag.

Text Box

The **text box** appears on the right side of the screen and you use it to read the information that is being displayed. There are several ways you can customize the text box.

• To change the position of the text box, click on the box's title bar and drag it to a new position on the screen.

• To change the size of the text box, move the mouse pointer over the edge of the text box until it changes to a double-headed arrow. When you see the double-headed arrow, click and drag the mouse pointer until the text box reaches the size you want. When you release the mouse button the text box will re-size.

• To remove (or hide) the text box, click on the *Hide Text* button on the toolbar. When you hide the text box, the *Hide Text* button becomes the *Show Text* button. You can also hide the text box by clicking on the close button at the right-hand side of the text box title bar. The close button is the button with the small cross on it.

Foreign Phrase Guide

The Foreign Phrase Guide lets you listen to 20 phrases in 42 different languages. You can even construct a list of phrases and then compare them from different languages.

To start the Foreign Phrase Guide, open the **Activities** menu and select the *Foreign Phrase Guide* command.

There are two different ways to use the Foreign Phrase Guide. You can either choose a single language and listen to all of the available phrases; or compare a list of different phrases and languages.

To listen to just the one language, select the language you want from the *Choose Language* list box on the Select Language screen of the Foreign Phrase Guide window. Then just click on the phrase or word you want to listen to.

To compare different languages, click on the *Compare Languages* button. On the Compare Languages screen, select the language you want to hear from the *Choose Language* list box and then select the phrase you want to hear from the *Choose Phrase* list box, then click on the *Add* button. The language and phrase you choose are added to the *Language Phrase* list box. You can do this several times until you have all the phrases you want to hear. When you are finished selecting, click on the *Play* button to listen to your selections.

Click on the *Remove* button to remove phrases from the *Language Phrase* list box. If you want the phrases to loop and play continuously, place a check mark in the *Repeat* check box. Click on the *Stop* button to stop the phrases from playing. Click on the *Close* button when you have finished using the Foreign Phrase Guide.

StarGazer

This program lets you view the stars as they appear from different locations around the world at whatever time and direction you select. You can even change the location so that you can see what the sky looks like from another country.

To change the viewing location, click on *Set Location*. In the **Set Viewing Location** dialog box that opens, select a country and city from the list boxes or type co-ordinates into the *Set Latitude* and *Set Longitude* spin boxes.

To set the view time and date, click on *Set View Time & Date* in the StarGazer window. In the **Set View Time and Date** dialog box, use the *View Time* and *View Date* spin boxes to specify the time and date.

The *Horizon* settings at the top of the StarGazer window let you determine the direction you want to view. For example, to view the sky to the west of your location, click on the *W*.

The *Skip Time* setting at the top of the StarGazer window lets you watch the accelerated movement of the stars and planets. The *Real Time* setting lets you view the movement of the stars and planets as it actually occurs. To stop the time-lapse simulation and view a static image of the stars and planets, turn both settings off.

Time After Time

Time After Time is a program that lets you see what time it is in major cities around the world. You will find this in the **Activities** menu.

The first time you start Time After Time it will prompt you to set your local position. Time After Time needs to know where you are in order to report the correct time differences. If your city is not listed, choose the one that is geographically closest to you. If you know the latitude and longitude of your location and the time zone that you are in, you can click on the *Set* button and enter this data for yourself.

The world time clocks are listed on either side of the world map. You can also click on the red dots on the map to read interesting facts about the indicated city.

WebLink

WebLink is a World Wide Web site full of links to sites that are related to the extensive information in the Encyclopedia. WebLink is a valuable time-saver because it lets you access relevant information without spending hours looking for it.

To visit WebLink you need to have an account with an Internet Service Provider and a Web browser, such as Microsoft Internet Explorer, Netscape Navigator, or Netscape Communicator.

To explore WebLink, open the **Activities** menu and select the *Related Internet Sites* command. In the dialog box that opens, click on the *Launch WebLink* button.

WebsterWorld

WebsterWorld is packed with educational information, movies, games, and links for you to explore. WebsterWorld also features substantial excerpts from existing and upcoming multimedia titles so that you can preview them before adding them to your multimedia library.

To visit WebsterWorld you need to have an account with an Internet Service Provider and a Web browser, such as Microsoft Internet Explorer, Netscape Navigator, or Netscape Communicator.

To explore WebsterWorld, open the **Activities** menu and select the *WebsterWorld* command. In the dialog box that appears, click on the *Launch WebsterWorld* button.

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Timelines

The Timelines feature lets you look at major world events listed by date. You can choose from 12 different timelines covering topics ranging from Chinese Dynasties to Space.

To start the Timelines program, open the **Activities** menu and select the *Timelines* command. The Time Trek window displays six time divisions for the active timeline. There is a toolbar across the bottom of the window to help you navigate your way through the timelines and to load, save, and edit them. To select the part of the timeline you want to view type a date in the *Navigator* spin boxes.

Loading a Timeline
To load one of the 12 timelines supplied, click on the *Load* button. In the **Load Timeline** dialog box that appears, select one of the timelines from the *Timeline Data File* list box and then click on the *Load* button.

Navigating Through the Timelines
On the left side of the toolbar is the *Navigator* spin boxes. To display the events on the active timeline at a particular year, type the year or click on the arrows to select the year you want. Next, turn the *AD* option on to specify an AD date or turn it off to specify a BC date. Finally, click on the *Launch* handle to display the desired section of the timeline.

Saving a Timeline
To save a timeline, first click on the *Save* button. In the **Save Timeline As** dialog box that appears, select the drive and folder you want to save the timeline to and type a name for the timeline in the *Description* text box. Finally, click on the *Save* button.

Editing a Timeline
To edit the active timeline, first click on the *Edit* button. In the **Edit Timeline** dialog box that appears, you can move through the existing entries in the active timeline using the *Last Entry* and *Next Entry* buttons. To edit a timeline description, click in the *Description* text box and re-type the text.

To add a new entry to the timeline, click on the *Add* button. In the **Add Timeline Event** dialog box that opens, type the date you want to place the new event at and click on the *Done* button. Back in the **Edit Timeline** dialog box type a description for the new entry and then click on the *Load Picture* button to choose an icon for the event.

In the **Load Picture** dialog box, select an icon from the list. A preview of the selected icon is shown on the right-hand side of the dialog box. When you are finished, click on the *Done* button. Back in the **Edit Timeline** dialog box, click on the *Done* button to close the dialog box and display the new entry on the timeline.

Tutorial

To help you make the most of using *Webster's International Encyclopedia* we have included an on-line tutorial. This tutorial contains helpful information about most elements of the Encyclopedia. We have also included screenshots to illustrate the information covered in the tutorial.

To start the tutorial, select the *Tutorial* command from the **Help** menu within *Webster's International Encyclopedia*. The **Help** menu button is located on the right-hand side of the title bar.

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Search roll-up

This is the *Search* button.

In the **Search** roll-up you will see a toolbar across the top. The toolbar lets you display articles that contain a particular word, picture, movie, sound, or table. The articles are displayed in the *Article* list box below the toolbar.

When you select to go to a page that has a picture or movie on it, the **Search** roll-up "rolls up" so you can see the image. To "roll" the **Search** roll-up down again, click on the down arrow button on its title bar. To close the **Search** roll-up, you can either click on the close button on the title bar or click on the *Hide* button.

Following is a descripton of the elements of the **Search** roll-up. See the Searching section for extra information about searching in the Encyclopedia.

The Buttons
Across the top of the dialog box is a series of buttons that let you select a subject for searching.

Word button
To display articles in the Encyclopedia that contain a particular word, click on the *Word* button. In the **Word Search** dialog box that appears, type the word you are searching for in the *Text to Search For* text box and click on the *OK* button. The results of the search appear in the *Article* list. See the Word Search section for information about this dialog box.

Article button
If you click on this button, the name of every page in the book selected using the **Book** menu, displays in alphabetical order in the *Article* list box.

Picture button
If you click on this button you will see an alphabetical list of all the pages that contain a still image, either photographs or drawings.

Movie button
This button creates a list, in alphabetical order, of all pages that contain a movie.

Sound button
This button creates a list, in alphabetical order, of all pages that contain a sound.

Tables & Charts button
This button creates a list, in alphabetical order, of all pages that contain a table or chart.

All Media button
If you click on this button you will see a list of all the pages in the Encyclopedia.

Book menu
Webster's International Encyclopedia is made up of a number of different books. When searching for information you can search the entire Encyclopedia or just one particular book. To do this, select the book you want from the **Book** menu.

Article list box
To view an article, first click on one of the buttons on the toolbar to display the articles you want to

view. Then type the name of the topic you are searching for in the *Go To Page Named* text box. As you type, the *Article* list box highlights the article that best matches the text you have entered. When you find the article you want to view, highlight it and then click on the *Go To Selection* button.

Go To Page Named text box
When you type the name of a page in the *Go To Page Named* text box the page title becomes highlighted in the *Article* list.

Go To Selection button
When you have found and highlighted the page you want to view, click on the *Go To Selection* button to move to that page.

Tooltips
If you move the mouse pointer over an article name in the *Article* list, the Encyclopedia displays a Tooltip next to the mouse pointer showing the name of the article and the number of multimedia elements on that page.   If the name of a page is too long to display in the *Article* list the Tooltip lets you see the entire name.

If you move the mouse pointer over an article icon in the *Article* list, the Encyclopedia displays a Tooltip next to the mouse pointer showing the name of the book the article belongs to.

Selected Article
If you click on an article, the book name and number of multimedia elements appear in the *Selected Article* area at the bottom of the roll-up.

Bold Articles
Article names that appear in bold indicate that the page contains a picture, movie, sound, table, or chart.

Projects roll-up

This is the *Create Project* button.

You can use the **Projects** roll-up to create a personalized project using information from anywhere in the Encyclopedia.

You will notice that the **Projects** roll-up has two buttons in its title bar. The right-hand button lets you alternately roll and unroll the **Projects** roll-up and the *Hide* or close button hides the **Projects** roll-up.

Project Title text box
Type a title for your project in the *Project Title* text box. You may call it anything you want.

Your Name text box
Type your name into this text box. This option is not compulsory. It determines what will appear on the cover sheet of the project.

Project Summary text box
Type a short description of the project. This option is not compulsory. It determines what will appear on the cover sheet of the project.

Page Heading text box
When you print or present a project, you may want to use page headings that are different to those used in the Encyclopedia. You can do this by changing the page names in the *Page Heading* text box.

To change a page name, select the page from the *Pages in Project* list that you would like to change and type a new name into the text box.

Pages in Project list box
This box contains a list of all pages in your project.

Note: When you add a page to the project, the original page name remains in the *Pages in Project* list even if you change the page name using the *Page Heading* text box.

Remove Page button
This removes the currently selected page from the 'Pages in Project' list from your project.

The 'Up' and 'Down' arrow buttons
These buttons move the currently selected page in the 'Pages in Project' list up or down the list of pages. It provides a means to rearrange your project.

Add Page text box
This adds the currently displayed page to your 'Pages in Project' list.

New
Select this option to clear the current project and start a new one.

Open
Use this option to open an existing project.

Save
Use this button to save changes to the current project.

Save As
This option allows you to create a copy of the current project.

Print
Use this option to print the current project. The project will print from the currently selected page in the 'Pages in Project' list to the end of the project.

Run
This option runs the current project as an on-screen presentation. The project runs from the currently selected page in the 'Pages in Project' list to the end of the project.