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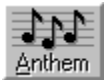
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On-line Help Commands

1. Click **Help** on the menu bar.
2. Click the Help category you want. You will see either information about the category or a list of topics for the category.

For further information on using Help, see the Windows User's Guide.

Getting Started

Registering World Atlas

The World Atlas registration card is enclosed in the package. Please fill this out and mail it in order to register your product and be eligible for product support and updates.

World Atlas and Windows

World Atlas runs under Microsoft Windows, version 3.1 or later. See your Windows documentation for details and procedures for using Windows.

Many World Atlas actions are the same as Windows actions. If you understand how to control windows, choose commands, and control dialog boxes, you know most of the techniques you need to use World Atlas.

Option Buttons

Each World Atlas option is controlled by an option button on the left edge of the World Atlas display. All option buttons respond to single and double clicks of the mouse button. As the cursor passes over an action button, a pop-up label explaining the button's actions appears in a corner of the screen.

Single clicks activate World Atlas options. Single clicks act as a toggle switch to activate and deactivate an option. When the button's effect may not be immediately obvious, the pop-up label shows the button's status.

EXAMPLE Clicking the Topomap button once displays a topographic map. Another single click on the Topomap button hides the topographic display.

Doubleclicks display a dialog box associated with a World Atlas option. The dialog boxes provide additional options.

EXAMPLE A double-click on the Topomap button displays a dialog box. This box allows you to select to Topomap you wish to display.

Menu Items

World Atlas uses a standard Windows menu bar for executing certain commands. See the *Windows User's Guide* for information on using the menu bar.

To select a menu item

Active menu items appear in black, inactive choices in gray. When you point to an active item on the menu bar, the option is highlighted.

Mouse

1. Point to the name of the menu on the menu bar and click on the name to open the menu.
2. Click on the menu item you want.

Keyboard

Menus have underlined letters. To open a menu with the keyboard, press **alt** and then press the underlined letter. The menu items also have underlined letters. Once the menu is displayed, press the underlined letter of a menu item to activate it.

EXAMPLE To choose the **C**opy **M**ap **T**o item in the **E**dit menu, press **alt**, then **e**, then **t**. The notation in this guide would be (alt, e, t).

Zoom Out / Index Map Procedures

To select a regional map

The first time you start the World Atlas, an index map of the entire world appears. Fourteen land regions and four ocean regions are identified by name on this map. Clicking on a region name takes you to the appropriate regional map.

1. Point to a region name on the world index map. A box appears around it. The name of the region also appears in a popup in the lower right corner of the screen.
2. Click on a region name. The regional index map appears.

To select a country map

The regional index map displays the names of countries in the region.

1. Click on a country name to display the country map. Or, click on the name of an adjacent region and that region's index map will appear.
2. Country maps are also index maps. Click on any adjacent country name and that map will appear.

To select a city region map

1. Point to a city name on a country map. Label appears with the text City Map in it, there is a city region map for that city.
2. Click on the city name. The city region map appears.

To select a specific map

1. Double-click on the **Zoom Out** button. The Index Map Selections box appears. This box displays a list of all the index maps (world, region, country and city).
2. Click on the name of the map you want to view. A check appears next to the name you select.
3. Click on **View** to display the map.
-or-
Hold down **alt** and press **v** (alt+v).

To select a topographic map

1. Double-click the **Topomap** button. The Topography Map Selections box appears.
2. Select a map from the list.
3. Click **View**.

To zoom out from a map

You can zoom out to a higher level map from the regional, country and city region maps.

Click on the **Zoom Out** button. If you are in a city region map, the country map appears. If you are on a country map, the regional map appears. If you are displaying a region, the world map appears. If you have Zoomed In to enlarge the map to a higher level of detail, zooming out shrinks the map back to its normal size.

To select more than one map

You can select more than one map at a time. If you choose a series of maps, you can view

them one at a time. This procedure also works for lists of topics, Statmaps, graphs, regions, and countries.

1. Display the Index Map Selections box.
2. Hold down the ctrl key and click on a map name. A check appears next to the name.
3. Continue to select additional map names using the ctrl+click combination.
4. Click on **View** to display the first map in the selection.
NOTE The ctrl+click combination also removes a previous selection.
5. Click on the **Forward** or **Back** buttons to step through the series of maps. If no next map exists, the current map stays displayed.

Zoom In

To enlarge a map

World Atlas lets you zoom in on a map to see more details. You can zoom in on any map, including StatMaps, TopoMaps, or ReliefMaps as well as the standard political maps. Just click on the Zoom In button, or type '+'. An area of the map will be enlarged. Details such as smaller cities that were hidden before you zoomed will now be visible.

To select the Zoom area

Zoom In normally enlarges the center section of the map. You can scroll to other areas to see them. But you can also select the section that Zoom In enlarges.

1. Double click on the Zoom In button. This displays the Zoom Option Dialog.
2. Click on the dot in the sector of the map you want Zoom In to enlarge.
3. Click on the OK button.
4. Click on Zoom In button. The sector of the map you selected will be display.

Searching for a Map

World Atlas provides you with an index of most reference points in the world. This includes cities, countries, rivers, seas, and other geographic landmarks. Even if you don't know where a place is located, you can select it by using the **Search** function.

To search for a location alphabetically

1. Click on the **Search** menu label. The Search Selections box appears.
There are two parts to the Search Selections box -- an Index box and a reference list. Since there are hundreds of points of reference, World Atlas provides an alphabetical index to make it easier for you. The Index box contains the letters of the alphabet. By choosing a letter, you can jump right to a list of reference names starting with that letter.
2. Click on the arrow to the right of the Index box. The index appears.
3. Click on a letter in the Index box. A list of reference points appears starting with the letter you chose.
4. Select a reference point from the list. A check appears next to the name you select.
NOTE Use the scroll bar to move through the list of reference points.
5. Click on **View** to display the map (Alt+V). The most detailed map showing the place you selected appears.

EXAMPLE To find Gabon, select **G** from the Index box. A list of places starting with the letter *G* appears. Select **Gabon** from the list. The map of Gabon appears. Gabon is a country in Southern Africa.

To find a location by name

1. Open the Search Selections box, as above. Select the Reference box by clicking on it.
2. Type the first few letters of the location in the Reference box. Then click on the **Find** button (Alt+F).
EXAMPLE To find Tegucigalpa, type **tegu** in the reference box. Then click on **Find**. The full name appears in the list and is already selected. Click on **View**. The map of Honduras appears. Tegucigalpa is the capital of Honduras.

Copying Maps

You can copy any of the maps or graphs generated by World Atlas to the Windows Clipboard or to a bitmap file. This gives you the flexibility of transferring your World Atlas information to your word processor, desktop publishing, and other software applications.

To copy a map to the Clipboard

1. Display the map or graph that you want to copy.
2. From the **Edit** menu, choose **Copy map**. The current map or graph is copied to the Clipboard.

To copy a map to a file

1. Display the map or graph that you want to copy.
2. From the **Edit** menu, choose **Copy Map To**. The Copy Map/Graph File Selection box appears.
3. In the File Name box, type a file name for the map you are copying. The bitmap extension (.BMP) is automatically added.
4. The default directory is displayed. You can choose a different drive and directory.
5. Click on **Save** to copy the file.

Map Trail Procedures

The **Back** and **Forward** buttons allow you to move through a list of maps. World Atlas keeps track of where you have been.

To move to the previous map

Click on the **Back** button. The previously displayed map appears.

To view the map trail

1. Double-click on the **Forward** or **Back** button. The Map Trails Selection box appears.
2. Select a map from the list.
3. Click on **View**. The map you selected appears.

To clear the Map List

1. Double-click on the **Forward** or **Back** button. The Map Trails Selection box appears.
2. Click on **Clear List**. All maps but the one currently displayed will be removed from the map list.

TopoMap Procedures

Topographic maps (Topomaps) are available for the world, regions, and oceans. Topomaps show elevations, mountain ranges, deserts, plains, rivers, lakes, and other land and water features. Topomaps for oceans (called bathymetry maps) show water depth and ocean floor features. Just as with Index Maps, clicking on a region name will take you to that region's Topomap.

To display the world Topomap

1. Display the world index map.
2. Click the **Topomap** button. The Topomap for the world appears.
3. Click the **Topomap** button again to return to the Index map display.

To display the current Topomap

You can display the Topomap for any current region. If you are viewing a country map, the appropriate regional map appears.

Click the **Topomap** button. The Topomap for the current index map appears. Click the button again to hide the Topomap.

To select a specific Topomap

1. Double-click the **Topomap** button. The Topography Map Selections box appears.
2. Select a region from the list. Select a single region or click and drag to select more than one region.
3. Click on **View** to display the Topomap.

To find a Topomap

Type the first few letters of the Topomap in the Map Name box. Then click on the **Find** button.

Click on **View** to display the Topomap.

ReliefMap Procedures

ReliefMaps maps are available for the world, regions, and oceans. ReliefMaps show elevations, mountain ranges, deserts, plains, rivers, lakes, and other natural features. Just as with Index Maps, clicking on a region name will take you to that region's ReliefMaps.

To display the world ReliefMap

1. Display the world index map.
2. Click the ReliefMap button. The ReliefMap for the world appears.
3. Click the ReliefMap button again to return to the Index map display.

To display the current ReliefMap

You can display the ReliefMap for any current region. If you are viewing a country map, the appropriate regional map appears.

Click the ReliefMap button. The ReliefMap for the current index map appears. Click the button again to hide the ReliefMap.

To select a specific ReliefMap

1. Double-click the **ReliefMap** button. The ReliefMap Selections box appears.
2. Select a region from the list. Select a single region or click and drag to select more than one region.
3. Click on **View** to display the ReliefMap.

To find a ReliefMap

Type the first few letters of the ReliefMap in the Map Name box. Then click on the **Find** button.

Click on **View** to display the ReliefMap.

StatMap Procedures

Statmaps show statistical data for the world or any region. World Atlas can produce statistical maps on hundreds of different topics. There are four types of Statmaps:

- **Shaded maps** show comparative data such as rates and percentages (for example, infant mortality rate, crimes per 100,000 population, or percentage of workers in agriculture), climate (temperature and precipitation), and distribution of international organizations.
- **Bar maps** illustrate total amounts (for example, total population, number of libraries, or total number of cattle). World Atlas automatically selects the appropriate type of Statmap.
- **Member maps** identify the members of international organizations.
- **Object Statmaps** use scaled icons to represent data. Object maps replace bar maps. Shaded maps are not affected by this option.

Creating a Statmap

You need to specify three items in order to create a statistical map: the **region** of the world, the subject **category**, and the specific **topic**. The choices are in list boxes.

Region	You can choose from any of the regional maps or the map of the entire world.
Category	Information is grouped into a number of broad subject categories, like Agriculture and Crime. When you choose a category, the list of available topics for that category is displayed.
Topics	Topics are subsets of categories. They contain more specific information about each category. If you choose the category of Agriculture, topics appear such as Agricultural Exports and Barley.

Once you make your three selections, World Atlas can apply the appropriate topic data to the regional map you selected.

To create a Statmap

1. Select **Statmaps** from the Statistics menu. The Statistical Map Selections box appears.
2. Select the world or regional map for which you want to generate statistics.
3. Select a statistical category. A list of topics appears.
4. Select a statistical topic. You can scroll through the list of topics if it is lengthy.
If the topic is a rate (e.g., per capita income), a shaded map is generated. If the topic is a total amount (e.g., total income), a bar map is used. If the topic is an organization in the International Organizations category (e.g., the United Nations), a member map will be generated, with member nations in color and other countries left white.
5. Click on **View** to display the Statmap.
NOTE You can select more than one topic at a time. Hold down the ctrl key and click on the desired topics. If you choose more than one topic, you can review the Statmaps by clicking on the **Forward** button.

To change the appearance of a Statmap

1. Choose a map, category and topic as shown above.
2. For bar maps, select Object Statmaps to use icons instead of bars in your Statmap.
3. For shaded or member maps, choose a Fill Color Set. There are twenty Fill Color sets, each a combination of coordinated colors.
4. Click on **View** to display the map.

To display a previous Statmap

Whenever you view a new Statmap configuration, that map becomes the current one. The previous Statmap is saved and inserted into the Map Trail.

1. Double-click on the **Back** or **Forward** button.
2. Select the map or maps you want to see from the list.
3. Click **View**.

In the Map Trails Selection box, Statmaps are listed as **Stat:name** where the name is the statistical topic. This makes it easy to generate a series of maps for the same region with different topics or for one topic with several regions.

To view a statistical footnote

1. Display the Statmap.
2. Click on the **Info** button. The Information window appears with data sources and other pertinent information about the data set from which the map was made.

Adding Your Own Statistics

World Atlas provides a data entry feature for adding your own topics and data values. These topics can be used with Statmaps. After you add your own topics, they appear in the **User topics** category in World Atlas.

From the **Category** box, select **User topics**. The topics you have added appear in the Topics list.

Graph Procedures

You can create graphs illustrating any of the hundreds of statistical topics. All the countries of your choice can be compared on a single graph. You can select countries from a list, compare all countries, or have World Atlas use the fifteen countries with the highest or lowest statistical values. The results can be plotted by bars or by rows of icons.

Creating a Graph

The creation of a graph is similar to making a Statmap because you choose a category and a topic as the subject of the graph.

Graphs differ from Statmaps by having you choose one or more countries rather than a region. You have the following four options for selecting countries:

Top 15 Uses data for the 15 countries with the highest values.

Bottom 15 Uses data for the 15 countries with the lowest values.

Selected Countries Uses data for countries that you select from a list.

All Countries Compare the data for all the countries in World Atlas.

To create a graph

1. Select **Graphs** from the Statistics menu. The Graph Selections box appears.
2. Select an information category.
3. Select a topic.
4. From the Selection list, choose the group of countries to be graphed. The default is Top 15. You can also graph the bottom 15 countries, all countries, or countries you select.
5. Click on **View** to display the graph.

NOTE You can select more than one topic at a time. Hold down the ctrl key and click on the desired topics. If you choose more than one topic, you can review the graphs by clicking on the **Forward** button.

To change the appearance of a graph

1. Select an information category, topic, and country.
2. Select **Object Graphs** to see a graph with a row of icons instead of a solid bar.

To select specific countries from the list

1. In the Graph Selections box, click on the **Countries** button. The Select Countries to Graph box appears.
2. From the Region list, select a region of the world. The default is the entire world. The countries of the selected region appear in the countries list.
3. From the countries list, select countries. Hold down the ctrl key and click on the desired country names to select more than one country.
4. Click on **OK** to return to the Graph Selections box.

To view a graph footnote

You can study graph data in depth by viewing the Information window. The information includes footnotes, the list of statistical values used, and the sources of the data.

1. Display the graph.
2. Click on the **Info** button. The Information window appears.

Graphing Your Own Statistics

World Atlas provides a data entry feature for adding your own topics and data values for any countries in World Atlas. After you add your own topics, they appear in the **User topics** category in World Atlas and can be graphed like topics in any other category.

From the **Category** box, select **User topics**. The topics you have added appear in the Topics list.

Information Procedures

When you are looking at any map or graph, you can bring information about that place right to the screen using the **Information** option. You can copy any portion of the information to the Notepad or other Windows applications.

Information in a number of different categories is available in a convenient outline format. Information categories include:

- Geography
- People
- Education
- Health
- Government
- Crime
- Economy
- Agriculture
- Agricultural Products
- Industrial Products
- Transportation
- Communication
- Travel

Using the Information Window

The information for the various maps appears in a window. As you navigate from map to map, the information in the window changes to reflect the new country, Statmap, or graph.

To display information about a map

Click the **Info** button. The Information window for the current map appears and the Information icon changes. Click on the **Info** button again to hide the window.

To display a specific category

The amount of information available for an individual country can be lengthy. To make it easier to find the data you need, the information is organized into categories. You can select specific categories from the Information window.

Click on the **Category** menu and select a category. The text relating to that category appears immediately in the window.

NOTE You can also scroll through the text by clicking on the scroll bar.

To set a default category

You can specify a default category to display when the Information window is opened.

1. Double-click the **Info** button. The Information Selection box appears.
2. Select the category that you want to appear first when the Information window opens. The next time you open the Information window for any map, the category you selected appears.

To close the Information window

Click on the **Info** button.

-or-

From the **File** menu of the Information window, choose **Close**.

To display city information

1. Point to any city name printed in red on a map. A box appears around the city name, and the name of the city appears in the lower right corner of the screen.
2. Click on the city name. An information window appears with information about that city.

NOTE: Be sure the Time and Distance options are deselected, or their popups will appear instead of the City Information window.

To close a city window

From the **File** menu, choose **Close**.

Flag Procedures

To view flags

1. Double-click on the **Flag** button. The Flag Library box appears.
2. Use the down-arrow key to move through the Available Flags list, or type the first letters of a country's name in the country box and click **Find** to move directly to that country.
When you select a country name, its flag will be displayed in the Flag section.
3. Click on **Done** to close the Flag Library box.

To display a country's flag

Click on the **Flag** button.

If a country map is currently being displayed, that country's flag will appear in the World Atlas Flags box.

World Atlas will show the flag of each country you display until you turn off the Flags option.

Click on the **Flag** button to turn off the Flags option.

Anthem Procedures

To hear anthems

1. Double-click on the **Anthem** button. The Anthem Library box appears.
2. Use the down-arrow key to move through the Anthems list, or type the first letters of a country's name in the country box and click **Find** to move directly to that country.
3. Click on **Play**. The anthem will sound.
4. Click on **Done** to close the Anthem Library box.

To play a country's anthem

Click on the **Anthem** button.

If a country map is currently being displayed, that country's anthem will sound.

World Atlas will play the anthem of each country you display until you turn off the Anthems option.

Click on the **Anthem** button to turn off the Anthems option.

Spoken Label Procedures

To hear a specific label

1. Double-click on the **Speak** button. The Audio Library box appears.
2. Use the down-arrow key to move through the Audio Label list, or type the first letters of the label name in the country box and click **Find** to move directly to that label.
3. Click on **Play**. The label will be spoken.
4. Click on **Done** to close the Audio Library box.

To hear spoken labels

Click on the **Speak** button.

World Atlas will speak any label you select until you turn off the Speak option.

Click on the **Speak** button to turn off the Speak option.

Video Procedures

To see a specific video

1. Double-click on the **Video** button. The Video Library box appears.
2. Use the down-arrow key to move through the video list, or type the first letters of a country's name in the country box and click **Find** to move directly to that country.
3. The video will begin playing. Each map's video is divided into segments, showing different highlights of the area on the map.
4. Video play is controlled using the VCR style buttons under the video.
 - The Rewind button rewinds to a previous segment.
 - The Stop button halts playback and returns to the start of the current segment.
 - The Pause button halts playback at the current position.
 - The Fast Forward button moves to the next segment.
5. Click on **Done** to close the Video Library box.

To see videos for each map

Click on the **Video** button.

If there is a video associated with the current map, it will play. The video is controlled with the VCR style buttons as described above.

World Atlas will play any associated videos for each map you display until you turn off the Video option.

Click on the **Video** button to turn off the Video option.

Picture Procedures

To see a specific picture

1. Double-click on the **Picture** button. The Picture Library box appears.
2. Use the down-arrow key to move through the picture list, or type the first letters of a country's name in the country box and click **Find** to move directly to that country.
3. The first picture for that map will be displayed. Under the picture there will be three buttons, as well as the number of pictures for this map, and the picture currently displayed.
The button with forward arrows moves forward through the list of available pictures.
The button with backwards arrows moves back.
The find button displays the list of available pictures. Click on the picture you wish to view.
4. Click on **Done** to close the Picture Library box.

To see pictures for each map

Click on the **Picture** button.

If there are Pictures associated with the current map, the first will be displayed. The picture display is controlled as described above.

World Atlas will show associated pictures for each map you display until you turn off the Picture option.

Click on the **Picture** button to turn off the Picture option.

Phrase Procedures

To hear a specific phrase

1. From the **Options** menu, choose **Phrases**, and select the **Library** option. The Phrase Library box appears.
2. Choose a language from the languages list.
3. The text of the first phrase in that language will be displayed. Under the language there will be four buttons, as well as the number of phrases for this language, and the phrase currently displayed.
The button with the single green forward arrow plays the displayed phrase.
The button with forward arrows moves forward through the list of available phrase.
The button with backwards arrows moves back.
The find button displays the list of available phrase. Click on the phrase you wish to hear.
4. Click on **Done** to close the Phrase Library box.

To hear phrases for each map

From the **Options** menu, choose **Phrases**, and select the **Display** option.

If World Atlas supports the language commonly spoken in the country on the current map, the phrase window will be displayed. The phrase window is controlled as described above.

The Phrase window will show phrases for each map you display until you turn off the Phrase option.

Select **Phrase** against from the **Options** Menu to off the Phrase option.

Printing

You can print any of the maps or graphs that you view in World Atlas. You can also print the text from Information windows and Notepads. Maps and graphs can be printed on a large scale as Wall Maps, useful for displays, school projects, or decoration.

NOTE Before printing, make sure your printer is setup properly. See Printer Setup, above.

To print information

1. Display the map or graph for which you want to print information.
World Atlas prints only the information available for the currently displayed map or graph.
2. From the **File** menu, choose **Print**. The Print Options box appears.
3. From the Print Selections box, select the category of information which you want to print.
4. Click on the **Print** button.

To print a map or graph

1. Display the map or graph that you want to print.
World Atlas prints only the currently displayed map or graph.
2. From the **File** menu, choose **Print**. The Print Options box appears.
3. From the Print Selections box, select **Current Image**.
4. Click the **Print** button.

To print a Wall Map

1. Display the map you want to print.
2. From the **File** menu, choose **Print**. The Print Options box appears.
3. From the print selections box, select **Current Image**.
4. From the Wall Maps section, select **Enable**. In the Scale box, type a number bigger than 1.
For instance, if you type 3 into the Scale box, your map will print three times larger than usual. This will probably use more than one sheet of paper. Most printers can't print all the way to the edge of a sheet of paper, so World Atlas leaves a blank margin around each page. If you fold back, or trim off, these margins, the printed sheets fit together into one large map.
5. Click the **Print** button.
The current map or graph is printed.

To choose a Printer (Printer Setup)

1. From the **File** menu, choose **Printer Setup**. The Print Setup box appears.
2. From the Specific Printer list, choose the printer you want to use.
3. Click on the **OK** button to continue.

NOTE The printer you choose must be the active Windows printer. If you want to change the active printer, you need to make the change in the Windows Control Panel. See your *Windows User's Guide* for further information.

To reconfigure the printer

The World Atlas printer configuration is a convenient shortcut to the Windows printer configuration utility. You can change printers, change paper sizes, and more. See your *Windows User's Guide* for further information on configuring your printer.

1. From the **File** menu, choose **Printer Setup**. The Print Setup box appears.
2. Click on **Configure**. The Windows printer configuration box for the active printer appears.
NOTE Different printers have different printer configuration boxes. Some printers have special features accessible through the **Advanced** button in the first printer configuration box.
3. Make the desired changes in printer configuration.
4. Click on **OK** to return to the Printer Options box.

Map Layers

World Atlas makes it possible for you to toggle the display of various map features. World Atlas can be configured to display only the features that you need, hiding the others to keep the display simple and uncluttered. The default setting displays all layers except for urban areas. This displays the maximum amount of easily viewed information.

There are five layers in World Atlas. These are Latitude and Longitude, Lakes and Rivers, Urban areas, Symbols, and Text.

Latitude and Longitude is simply the numbers at the edges of the map, indicating the maps co-ordinates on the earth. Toggling the Latitude and Longitude checkbox toggles the display of those numbers.

Lakes and Rivers are all such small bodies of water, including not only lakes and rivers, but reservoirs, canals, etc. Display of lakes, rivers, and smaller bodies of water is turned off when this checkbox is toggled. Of course large bodies of water such as oceans are always displayed. However, if the Lakes and Rivers checkbox is turned off, associated text describing **all** bodies of water including oceans is turned off.

Urban Areas are areas of high population density. The outlines of these areas are shown on the map when this checkbox is turned on. On some maps this will fill almost the entire display, so this layer is turned off by default.

Symbols are markers indicating cities and airports. Turning off this layer also turns off the text associated with the markers.

To remove layers from the view

Suppose you are interested in the river and lakes in Nigeria, and want to examine them closely without other information in the display.

1. Selecting the map for Nigeria. (See [Index Procedures](#) for help on selecting a map.)
2. From the **Options** menu, choose **Map Layers**. The Map Layers box appears.
3. Click on the **Latitude and longitude**, **Symbols**, and **Text** check boxes, turning them off.
4. Click on the view button.

The map will display the rivers of Nigeria, along with Lake Chad, and the Kainji Reservoir. All other information will be hidden, allowing you an uncluttered view of the bodies of water on the map.

Now suppose you want to examine the placement of urban areas in Germany.

1. Selecting the map for Germany. (See [Index Procedures](#) for help on selecting a map.)
When you first see it, the map will display the bodies of water in Germany. But we're going to change that.
2. From the **Options** menu, choose **Map Layers**. The Map Layers box appears.
3. Click on the **Lakes and Rivers** check box turning off that layer. Then click on the **Urban areas** check box to turn it on.
4. Click on the view button.

The map will display the urban areas of Germany, showing population centers with no extraneous information obstructing the view.

To reset the display to the default layers

1. From the **Options** menu, choose **Map Layers**. The Map Layers box appears.
2. Click on the Reset List button. All the checkboxes will be checked, indicating that all layers will be displayed.
3. Click on the view button.

The map will be display any Lakes and Rivers. All other information will be hidden, allowing you an uncluttered view of the bodies of water on the map.

Map Markers

World Atlas makes it possible for you to enhance your maps with special markers that indicate locations of particular interest, like airports and bridges. Markers can also be used to denote battles, natural disasters, and other significant events. World Atlas provides a number of icons for you to use.

Unlike a paper atlas, World Atlas allows you to add, move, title, retitle, and remove markers at will; a title can identify or explain the marker. With markers and titles, you can customize maps for your specific needs.

NOTE You can also use your own icons. Markers are simply standard Windows icons. You can add icons by including any standard .ICO files (32x32, 16 color) in the World Atlas directory.

To add a marker to a map

1. Display the map you want to modify.
2. From the **Options** menu, choose **Markers** and then **Add/Edit**. The Map Marker Selection box appears.
3. From the Markers box, select a marker.
4. In the Title box, type a title for your marker.
5. Choose the **Add** button to continue. The marker appears on your current map. You can move the marker to any position on the map.
6. Point to the marker and a border box appears. Click and drag the marker to the desired position.

The markers you add to a map will remain saved with the map until you choose to remove them.

7. Choose the **Done** button.

To edit a marker title

1. Double-click on the marker you want to edit. The Map Marker Options box appears.
2. Choose **Edit**. The Edit Marker box appears.
3. Edit the marker title. A title can be up to 25 characters long.
4. Choose **OK** to display the marker with its new title.

Hiding Map Markers

Depending on how you use your maps, you may want to hide markers at times. World Atlas makes it easy to hide and display markers.

To hide markers:

From the **Options** menu, choose **Markers**, and deselect the **Display** option.

To display markers

From the **Options** menu, choose **Markers**, and select the **Display** option.

Removing Map Markers

Markers are saved with the current map until you remove them. You can remove one or all markers.

To remove a single marker

1. Double-click on the marker you want to remove. The Map Marker Options box appears.
2. Choose **Remove**. A message appears and displays the selected marker.
3. Choose **OK** to remove the marker from the map.

To remove all markers

1. From the **Options** menu, choose **Markers**, then **Add/edit**. The Map Marker Selection box appears.
2. Choose **Remove**. The Map Marker Removal box appears.
3. Choose **OK** to remove all the markers from the map. All markers permanently disappear.

NOTE This procedure removes markers only from the current map, not all maps.

Currency

World Atlas will convert amounts of money from one currency to another for you. This is useful when going on a trip, to figure out just how much money you will need to convert to foreign currency. You can also use the conversion feature while entering your own statistical data, if your data are given in the currencies of many countries and you want to compare the numbers in a standard currency.

To convert money values

1. From the **Options** menu, choose **Currency**, then **Converter**.
The Currency Converter box appears.
2. In the Country 1 and 2 boxes, select the names of the countries you want to compare currency for.
3. In the Currency box of one country, type an amount.
4. Click **View** to see the equivalent amount in the currency of the other country.
5. Click **Done** to close the dialog box.

To edit an exchange rate

To keep World Atlas conversions current as world exchange rates change, you can adjust the exchange rate of any country's currency with US dollars. Exchange rates are printed in the business sections of most daily papers.

1. From the **Options** menu, choose **Currency**, then **Edit**. The Edit Exchange Rate box appears.
2. Select the Country to Edit.
3. In the Currency Name box, type the name of that country's currency.
4. Type the exchange rate in U.S. dollars into the Units per U.S. Dollar text box.
5. Click **Save** to save this exchange rate.
6. Click **Done** when you have completed your changes.

Note Pad Procedures

World Atlas provides a Notepad that you can use to enter and store information about a certain map. You can paste data from the Information window or other Windows sources.

There are two ways to add information to a Notepad. You can type in new information or paste information from the Clipboard. For further information on using the Clipboard, refer to the *Windows User's Guide*.

Using the Notepad

World Atlas can create a Notepad for any or all of the individual maps. When you save information in a Notepad, those notes will be available whenever you access that specific map again. You can display or hide the Notepad at any time. World Atlas can save up to 32 kilobytes of notes per map.

To display a Notepad

Choose **Display** from the **Notepad** sub-menu of the **Options** menu. The Notepad appears. Select it again to hide the Notepad.

Once the Notepad is displayed, you can type text or paste information into it from any Windows source.

To close the Notepad

From the notepad's **File** menu, choose **Close**.

Editing a Notepad

The World Atlas Notepad uses standard Windows editing commands. See Appendix F:, or the *Windows User's Guide* for more information.

Saving a Note

The data in a Notepad is automatically saved when you move to a different map.

To save a note without changing maps

You can also save your Notepad without having to move to another map. This ensures keeping your data intact in the event of a shutdown.

From the **File** menu, choose **Save**.

Deleting Notes

You can look at maps that have Notepads attached. You can also selectively delete one or more Notepads.

To delete Notepads

1. Choose **Display** from the **Notepad** sub-menu of the **Options** menu. The Notepad Option dialog appears.
2. Select a single map or click and drag to select several maps.

3. Click on **Remove** to delete the Notepad(s).
4. Click on **Done** to return to the current map.

Time and Date Procedures

Using the Time and Date function, you can display the actual time and date for any key city in the world. World Atlas can also compensate for daylight savings time.

To display the local time/date for a city

1. Choose **Display** from the **Time** sub-menu of the **Options** menu.

A box appears in the lower left corner of the map displaying the word "Time:" with no other text.

2. Click on any city name printed in red.

The city selected appears in the Time box, along with the current time and date. You can continue to select cities and display the time and date. Time and Date remains active until you turn it off.

NOTE The Time and Date function overrides the City Information window. If you want to display city information, turn off Time and Date.

NOTE The calculation of times and dates around the world are made relative to the time zone of your location. The default time zone is for **Region -8**, which is the West Coast of the United States, with Daylight Savings Time. If you are in a different time zone, or not using Daylight Savings, you will have to make an adjustment.

Also, the calculation of times and dates by World Atlas is based on the current time and date of your computer. If the time and date settings of your computer are incorrect, the World Atlas values will also be in error. See the *Windows User's Guide* for information on setting the time and date.

Setting the Time Zone

To display accurate local time in the city windows, your computer must have a functioning clock that is set to the correct time and date. You must also set your time zone and specify whether your zone is currently using standard or daylight savings time.

The following settings are used to establish the correct time and date:

Time	Current local time.
Date	Current local date.
Region	Time zone relative to Greenwich Mean Time (GMT).
Type	Standard or Daylight Savings Time.

Time and Date

Your computer clock's current time and date settings are used to calculate the time and date for all the other time zones in the world. Make sure the current settings are correct. See your *Windows User's Guide* for information on setting the time and date.

Time Zones

World Atlas provides a Standard Time Zone map of the world from which you can determine your time zone. The map is for reference only -- there are no active areas on it. Time zones are numbered from -12 to +1 and are set apart by bands of colors, called **regions**. The major cities of the world are also displayed. Find your present location and note the time zone number at the bottom of your time zone.

The time relative to your zone is also affected by whether or not you are currently on Standard Time. This is your time zone **type**.

The default time zone is Region -8, Pacific Daylight Savings Time.

To adjust the Region and Type

1. Choose **Settings** from the **Time** sub-menu of the **Options** menu. The Time Set Options box appears. The Standard Time Zone map appears above the Time Set Options box.
2. Click on the **Region** box and select the appropriate time zone number.
3. Click on the **Type** box and select either Standard Time or Daylight Savings Time.
4. Choose **OK** to save your changes.

Distance Finder Procedures

The **Distance Finder** function can automatically display the distance between any two cities you select. You can display the distance in either miles or kilometers.

To find the distance between cities

1. Choose **Display** from the **Distance** sub-menu of the **Options** menu.
2. Click on a city name printed in red on a country map. This is the **source** city.
3. Click on a second city name. This is the **destination** city.

NOTE If a city has a city map, clicking on that city name will bring up that city's map. The label at the bottom displays the names of the two cities and the distance between them.

If you select another destination city, the distance from the previous destination city is displayed.

You can continue to select destination cities and display the distances. The Distance Finder remains active until you turn it off.

Click on the **Distance** button to toggle it on or off.

NOTE The Distance Finder overrides the City Information window. If you want to display city information, turn off Distance Finder.

To set a permanent source city

You can also choose to have all distances measured from one certain city.

1. Choose **Settings** from the **Distance** sub-menu of the **Options** menu. The Distance Finder Options box appears.
2. Select the **Source city option**.
3. Select a source city from the Cities list.

-or-

Find a name using the **City name** reference box. See To find a city, below.

4. Choose **OK**.
All other cities become destination cities. The distance from the source city will be automatically displayed when you choose a destination city.

To find a city

Type the first few letters of the location in the **City name** box. Then click on the **Find** button.

To change the distance units

1. Display the Distance Finder Options box.
2. Select either **Miles** or **Kilometers**.
3. Choose **OK**.

If the Distance Finder is active, the units for the current distance are changed.

Slide Show

The Slide Show lets you display a series of maps and graphs, moving from one map to the next at your command or at a pace you set. The maps are chosen from the Map Trail.

To edit a Map Trail

1. View all the maps, Statmaps, and graphs you might want to see in the Slide Show. This adds all these images to the Map Trail.

NOTE Any bitmap can be saved and viewed as a User Map. With this feature, you can expand presentations made with Slide Show to include images from almost any Windows application.

2. From the **Options** menu, choose **Slide Show**.
3. Click **Edit**. The Edit Map Trails box appears, containing your whole Map Trail.
4. Remove maps by selecting them and clicking **Remove**.
5. Reorder the map trail by selecting a map name and clicking on **Move**. The Move Map Trail Element box appears, with the current Map Trail and the Element being moved identified. Select the map you want the Element being moved to *precede* and click on **OK**.
6. When the Map Trail is ordered to your satisfaction, click on **OK**.

To set up and run a Slide Show

1. From the **Options** menu, choose **Slide Show**.
2. In the Between images section, choose whether to advance the image at a keypress or at a regular interval. If the latter, type a number in the Seconds box.
3. Choose Continuous repeat if you want the slide show to repeat until you turn it off.
4. Click **Done**.

Locator Globe

To locate a map on the globe

1. From the **Options** menu, choose **Locator Globe**.
The Locator Globe appears in its own window in the upper left-hand corner of your screen. A rectangle outlines the area of the world you're currently viewing.
2. Close the secondary window to hide the globe, or deselect **Locator Globe** from the **Options** menu.

User Statistics

A powerful feature of World Atlas is the ability to use your own data for Statmaps and graphs. You can enter data for any number of countries and for any number of topics. The topics you create will appear in the Topics lists under the User Topics category the next time you use World Atlas.

To add a new topic

1. From the **Options** menu, choose **User Statistics**. The User Data Entry box appears.
2. In the **Topic** box, type a topic name. Then, press tab.
The insertion point moves to the Units box. You can use any kind of unit description for your topic, like kg. or sq. ft.
3. In the **Units** box, enter the name for the units you want to use. Then press tab.
You can specify the type of map to use with a topic -- Fill or Bar.
4. Select **Fill Map** or **Bar Map**. Then, press tab.
The insert marker moves to the Value box. Now you can enter the data for the various countries. You can enter values for any or all countries. The countries are listed in alphabetical order.
5. In the **Value** box, type a number for the current country. Then press enter. Up to six places of decimal precision are allowed.
The next country appears automatically. You can skip a country just by pressing enter. No value will be recorded for that country.
6. Continue to display countries and add values.
7. When you are finished entering data, click on **Save** to save the new topic.
8. Click on **Done** to end the data entry session.
The new topic will be displayed in the Topics list when you choose the User Topics category.

To edit user statistics

1. From the **Options** menu, choose **User Statistics**. The User Data Entry box appears.
2. From the **Topic** list, select a topic.
3. Select the countries for which you want to add or edit values. Use the del key if you want to remove existing values.
4. When you are finished, click on **Save** to save the changes.
5. Click on **Done** to exit.

To remove a user topic

Each topic you add takes up space on your computer's hard disk. You may decide to delete topics and all the associated data when they are no longer needed. An entire topic can be removed with just a few clicks.

1. From the **Options** menu, choose **User Statistics**. The User Data Entry box appears.
2. From the **Topic** list, select a topic.
3. Click on the **Remove** button. The Remove box appears.
4. Click on **Yes** to delete the data. The topic and all of the associated values will be deleted.
5. Click on **Done** to exit.

User Maps

You can modify World Atlas maps, or images from many sources, and use User Maps to add them to World Atlas.

You can use any bitmap-based graphics program, Paintbrush for instance, to edit a map saved from World Atlas, and then add the customized map to your own User Map list.

To add a User Map

1. From the **Options** menu, choose **User Maps**. The User Map Selections box appears.
2. Click on **Edit**. The Add User Map box appears.
3. Type a name for your new map into the Name box.
4. Click on the **Browse** button. The User Map File Selection box appears. Specify the drive, directory and format (file extension) of your map. When it appears in the File Name box, double-click on it to return to the Add User Map box.

NOTE The **Copy map to** command saves maps as bitmaps (.BMP files) which you can edit and rename as User Maps. You can also use graphics files with .GIF, .PCX, .TGA, or .TIF formats.

5. Click **Save** to add this map to the User Map Selection list, with its new name.

To view a User Map

1. From the **Options** menu, choose **User Maps**. The User Map Selections box appears.
2. Select the map from the list. You can type its first letters into the Map Name box and use **Find**, or scroll through the list.
3. Click on **View**.

To remove a User Map

1. From the **Options** menu, choose **User Maps**. The User Map Selections box appears.
2. Click on **Edit**. The Add User Map box appears.
3. Select the map from the Name list and click on **Remove**. When asked to confirm, click on **Yes**.
4. When done removing maps, click on **Done** to return to the User Map Selection box.

Configuration

You can modify the default directory settings for World Atlas as well as other settings.

Data Directories

You can change both the program and user data directories.

The **Program data** directory is for the World Atlas program and all its files. You will need to change this if you move the World Atlas files to a directory with a name different than the one used during SETUP.

The **User data** directory is for User Data files, marker locations, and notes.

NOTE For CD-ROM users: the **Program data** directory setting should only be changed if the name of the CD-ROM drive changes.

To change the default directories

1. From the **Options** menu, choose **Configuration**. The Configuration Options box appears.
2. Type the new directory paths in the **Program data** and/or **User data** fields.
3. Click on **OK** to save the directory settings.

Save on Exit Settings

As you work with World Atlas you will probably activate time and distance functions, move windows, and vary the sequence of maps. You can choose to save these various settings so that they will be active during subsequent World Atlas sessions. If you do not save the settings, the World Atlas default settings are used.

Current map order

Saves the current order of maps, graphs, or Statmaps.

Option button states

Saves the states of option buttons.

Option Button Help

When this is turned on, moving the mouse over an option button brings up a popup window with help information on using that button.

Information Popups

You can set the World Atlas popups, Map Label, Time, Distance, and Option Help, to appear in any corner of your screen. The popups can appear in separate corners or in a larger popup combining two, three or four informative labels. For each popup, choose a screen location from the list box.

Multimedia Options

These options control the size of the multimedia graphics displays. Videos can be displayed at normal size or enlarged to doubled size. Pictures can be displayed at full size or reduced to half size thumbnails.

Appendices

Sources

Abbreviations

Conversions

Using the Keyboard

Editing Commands

Appendix A: Sources

All sources are the latest available information for each country from each agency or source at the time of publication of the World Atlas. Data from all copyrighted sources is reproduced with kind permission. While careful efforts have been made to ensure the accuracy of data included in this program, the correctness of information and data cannot be warranted.

Shaded relief maps developed by **Eureka Cartography**, 2030 Addison St., Suite 200, Berkeley, CA 94704. (510) 845-6277.

The foreign language audio software are licensed from and are Copyright 1994 by **Travel Science Company**. All rights reserved worldwide. Travel Sciences P.O. Box 8320 Albuquerque, NM 87198-8382 (Tel: 800 460 9619)

Pictures by **Archive Photos 530 W. 25th St. New York, NY 10001 (212) 675-0115**.

National anthems by Wallace Music & Sound, Inc. 6210 W. Pershing Ave., Glendale, AZ 85304. (602) 979-6201.

Music by **Crystal Image Productions, Inc.** 5240 S. Belmont Rd., Downers Grove, IL 60515. (708) 241-1505.

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Appendix B: Abbreviations

Abbreviation	Full name
AFB	Air Force Base
avdp.	avoirdupois
ave.	average
C.A.R.	Central African Republic
c.i.f.	cost, insurance, and freight
Cr	Creek
CY	calendar year
DWT	deadweight ton
est.	estimate
EC	European Community
Ex-Im	Export-Import Bank of the United States
f.o.b.	free on board
Fract or Fr	Fracture (on bathymetry maps)
FY	fiscal year
FZ	Fracture Zone (on bathymetry maps)
G	Gulf
GDP	gross domestic product
GNP	gross national product
GRT	gross register ton
Int'l or Intl	International
I.	Island
ICJ	International Court of Justice
IMF	International Monetary Fund
Is.	Islands
km	kilometer
kW	kilowatt
kWh	kilowatt-hour
L.	Lake
m	meter
mi.	mile
MT	metric ton
Mt.	mountain
Mts.	mountains
NA	not available
NAS	Naval Air Station
Nat'l or Natl	National
NEGL	negligible
nm	nautical mile
N.Z. or NZ	New Zealand
ODA	official development assistance
OOF	other official flows
Pen.	Peninsula
Pt.	Point
R.	river or rio
Rd	Ridge
Res.	Reservoir
Sq	Square
sq km	square kilometer
sq mi	square mile
St.	Saint
Ste.	Sainte
Tr	Trench (on bathymetry maps)

U.A.E. or UAE United Arab Emirates
U.K. or UK United Kingdom
U.S. or US United States

Appendix C: Conversions

You can use the following table to convert the units found in the World Atlas maps and graphs.

Unit	English
acre	4,840 sq yards
barrel (oil, US)	42 gallons (US)
carat	.007 ounce avdp
degrees, C (Celcius)	(degrees, F - 32) / 1.8 water boils at 100 deg. C, freezes at 0 degrees C. water boils at 212 deg. F, freezes at 32 degrees F.
foot	0.333 yards
gallon (US)	4 quarts, liquid
hectare	2.47 acres 11,960 sq yards
hectoliter	26.42 gallons (US)
hundredweight	100 pounds, avdp
inch	0.0278 yards
kilogram	2.2 pounds, avdp
kilometer	0.621 miles
kilometer, square	247 acres, 0.386 sq miles
liter	1.06 quarts, liquid
meter	1.09 yards
meter, square	1.196 sq yards
meter, cubic	1.308 cu yards
mile (statute)	5,280 feet
mile, square	640 acres
pound, avdp	16 ounces, avdp
quart (US)	0.25 gallons (US)
ton, deadweight	2,240 pounds, avdp
ton, long	2,240 pounds, avdp
ton, metric	2,205 pounds, avdp
ton, register	100 cu feet
ton, short	2,000 pounds, avdp
yard	3 feet
yard, square	9 sq feet
yard, cubic	27 cu feet

Unit	Metric
acre	0.405 hectares
barrel (oil, US)	159 liters
carat	200 milligrams
degrees, F (Fahrenheit)	(degrees, C x 1.8) + 32 water boils at 100 deg. C, freezes at 0 degrees C. water boils at 212 deg. F, freezes at 32 degrees F.
foot	0.3048 meters
gallon (US)	3.79 liters
hectare	0.1 sq kilometer, 10,000 sq meters
hectoliter	100 liters
hundredweight	45.36 kilograms
inch	2.54 centimeters
kilogram	0.001 tons, metric
kilometer	1,000 meters

kilometer, square	100 hectares
liter	0.01 hectoliter
meter	100 centimeters
meter, square	1.196 sq yards
meter, cubic	1,000 liters
mile (statute)	1.61 kilometers
mile, square	259 hectares, 2.59 sq kilometers
pound, avdp	0.454 kilograms
quart (US)	0.946 liters
ton, deadweight	1.016 metric tons
ton, long	1.016 metric tons
ton, metric	1,000 kilograms
ton, register	2.83 cu meters
ton, short	0.907 metric tons
yard	0.914 meters
yard, square	0.836 sq meters
yard, cubic	0.765 cu meters

Appendix D: Using the Keyboard

Short-cut keys

Play Anthems	a
Anthem Library	ctrl+a
Backward	left arrow
Configuration options	alt,o,c
Copy map to a file	alt,e,t
Copy map to the Clipboard	alt,e,c or ctrl+ins
View currency conversions	alt,o,c,c
Edit currency conversions	alt,o,c,e
Display City Distances	alt,o,d,d
Set Distance Options	alt,o,d,o
Exit	alt,f,x or F3
Forward	right arrow
Display Flags	f
Flag Library	ctrl+f
Graph selection box	alts,g
Help options	alt,h or F1
Index map selection box	ctrl+z
Information display	i
Information options	ctrl+i
Speak Map Labels	k
Audio Library	ctrl+k
Locator Globe	alt,o,l
Map Layer box	alt,o,m
Map Marker display	alt,o,m,d
Map Marker selection box	alt,o,m,a
Map Trails selection box	ctrl+right arrow or ctrl+left arrow
Display Notepad	alt,o,n,d
Set Notepad Options	alt,o,n,o
Play Country Phrases	alt,o,p,d
Phrases Library	alt,o,p,l
Display Country Pictures	p
Picture Library	ctrl+p
Print options	alt,f,p
Printer setup	alt,f,s
Satellite	ctrl+s
Search command	alt,e,s
Slide show	alt,o,s
Statmap selection box	alt,s,s
Display City Time	alt,o,t,d
Set Time Options	alt,o,t,o
Topomap display	o
Topomap selection box	ctrl+o
Play Videos	v
Video Library	ctrl+v
Zoom in	n or +
Set Zoom in region	ctrl+n
Zoom out	z or -

Appendix E: Editing Commands

- Copy** Places a copy of the text on the Clipboard, leaving the original information unchanged.
- Paste** Copies text from the Clipboard to the active window, inserting it at the Windows cursor.
- Select all** Highlights all the text in the active window.

Copying and Pasting

Copying and pasting is a technique for moving contents from one place to another in the Windows environment. You can move contents between World Atlas for Windows and other Windows applications. The information moves through the Clipboard, a temporary storage space that understands information from all Windows programs. See your *Windows User's Guide* for further information.

Exploring the World: A Tutorial

The Journey Begins

When you first start World Atlas, the World index map appears.

The World index map has labels identifying a number of different regions of the world. You can get a closer look at any region just by clicking on its label.

- Point to the **Europe** label and a box appears around it. Click once on the Europe label to view the regional map of Europe.

The map of the entire European continent appears. This map shows the locations of all the individual countries of Europe.

The country of Italy is located in the lower center of the map. Let's take a closer look.

- Point to the country name of **Italy**.

When you point to a country label, a box appears around it, just as with the region labels. The full name of the country also appears at the lower right corner of the screen.

- Click on **Italy** to view the country map of Italy.

The map of Italy appears, with the Italian flag rising in the World Atlas Flags box on top of it. If you have the appropriate hardware, you will also hear the national anthem of Italy. The Flag and Anthem action buttons will be depressed, showing that these options are on.

- Click the Flag button, and the Anthem button if you have a sound board, to turn off these options for the rest of the tutorial.

Geographical reference points, such as cities and rivers, are included. Portions of neighboring countries are also visible, but in a different color. When you are at the country map level, you can move to an adjacent country by clicking on the name of that country. We'll journey to one of Italy's neighbors now -- the country of France.

- Click on **France**. The France label is in green letters at the top left of the Italy map.

The map of France appears, along with its bordering countries. If you wanted to, you could move around the world this way, clicking from one country to its neighbor. However, it could take awhile -- especially if you wanted to go from France to Australia. Fortunately, World Atlas provides a function that makes it easy for you to jump from one country to any other -- the **Zoom Out** button.

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Globe Trotting

The option buttons on the left edge of the display offer powerful tools for working with the World Atlas. The top button is the **Zoom Out** button. Using the Zoom Out button you can jump between any two countries.



Zoom Out button

- Double-click on the **Zoom Out** button.

The Index Map Selections box appears. Within the box is a list of countries. You can choose to visit any of them.

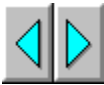
- To select Australia, first click on the Map Name box. Then type **au** in the Map Name box. Now click on the **Find** button.

The **Australia** selection appears in the list with a check next to it. You can also scroll through the list to find a country.

- To view the map, click on the **View** button.

You are instantly transported to the other side of the world. The map of Australia offers the same index map features as the ones you have already viewed.

After you explore Australia, the trip back to France is even easier. World Atlas keeps track of where you have been. You can trace your steps with a single click using the **Back** button, located just under the Zoom Out button.



Map Trails Back/Forward buttons

- Click on the **Back** button.

Welcome back to France. Now let's stay awhile and experiment with other World Atlas features.

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Going the Distance

The Distance Finder

Your quick jaunt from France to Australia took you a long way with just a few mouse clicks. But exactly how far? The Distance Finder feature can automatically display the distance between any two cities printed in red on the map. You can display the distance in either miles or kilometers.

It's easy to find the distance between cities, like Paris, France and Sydney, Australia.

- Choose **Display** from the **Distance** sub-menu of the **Options** menu.
- Click on the city name of Paris, France, to display the Paris city map. This is the source city.

A label appears at the bottom of the screen displaying the distance from Paris.

- Double click the **Back** arrow. From the Map Trails list, select Australia, then click **View**.
- Click on the city name of **Sydney**, Australia. This will be the **destination** city.

The label at the bottom displays the distance from Paris to Sydney. If you select another destination city, the distance from the previous destination city is displayed.

- Click on the city name of **Perth**, Australia. This is the new **destination** city.

The distance from Sydney to Perth is automatically displayed. You can continue to select source and destination cities and display the various distances.

You can also choose to have all distances measured from one source city.

- Choose **Settings** from the **Distance** sub-menu of the **Options** menu. The Distance Finder Options box appears.
- Click on the **Source city option** check box to select it.
- To select Melbourne, first click on the **City name** box. Then type **me** in the box. Now click on the **Find** button.

The **Melbourne** selection appears in the list with a check next to it. You can also scroll through the list to find a city.

- Choose **OK**.

All cities on the world map become destination cities.

- Click on the **Back** button to return to France.
- Click on the city of **Strasbourg**.

The distance from Melbourne to Strasbourg is displayed.

- Finally, choose **Display** again from the **Distance** sub-menu of the **Options** menu to toggle it off. The Distance Finder remains active until you turn it off.

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Times Are Changing

The Time and Date Function

A unit of measurement just as important as distance is **time**. The time difference between various places is vitally important to trade, communication, and travel. World Atlas can display the local time and date for most of the key cities throughout the world -- and compensate for daylight savings time too.

For this example, plot a course to Canada.

- Double-click on the **Zoom Out** button. Select **Canada** from the list. You will have to scroll through the list to find it. Then click on **View**.

Canada spans the North American continent. The major city farthest east is Halifax.

- Choose **Display** from the **Time** sub-menu of the **Options** menu.
- Click on the city name of **Halifax** to display the local time and date there.

The local time and date in Halifax are displayed in a box at the lower left of the screen. What is the time there?

- Now, click on **Vancouver**, on the west coast of Canada.

Notice that the time is four hours earlier than in Halifax.

- Click on the cities in between, such as Winnipeg and Toronto. The time changes for each. Time and Date remains active until you turn it off.

- Choose **Display** again from the **Time** sub-menu of the **Options** menu to toggle it off.
- Double-click on the **Back** arrow. Select **France** from the map list. Then click on **View**.

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Just the Facts

The Information Window

One of the most valuable features of World Atlas is the ability to display information about the places you visit. With a single click you can display information about any country.

- To display information about France, click on the **Info** button.



Information button

The Information window appears, displaying geographic information about France. The detailed text includes land area, territorial disputes, natural resources, and much more.

There are many other information topics that you can display. The Information window has its own set of menus. One of the menus is **Category**.

- Click on the **Category** menu option. A list of other information categories appears.
- Click on a category and the information instantly appears in the Information window.

You can continue to review information by choosing additional categories or by simply scrolling through the Information window. The categories appear one after another when you are scrolling.

- Click on the **Info** button to toggle it off.

The window disappears from view. You can bring the Information window back at any time with another click on the Information button. The Information window will always contain information about the current map or graph being displayed.

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City of Lights

The City Information Window

Information about any city printed in red is also available. One of those happens to be Paris, France.

- Click on the **Paris** label.

City information about Paris appears in a new window. Information includes the population, latitude, longitude, temperature, and precipitation.

When you finish absorbing the information about Paris and France, you can *hide* the information windows.

- From the City Information **File** menu, choose **Close**.

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Collecting Information

Using the Note Pad

A Notepad allows you to attach your own personal thoughts, ideas, and memos to a specific map. For example, you may find that the geographical information about Paris could be useful for a certain project -- make a note of it. Or you might want to review the crime data for France in detail -- jot it down. You can also write a reminder note telling you which information topics you have already reviewed. The applications for the Notepad are endless.

A typical application is to copy text from the Information window to a Notepad. World Atlas uses the Windows Clipboard to transfer the text.

- Click on the **Info** button to display the information about France.
- Click and drag the mouse to highlight a portion of text.
- From the **Edit** menu of the Information window, choose **Copy**.

The information is now in the Clipboard, waiting for you to transfer it to a Notepad.

- Choose **Display** from the **Notepad** sub-menu of the **Options** menu. A blank Notepad appears.
- From the **Edit** menu of the Notepad window, choose **Paste**.

The text you selected appears in the window. You could just as well have transferred the text to or from other Windows applications.

When you move to another map, the information in the Notepad is automatically saved for you. The next time you display France, this text is just a Notepad click away.

A Notepad is displayed until you close it or turn it off.

- From the **File** menu of the Notepad window, choose **Save**.
- Choose **Display** again from the **Notepad** sub-menu of the **Options** menu to toggle it off.
- Click on the **Info** button to toggle it off.

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The Earth Isn't Flat

Using Topographic Maps

So far you've explored the world by viewing the index maps. These maps provide a two-dimensional view of the world. Another way to look at our planet is with topographic maps (Topomaps). World Atlas Topomaps are available for the world view and each of the regions. Topomaps add a third dimension, providing a view of elevations, from mountain heights to ocean depths, from flat plains to barren deserts.

- To display the current Topomap, click on the **Topomap** button.



TopoMap button

The Topomap for Europe appears. If you are viewing a country map when you click on **Topomap**, the Topomap for that region is used. A legend describes how to translate the colors of the map into elevations.

Topomaps work like index maps. You can move to neighboring Topomaps by clicking on the region labels. You can also jump to a specific Topomap.

- Double-click on the **Topomap** button.

The Topography Map Selections box appears.

- Select **Pacific Ocean** from the list. You will have to scroll through the list to find it. Then click on **View**.

The hilly and fertile terrain of Europe is replaced by a depth chart of the world's greatest ocean -- the Pacific. A topographic map for an ocean is also called a bathymetry map.

The ocean bottom is actually just as uneven as the surface of the land, as you can see by the depth shading. The depths range from the dark blue trenches (almost five miles deep) to the light blue of the coastal shallows. The ocean depths have names just like countries.

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Searching for Abeche

Let's move on. The town of **Abeche** is supposed to be a nice place this time of year. But where is it located?

If you know the name of a place, but aren't sure where it is, you can use the World Atlas **Search** function. Using Search, you can also randomly tour the Atlas, choosing places that sound intriguing.

- Click on the **Search** menu. The menu bar is located at the top of the screen.

The Search Selections box appears. You can either choose a name from the list or enter the first few letters of a name to find it.

- Scroll through the list to find the label **Abeche**. Click on the label. A check mark appears next to it.
- Click on the **View** button to see where Abeche is located.

A map of Chad appears. Abeche is located in the middle of Chad. If you are not sure where Chad is located, you can zoom out to a map of the region.

- Click on the **Zoom Out** button.

The map of Northern Africa appears. Chad is located in the heart of Northern Africa.

- Click on the **Back** button to return to Chad.

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Countries by the Numbers

Using Statistical Maps

At this point you might like to view some statistics about Northern Africa. Let's view the literacy rates of countries in Northern Africa.

- Select **Statistical Maps...** from the **Statistics Menu**. The Statistical Map Selections box appears.
- To display the region list, click on the arrow to the right of the Region box. A list of regions appears. Northern Africa is already selected.
- From the Category list, select **Education**.

A list of topics relating to education appears.

- From the Topics list, select **Literacy Rate, Total**.
- Finally, click on **View** to display the Statmap.

A statistical map of Northern Africa appears. The legend in the top right corner identifies the literacy rates represented by each color. The rates in Northern Africa are low, averaging between 18 and 66 percent.

To see the exact literacy rate of any country, pass the mouse over the country's center. The literacy rate appears in a popup in a corner of your screen.

There are several types of Statmaps. World Atlas picks the type of map depending on the type of topic you choose. Shaded maps, like the one you just created, are used for comparative data such as rates and percentages.

You can create a bar map simply by changing the topic. The region and category can remain the same.

- Select **Statistical Maps...** from the **Statistics Menu**.
- From the Topics list, select **Daily Newspapers**.
- Click on **View** to display the revised Statmap.

The numbers of daily newspapers are displayed as different sized squares.

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Creating Graphs

When you viewed the Statmap of literacy, you could see that the literacy rates of Northern Africa are quite low. You might want to see which specific **countries** have the lowest literacy rates in the world. A graph can be created to show just that.

- Select **Graphs...** from the **Statistics Menu**.

World Atlas gives you the option of choosing specific countries to include in the graph, or graphing all the countries in World Atlas. You can also choose to have World Atlas automatically select the top or bottom fifteen countries for the value you are graphing.

- From the Selection list, select **Bottom 15**.
- From the Category list, select **Education**.
- From the Topics list, select **Literacy Rate, Total**.
- Click on **View** to display the graph.

In this case, you are viewing the fifteen countries with the lowest literacy rates in the world. Several of the Northern African nations are represented in this list.

You can generate graphs to represent a wide variety of topics and countries.

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You Should Be In Pictures


Pictures

Up to now, we've looked at place in the world with maps, graphs, charts and data. These are very informative, and give us the background and facts about a place. But to really get a feel for a place you need to experience it. World Atlas lets you do that in a number of ways. We'll start by looking at pictures. Let's take a look at Canada.

- First we'll display the index map of Canada. Double-click on the Zoom Out button to bring up the Index Map Selections box. Select Canada to view the map of Canada
- Now click on the Picture Button



Picture button

World Atlas displays a beautiful view of Banff National Park. Click on the Forward button  to see more pictures of Banff, and other sights of Canada. To see a list of all the pictures World Atlas has of scenes in Canada, click the Find button



. Click on Centrepoint Tower for a more urban view of Canada.

World Atlas will continue to display the pictures for each country you visit until you turn off the picture feature. Click on the label for the United States. The Picture box now shows Big Bend Nat'l park in Texas, the first of the pictures for the U.S. Click on the Picture button to turn of this feature.

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Video Games

Videos

In addition to still pictures, World Atlas gives you videos for many locations. Videos take you through many cities in World Atlas. Videos are of collections of clips, and each clip shows you a different feature of the city. Let's take a look at the ancient city of Cairo.


We could turn on the video feature and then move to the map of Cairo. But this time we'll use the Library feature.


- Double-click on the Video Button





Video button

The Video Library box appears on screen. Click on Cairo in the Locations list. The video for Cairo will begin to play. The buttons under the video are used to control the display.

The Fast Forward Button  moves to the next clip, and Rewind Button

 moves to the previous clip.

The Stop Button  stops the video, and resets to the beginning of the current clip.

The Pause Button  stops the video and the current location.

The Play button  starts or restarts playback.

When you are done viewing the videos, click on the Done button at the bottom of the box.

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Printing

As you work with World Atlas, you may want to print your maps, graphs, and text information. The following steps assume you have a printer ready to go. For further information on using a printer, see **Error! Reference source not found., your Windows User's Guide**, and your printer manual.

World Atlas can only print information about the map or graph that is being displayed. Double-click the Zoom Out button, and select Afghanistan; then click **View**.

- From the **File** menu, choose **Print**. The Print Options box appears.

The list of Print Selections appears.

- Select **Geography** from the list.
- Click on **Print**. The geographical information for Afghanistan will print on the current printer.
- To print the map of Afghanistan, or to print a Statmap or graph, select **Current Image** from the list while the desired map, Statmap or graph is displayed. Click on **Print**.

The Journey Continues

This short tour of World Atlas exposed you to several of the major features and functions. However, you only received a brief glimpse of the thousands of maps, graphs, and volumes of text waiting for you to explore on your own.

The world is just a click away.