

Welcome to The Simon & Schuster New Millennium Reference Series



Welcome to The Simon & Schuster New Millennium Reference Series with 25,000 informative articles and 13,000 photographs.

**Technical Support**

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Contact the following for technical support:

Phone: 303-739-4020

e-mail: [support@ssi.teksupport.com](mailto:support@ssi.teksupport.com)

Versabook Help File - Simon & Schuster  
Written by Michael Sedley; edited by Bruce Brill  
Compiled on 28 December, 1998.

## Main Menu

Click a Main Menu feature for an explanation:



**Browse**

This opens the Research Center with the Book tab chosen.

**Search**

This opens the Research Center with the Search tab chosen

**Infocenter**

This opens the Infocenter on the Web.

**Note** - you must be able to connect to the Internet.

**Guided Tour**

This opens the Guided Tour, explaining many of the features of **The Simon & Schuster New Millennium Reference Series**.



**Bookstore**

This opens the Versabook Internet Bookstore.

**Note** - you must be able to connect to the Internet.

**Media**

This opens the Research Center with the Media tab chosen.

The View pane displays an icon of each media category available.

Click a media icon to display a list for all the media items of that type.

**Binder**

This opens the Research Center with the Binder tab chosen.

**Wizard's Library**

This opens the Versabook Graphical library

The Library can be used to organize your books or purchase new books.

**Pop up Library**

This opens the Versabook Standard library

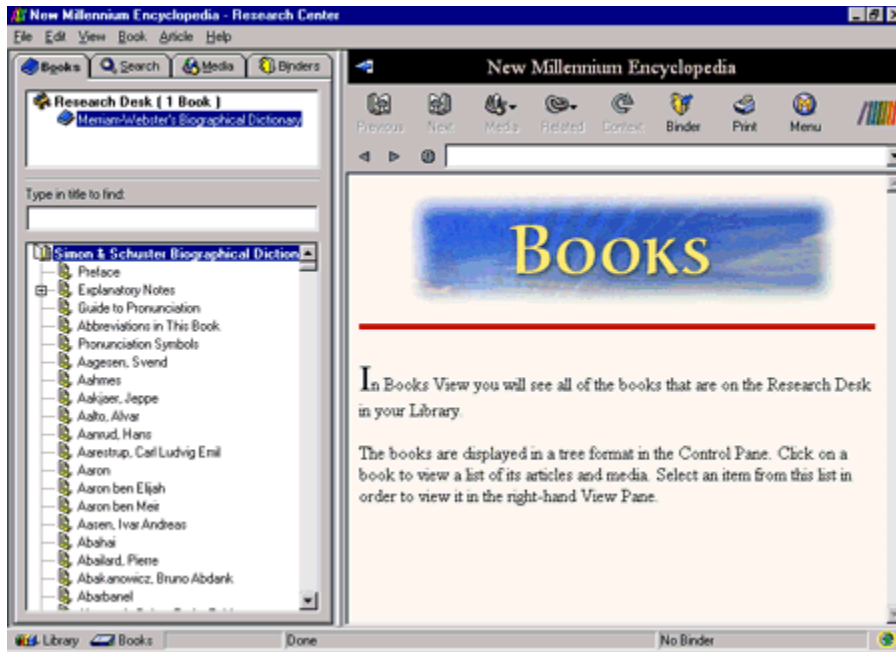
The Library can be used to organize your books or purchase new books.

**Users Manual**

Opens the Users manual which shows you how to use reference library features.

## The Research Center

Click a feature for an explanation



**Menu Bar**

Click a Menu Item or press ALT and the underlined letter to get a drop-down menu.



**Close button**

Click here to close Versabook.

**Maximize Button**

[Click here to view Versabook on a full screen.](#)

**Minimize button**

Click here to minimize Versabook.

When minimized, Versabook is represented by a taskbar button at the bottom of the screen.

**Title Bar**

The window can be moved by clicking and dragging here.  
Double click here to change from a full-screen view to frames.

**Books**

[Click here to view a list of all the books in the Research Desk.](#)

### **Research Desk Books**

A list of books in the Research Desk is displayed here.  
Click a book to display its contents below.

**Title Search**

Type the first few letters of the desired article here.

**Browser List**

The main **Control Pane** feature, listing the contents of books or binders; or a list of media items or search results.  
Click an item to open it.



## **Library**

Click here to open the Versabook Library.

The default library (Graphical or Standard) can be changed by selecting **Options** in the **View** menu.

**Books**

[Click here to open the List of Books dialog box.](#)

**Toolbar**

A graphical bar at the top of the screen with buttons that perform many of the commonly used features of Versabook

**Book Title bar**

The title of the book is displayed here.

Double click here to view the article full screen.

**Previous History Item**

[Click here to view the previous item in the History list.](#)

The History list contains all the items viewed during this session.

**Next History Item**


Click here to view the next item in the History list.

The History list contains all items viewed during this session.

This button is enabled only if the current item is not the last item on the History list.

**Title of the Item**

The title of the current item is written here.

An earlier item from the history list can be selected by clicking .

**Scroll bar**

The current item can be scrolled up or down by clicking and dragging the moveable button in this bar.



**Binder**

The name of the current Binder is displayed here.

**Search**

[Click here to set and run a search.](#)

**Media**

[Click here to search for a media item e.g. photo, video or animation.](#)

**Binder**

[Click here to create and manage binders and their contents.](#)

**View Pane**

The current item is displayed here.

**Stop Icon**

Click here to stop an internet search in progress.

### Internet Connection

Indicates whether there is an active Internet connection.



- Connected to the Internet (by modem or permanent connection)



- The modem is not currently connected to the Internet



- Cannot connect to the Internet. (as set in the **Internet** tab on the **Options** dialog box)

Click the icon to connect or disconnect the modem from the Internet.

