

TIME Almanac 1990s

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System Requirements

To get the best overall performance while running the TIME Almanac 1990s, you need a Multimedia PC (MPC) or equivalent computer which meets the following minimum system requirements:

- 486SX microprocessor or higher
- 4 MB of RAM
- 1.5 MB of hard disk space
- MPC compliant Double Spin CD-ROM drive
- Microsoft CD-ROM extensions (MSCDEX) version 2.2 or later
- Video card capable of displaying at least 256 simultaneous colors.
- Windows compatible audio board
- Headphones or speakers attached to the audio board (not the CD-ROM drive)

See Also:

[Memory Requirements and Hints](#)
[CD-ROM Drive Requirements and Hints](#)
[Screen Modes and Video Cards](#)
[Video Playback Hints](#)
[Sound Board Problems and Hints](#)
[User Support](#)

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Sound Board Problems and Hints

Problem: No Sound

- This program makes use of special audio compression routines that are included with Microsoft Video for Windows 1.1. Try re-installing Video for Windows 1.1 or greater.
- Other applications that play sounds may interrupt audio in the TIME Almanac 1990s because your computer cannot play two sounds at the same time. Typically, this is a temporary problem and will correct itself once all applications have been shut down.
- If you are running a screen saver that contains audio, you may need to de-activate the screen saver's sound in order to play audio in the TIME Almanac 1990s.
- Make sure your sound board is MPC compatible.
- Your speakers must be connected to your sound board and not your CD-ROM player. The TIME Almanac 1990s does not run with the PC's internal speaker driver, nor does it route sound through the CD-ROM player.
- Make sure that you have properly installed the Windows device drivers that specifically came with your sound board. If you are not sure if your sound board is properly installed, review your sound card documentation. If you are not sure if you have the latest Windows device drivers, contact your sound board's manufacturer.
- Adjust the audio card volume control to the mid-range position. Make sure the sound board's software settings are also set at an audible level. You may also have to adjust the volume control dial located on your speakers.

Problem: Sound Is Distorted or Choppy

- If you have lower quality speakers, you may experience some distortion. If you want to raise the volume but don't want to hear the distortion, one solution is to lower the audio card volume control and use an external amplifier.
- Make sure your speaker cables are moved away from the power supply. This will prevent background static and noise.
- Your software settings for your sound board may be causing distortion. The TIME Almanac 1990s uses "Wave" audio files. If your sound board's software option for "Wave file input" is set at its maximum, you may hear static and amplified distortion. To change your sound board settings and achieve maximum performance, read the documentation that came with your sound board.
- You may not have the latest audio device drivers for your sound board. Contact the manufacturer of your sound board to obtain the latest Windows device drivers.
- You must have an MPC compliant CD-ROM drive to ensure that the audio does not sound choppy. If you do not have an MPC compliant CD-ROM player, the TIME Almanac

1990s may experience long pauses when trying to access data off the disc. This may cause the audio to sound choppy and out of sync with the video.

- Please note that sound device drivers are not included in the TIME Almanac 1990s, nor does the program alter your sound board's device drivers in any way during installation. If you did not receive Windows device drivers for your sound card when you purchased that board, you must obtain the device drivers directly from the manufacturer.

See Also:

[System Requirements](#)

[Video Playback Hints](#)

[Screen Modes and Video Cards](#)

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Video Playback Hints

Problem: No Video Playback

The TIME Almanac 1990s uses Microsoft's Video for Windows 1.1 to play video clips in the program. If you do not have Video for Windows 1.1 already installed on your hard drive, the TIME Almanac 1990s will detect this and install it automatically.

If you cannot open any video files or are receiving error messages regarding playback, you should try re-installing Video for Windows directly from the TIME Almanac 1990s compact disc. To install Video for Windows directly from the disc:

1. Go into the File Manager and click on the letter of your CD-ROM drive.
2. Select the directory DISK1.
3. Once inside the DISK1 directory, double-click on the file "setup.exe." This will start the Video for Windows installation.
4. Follow the instructions that appear on your screen.

Problem: Video Frames Look Grainy

Since Video for Windows is designed to run in 256 colors or better, you should check to make sure your video card has at least 512 kilobytes of video RAM. If your card supports 256 colors, make sure you have installed the proper video device driver for your specific card.

Please note that video device drivers which support 256 colors are not included in the TIME Almanac 1990s. If you did not receive Windows device drivers for your specific video card when you purchased your computer or your separately installed video board, you must obtain the device drivers directly from the manufacturer.

Problem: Jerky Motion During Video Playback

You must have an MPC compliant CD-ROM player to play videos. If you do not have an MPC compliant CD-ROM player, the TIME Almanac 1990s may experience long pauses when trying to access data off the CD, and the videos may appear jerky and too slow.

If you are not sure if your CD-ROM drive is MPC compliant, copy a video from the TIME Almanac 1990s to your hard drive. Videos have the .AVI file extensions and are located in the \videos subdirectories (example: \videos\90s\russia.avi) on the compact disc. Once copied, use the Windows Media Player (mplayer.exe) to play the video off your hard drive. If the video plays smoothly off the hard drive, it is likely that your CD-ROM drive is not MPC compliant. You can also check the documentation that came with your drive, or contact the drive's manufacturer for more information.

See Also:

[System Requirements](#)

Screen Modes and Video Cards
Sound Board Problems and Hints
Playing Videos

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Screen Modes and Video Cards

The TIME Almanac 1990s is designed to run in 256 colors. To display 256 colors, you need a graphics card with at least 512 kilobytes of video RAM (i.e. VGA+, SVGA, 8514, TGA, XGA, etc.).

You must also have installed your specific video card's device driver, which allows Windows to display screens in 256 colors. To install this device driver, read your video card documentation and the Windows Set-Up documentation.

Please note that video device drivers which support 256 colors are not included in the TIME Almanac 1990s. If you did not receive Windows device drivers for your specific video card when you purchased your computer or your separately installed video board, you must obtain the device drivers directly from the manufacturer.

See Also:

[System Requirements](#)

[Video Playback Hints](#)

You need an MPC compliant Double-speed CD-ROM drive to run all TIME Almanac 1990s features optimally, especially videos. Specifically, your CD-ROM player must have a data transfer rate of 300 kilobytes per second or higher, a 390 ms (or better) data access rate (also called average seek time), and use less than 40% of your computer's CPU bandwidth.

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Introduction

Welcome to the TIME Almanac 1990s, an up-to-date multimedia news source for current events as reported in TIME magazine and illustrated with photographs, graphic charts, maps, TIME covers, and videos. With the attractive graphic interface, you gain access to:

- a Weekly Issues section containing the full text of TIME magazine, 1989 through May 2, 1994, and selected TIME covers and graphic charts augment with current events videos from CNN NEWSROOM (SM);
- a three-part Almanac of the United States and the world, with thousands of informative articles, graphic and text charts, and maps from the US Statistical Abstract, the Congressional Directory, and the CIA World Factbook;
- two photo features; "Russia: The Death of the Dream", a photo essay about the old and new Russia photographed by Margaret Bourke-White and Anthony Suau; and "Diversity: The New Face of America" about America's multicultural society in the 1990s; and
- NewsQuest, a challenging news quiz game with more than 2,000 questions and quotes from TIME magazine.

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CD-ROM Drive Requirements and Hints

MPC Compliance

You need an MPC compliant Double-speed CD-ROM drive to run all program features optimally, especially videos. If you do not have an MPC compliant CD player, the TIME Almanac 1990s may experience long pauses when trying to access data off the CD and the videos may appear jerky and too slow. If you are not sure if your CD-ROM drive is MPC compliant, check the documentation that came with your drive, or contact the drive's manufacturer.

Error Message -- "Cannot Find TIME Almanac 1990s"

If the TIME Almanac 1990s cannot find the data files it needs to start the program, it will display the message -- "Cannot find the TIME Almanac 1990s -- Insert Disc." To correct this problem, try the following:

1. Make sure the TIME Almanac 1990s compact disc is correctly inserted into the CD-ROM player.
2. Check to make sure your CD-ROM drive is plugged in, connected to your computer, and powered on.
3. Make sure the CD-ROM drive letter is active. To ensure the drive letter is active, use the File Manager and select the letter of your CD-ROM drive. If you cannot access the CD-ROM drive from the File Manager, try leaving Windows and rebooting your computer.

See Also:

[System Requirements](#)

[Video Playback Hints](#)

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Memory Requirements and Hints

In general, every time you open a window or application under Windows, it is placed in your system's memory or in a temporary Windows swap file on your hard drive. The windows and/or applications reside in their assigned memory location until you close them.

The TIME Almanac 1990s requires approximately 4 MB of RAM to function properly and run smoothly. If you are experiencing some slowness when opening windows in the program or receive an "Out of Memory" error message, you may be experiencing a low memory situation. The following hints may help you avoid running out of system memory:

- Check to ensure that you have at least 4 MB of RAM on your system. To check your system's memory using DOS 5.0, exit Windows and go to DOS. At the DOS prompt, type MEM and press [ENTER]. If you do not have 4 MB of high memory, you will not be able to open many windows in the program, although it will run. The only solution to low memory (less than 4 MB) problems is to close windows whenever possible or to add more memory to your computer.
- If you are running Windows in standard mode, try switching to 386 enhanced mode. This will optimize the Windows environment for best overall performance on a 386 computer. Review your Windows documentation or read the Windows Control Panel help screens for information about 386 enhanced mode.
- If you are already running Windows in "enhanced mode," try creating a permanent Windows swap file on your hard drive. Windows usually creates a temporary swap file, but if your hard disk is full or fragmented, this file may be unavailable. The size of the permanent swap file should be more than 2 MB. Review your Windows documentation or read the Windows Control Panel help screens for instructions about changing your swap files.
- Defragment your hard drive. If you cannot run Windows in enhanced mode, or if you cannot create a permanent swap file, try defragmenting ("cleaning up") your hard drive. This will ensure that Windows has access to its temporary swap file. Disk defragmentation utilities, such as Norton SpeedDisk, are available from most software resellers.
- Close some windows! If you have many windows open in the TIME Almanac 1990s, and/or you have other applications running, you may have exceeded your memory limitations and should close down some windows, or exit other programs which may be running.

See Also:

[System Requirements](#)

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User Support

If you have any questions about the TIME Almanac 1990s that are not answered in the Quick Start Guide or these Help files, you may call us Monday through Friday during the hours of 10 AM to 4 PM Eastern Standard Time at 202-244-4770 to get help from our technical department. To better assist you, we ask that you call while at your computer.

Also, please read the COMPACT PUBLISHING, INC. PRODUCT LICENSE AND WARRANTY for procedures for returning a disc you believe may be defective. Please do not return any disc until you have spoken with a technical support representative. We can usually solve the problem.

In order to receive user support, you **MUST** be a registered user. Be sure to mail the user registration card as soon as you open the package!

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The Menu Screen

The Menu Screen is the second screen that appears when you open the TIME Almanac 1990s. Each of the content sections of the TIME Almanac is accessible by clicking on its corresponding graphic button on the Menu Screen. You may always return to this screen by clicking on MENU on the Toolbar.

See Also:

[Accessing the Contents of the TIME Almanac 1990s Graphical Menus](#)

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Accessing the Contents of TIME Almanac 1990s

The MENU button on your toolbar at the bottom of your screen allows you access to any section of the contents by returning you to the Menu Screen. When you click on a graphic button for any of the TIME Weekly Issues or Almanac sections, a graphical menu opens. When you click on The New Face of America or The New Russia: The Death of the Dream, a photo essay plays.

On each graphical menu there are hotspots that allow you to view several types of content. From each Weekly Issue menu you can view articles from TIME, photos, and videos. From each Almanac menu you can select charts, maps, and articles about the US government, each of the 50 states, and the world.

See Also:

[The Toolbar](#)

[Graphical Menus](#)

[List Menus](#)

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Graphical Menus

Graphical menus are screens that present a series of pictorial hotspots. You can select information for viewing by clicking on the hotspots. An example of a graphical menu is the TIME Almanac's Weekly Issues 1990 Screen.

Using the mouse, move the arrow-shaped cursor to the button or hotspot you want to select. When the arrow changes to a hand-shaped cursor, that entry can be selected by clicking the left mouse button.

See Also:

[Accessing the Contents](#) of the TIME Almanac 1990s

[List Menus](#)

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List menus

List menus display entries in a hierarchical list.

To manipulate a list menu with the keyboard, use the [Up/Down] arrow keys to move one entry at a time. Or press the [PgUp/PgDn] keys to go to the next or previous page. A colored bar on an entry indicates that the entry can be opened by pressing [ENTER].

When using the mouse, move the cursor to the entry you want to select, and click once with the left mouse button to open it. To scroll the list with the mouse, click on the scroll bar marker and drag down to find the entry you want to select, then click on that entry.

List menu entries include icons that indicate whether the entry is an article, video, photograph, chart, map, cover, or photo essay. If an entry has a closed book icon , selecting that entry will open a nested list of additional entries. For example, in the Weekly Issues: 1990, each entry includes either a page icon (representing an article) or a closed book icon (representing a group of articles). Clicking on the page icon displays the selected article. Clicking on the closed book icon opens the book and displays its enclosed articles. Notice that the book icon now appears open

. To close the book icon, select the issue title again.

See Also:

[Accessing the Contents](#) of the TIME Almanac 1990s
[Graphical Menus](#)

Search [S]

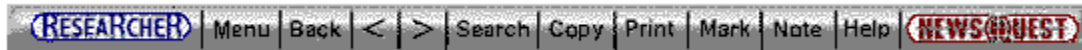
Look for specific articles and graphics that contain words entered in the search dialog box.

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The Toolbar

The Toolbar appears at the bottom of the screen. It provides easy mouse access to all the content areas as well as navigation and utility functions. To select a toolbar button, click on it once with the left mouse button.



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The Toolbar

The Toolbar appears at the bottom of the screen. It provides easy mouse access to all the content areas as well as navigation and utility functions. To select a toolbar button, click on it once with the left mouse button.

Researcher

View a record of your travel through the contents and to view all the graphic elements of the TIME Almanac 1990s database. A list of each menu and file that you already opened in the Almanac is displayed. Any articles, videos, photos, and menus that you marked or made notes about are marked with icons on the list. By clicking on an item in the list, you may return to that item. Search strings are also saved in the Researcher. By clicking on a search string, you can retrieve your results list of that string. The graphical buttons on the Researcher screen allow access to list menus for all the charts, photos, maps, covers, and videos.

Menu [U]

Return to the Main Menu Screen to select an Almanac topic.

Back [Esc]

Move back to the previous window.

Previous [<] [left arrow key]

Move to the previous item on a list menu. If you select an article from a list and wish to page back to the article that precedes it on the list, click on [<]. [<] also allows you to move to the previous graphical menu. If you are on the first item in a list or at the Menu Screen, [<] will not be active.

Next [>] [right arrow key]

Move to the next item on a list menu. If you select an article from a list and wish to page forward to the article that follows it on the list, click on [>]. [>] also allows you to move to the next graphical menu. If you are on the last item in a list, [>] will not be active.

Search [S]

Look for specific articles and graphics that contain words that you enter in the Search window. Click on SEARCH to open a window and enter up to nine words on the search line. When you click the OK button, Search finds the files that contain all of the words that you entered. The TIME Almanac has two types of search, Easy and Advanced.

Print [P]

Print an article, selected text from an article, or a graphic, and change your printer settings. Click on PRINT to open a dialog box that gives you options for printing. All

articles that you print will include a copyright notice which you must include in any further use of the material.

Copy [C]

Copy text or graphics to the Windows clipboard. Click on COPY to copy an entire article or a graphic that you are viewing to the clipboard. You can select a portion of text by holding down the left mouse button and dragging the mouse across the text to highlight it. Then click on COPY to place that text on the clipboard.

Mark [M]

Mark articles or graphics for future reference so that you can return to them later, view them again, or print them. You may also mark graphical menus. The Researcher shows all currently marked items.

Note [N]

Make notes about articles and graphics. If you wish to record any information about an article or graphic, click on NOTE to open a dialog box that allows you to create a note, paste highlighted text from an article, or copy the note to the clipboard.

Help [F1]

Get help or information about the Almanac. Click on HELP to open a window with information that helps you learn to use the Almanac.

NewsQuest

Play a newsroom quiz game with more than 2,000 questions and quotes taken from TIME Magazine. The goal of the game is to successfully fill in three quotes from TIME by the end of your day as a magazine researcher.

See Also:

[Slide Show](#)

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NewsQuest

To play a newsroom quiz game with more than 2,000 questions and quotes taken from TIME Magazine, click on the NewsQuest button on the toolbar. The goal of the game is to successfully fill in quotes from TIME by the end of your day as a magazine researcher. While playing the game, you may search the Almanac for help with the questions.

For more help with the NewsQuest game, select the Help button after starting the game.

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Researcher

To view a record of your travel through the contents and view any graphic element in the TIME Almanac 1990s database, click on the Researcher button on the toolbar. A list of each menu and file that you already opened in the Almanac is displayed on the Researcher screen. Any articles, videos, photos, and menus that you marked or made notes about are marked with icons on the list. By clicking on an item in the list, you may return to that item.

The Researcher also saves your search strings. By clicking on the search string, you can view again the results list of that particular search.

Clicking on the graphic icons allows access to list menus of all the videos, graphic charts, maps, photos, and covers. Click on the title on the list menu to view any graphic element.

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Mark

The Mark function helps you mark menus, articles, or graphics that you wish to view again later. Any items that you have previously marked are listed in the Mark dialog box. You can also delete items from the marked list.

See Also:

[The Toolbar](#)

[Adding Marks](#)

[Deleting Marks](#)

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Mark

The Mark function helps you mark menus, articles, or graphics that you wish to view again later. Any items that you have previously marked are listed in the Mark dialog box. You can also delete items from the marked list.

See Also:

[The Toolbar](#)

[Adding Marks](#)

[Deleting Marks](#)

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Adding Marks

To mark a menu, article, or graphic, click on the MARK button on the Toolbar when you are viewing the item. When the Mark dialog box opens, the title of the item appears in the list box. Click on OK to mark the item. This adds the title to the list of marked items and inserts a ribbon icon beside the article header and on the Researcher list.

See Also:

Mark

Deleting Marks

All videos, photos, charts, and covers are referred to as graphics. Videos cannot be printed or cut to the clipboard.

All text entries, including TIME articles and Almanac statistical charts are referred to as articles.

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Previous [<] [left arrow key]

To move to the previous item on a list menu, click on the [<] on the toolbar. If you select an article from a list and wish to page back to the article that precedes it on the list, click on [<]. [<] also allows you to move to the previous decade graphical menu or the previous hotspot on the decade menu. If you are on the first item in a list or on the Menu Screen, [<] will not be active.

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Next [>] [right arrow key]

To move to the next item on a list menu, click on [>] on the toolbar. If you select an article from a list and wish to page forward to the article that follows it on the list, click on [>]. [>] also allows you to move to the next decade graphical menu or the next hotspot on the decade menu. If you are on the last item in a list, [>] will not be active.

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Back [Esc]

To move back to the previous window, click on Back on the toolbar.

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Deleting Marks

To delete a mark from a menu, article, or graphic, click on the MARK button on the Toolbar. When the Mark dialog box opens, use the arrow keys to highlight the title of the item and click on the Delete button. This removes the title from the list of marked items and removes the Mark icon from the item and from the Researcher list.

See Also:

Mark

Adding Marks

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Printing Articles and Graphics

Any article or graphic may be printed directly from TIME Almanac 1990s by clicking on the PRINT button on the Toolbar. If your printer cannot print graphics, the Print command is disabled when the active window contains a photo, cover, or chart.

All articles will be printed with the appropriate copyright notice for TIME Magazine or the Compact ALMANAC which must be included in any further use of the material. If you neglect to include copyright notices, you could be guilty of plagiarism or copyright violation.

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Find

The Find dialog allows you to search for specific words within an article. (If you want to search for specific words within all articles, use the SEARCH function instead.) The search can be case sensitive or insensitive and can be limited to whole words.

To display the Find dialog while viewing an article, press the F3 button. Type the word you would like to find in the "Find What" box. Select the FIND NEXT button to find the first occurrence of that word in the open article. Continue selecting FIND NEXT to advance through all occurrences of your search word in that article. Select CANCEL to escape from the Find function.

See Also:

[Using Search](#)

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Note

The NOTE button on the Toolbar allows you to create notes to accompany articles. This feature is helpful if you wan to record any references to other articles or graphics or copy a bibliographical reference, or save a quotation.

Articles that contain a note display a paper clip to the left of the article's header when the article is displayed or next to the article's title on a list menu.

See Also:

[Researcher](#)

[Adding Notes](#)

[Deleting Notes](#)

[Viewing Notes](#)

[Copying Notes](#)

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Note

The NOTE button on the Toolbar allows you to create notes to accompany articles, graphics, or menus. This feature is helpful if you want to record any references to other articles or graphics or copy a bibliographical reference, or save a quotation.

Items that contain a note display a paper clip to the left of the article's header when the article is displayed or next to the article's title on a list menu.

See Also:

[Researcher](#)

[Adding Notes](#)

[Deleting Notes](#)

[Viewing Notes](#)

[Copying Notes](#)

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Adding Notes

1. Click the NOTE button on the Toolbar.
2. In the Note dialog box, type your note. Use [BACKSPACE] to correct any mistakes.
3. When you have finished typing your note, select the Save button.

See Also:

Note

Viewing Notes

Copying Notes

Deleting Notes

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Viewing Notes

When you have annotated an [article](#), graphic, or menu, the paper clip icon will appear in the upper left hand corner.

To view your note

Open the article, and click the paper clip icon in the upper left hand corner.

See Also:

[Notes](#)

[Adding Notes](#)

[Deleting Notes](#)

[Copying Notes](#)

Header

Every article includes a header that indicates the title of the article and the section of TIME Almanac 1990s in which it is located. The header will always appear at the top of the article screen.

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Headers

Every article includes a header that indicates the title of the article and the section of the TIME Almanac 1990s in which it is located. The header will always appear at the top of the article screen.

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Copying Notes

You can copy a Note and paste text as a Note to another article.

1. Open the article that contains the note you want to copy.
2. Open the note by clicking on the paper clip icon to the left of the article's header.
3. Select the COPY button.
4. The note is now copied to the Windows Clipboard.
5. Press the CANCEL button to remove the Note dialog box from the screen.
6. Open the article to which you would like to add the note.
7. Click on the NOTE button on the Toolbar.
8. Select the PASTE button.
9. Select the SAVE button.

See Also:

Note

Viewing Notes

Adding Notes

Deleting Notes

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Deleting Notes

1. Open the item from which you would like to delete the Note.
2. Click on the NOTE button on the Toolbar.
3. Select the DELETE button in the Note dialog box.

See Also:

Notes

Adding Notes

Viewing Notes

Copying Notes

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Copy

The COPY button on the [Toolbar](#) allows you to copy contents of articles and graphics to the Windows [Clipboard](#).

To Copy Text

1. Select the section of the article to be copied by holding the left mouse button and dragging over the text.
2. Click on the COPY button on the Toolbar.
3. The text is copied to the Windows Clipboard.

To Copy Graphics

1. Open the chart, cover, map, or photo that you would like to copy to the Clipboard.
2. Click on the COPY button in the the Toolbar.
3. The graphic is copied to the Windows Clipboard.
4. Videos cannot be copied to the Clipboard.

See Also:

[The Toolbar](#)
[Slide Show](#)

Clipboard

The Clipboard stores articles and graphics that are copied from TIME Almanac 1990s. The copied information may then be pasted into other applications.

TIME Almanac 1990s

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Using Search

The Search feature is a tool to help you find specific articles and graphics. Instead of browsing through the TIME Almanac 1990s looking for them, you can enter specific words that describe the information for which you are looking. There are two ways to search the TIME Almanac. The Easy mode is a completely graphical search interface that allows you to find a word or combination of words contained in articles or graphics. It allows finds for adjacent proper names, such as John Kennedy or New York. The Advanced mode allows you to restrict your searches using connecting words to get more precise results.

Easy Search

1. Click on SEARCH on the Toolbar to open the Easy search dialog box.
2. Type your search words in the search word box. You may enter up to nine words separating each with a space.
3. After you have entered the search words you want, click on OK or press [ENTER].
4. If you are satisfied with the number of entries you have found, you can view an item by clicking on its title or using the [Up/Down] arrow keys to highlight the entry and pressing [ENTER]. Selecting a title takes you to the first occurrence in that entry of the first search word. The word appears highlighted. Use the Find function by pressing [F3] to find other occurrences of your search words within the entry.
5. Click on the SEARCH button.

Refining Your Easy Search

If your search results in a long list of entries, you may wish to use several Search features that help refine the results. Return to the Search Dialog by clicking on the Search Button.

1. After your first search results are posted, you may reduce the results by clicking on the Refine Search button then enter new words in the Search word box. Search looks for the new words and the previous search keywords and produces a list of files that contain both sets of words.

Example: Searching using the keyword "war" results in over a thousand entries. To search for additional keywords, within these articles, click on the Search button, click on the Refine Search box, then type in other keywords like "Germany". After clicking the OK button, a list of articles including the words "war" and "Germany" will be displayed.

2. Use the "Include" box to select types of files. You may limit your search to words found in articles, charts, video and photo captions, or covers. Click the graphic icon to select or deselect a file type. The green check mark indicates

that the file type is selected. A red X indicates that the file type is not included in the search.

3. Use the "Search for:" feature to search for proper names that appear next to each other. When you type two or more names into the search box, the People and Places button becomes available. Select People and Places your search will be limited to finding the exact phrase that you enter into the search word box.

Advanced Search

1. Click on SEARCH on the Toolbar to open the Easy search dialog box.
2. Click on the Advanced button to switch to the Advanced search dialog box.
3. The lower portion of the Advanced search dialog box, lists the rules for searching. You may limit your search by connecting several words. NOTE: You do NOT need to use quotation marks around your terms.

a. Connect search words with "and", "or", or "not."

Examples:

Type "nixon and watergate" to find all items in the database that contain both nixon and watergate.

Type "nixon or watergate" to find all items that contain either nixon or watergate.

Type "nixon and not watergate" to find all items that contain nixon but do not contain watergate.

b. Group connected words with parentheses to connect to another search word.

Example:

Type "(Bill or William) and Clinton" to find items that contain either Bill and Clinton or William and Clinton.

c. Limit searches to a media type by using "in" and the name of the media type; photo, video, chart, map, time (for TIME articles), and almanac (for almanac articles).

Example:

Type "election in video" to find videos with election in the caption.

Type "election in (video or photo)" to find videos or photos with election in the caption.

d. Search for adjacent names of people and places, by typing the names without connecting words. You may connect two adjacent proper names.

Example:

Type "Richard Nixon" to find items in which Richard and Nixon appear directly next to each other. This search will NOT find Richard Milhous Nixon. Type "Richard Milhous Nixon" to find all three names together. Type "Richard Nixon and Spiro Agnew" to find items containing both names.

4. Click on OK or press [Enter] to search for the complete string of connected

words.

5. After you view your search results, you may further refine your advanced search by returning to the Easy search box and selecting the Refine Search button, then enter new words in the Search word box. Search looks for the new words and the previous search keywords and produces a list of files that contain both sets of words.
6. Your most recent advanced search string is saved in the Researcher allowing you to retrieve it later and use it again.

See Also:

[Word List](#)

[Search Hints](#)

[Search Dialog](#)

[Find](#)

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See Also:

[Word List](#)

[Search Hints](#)

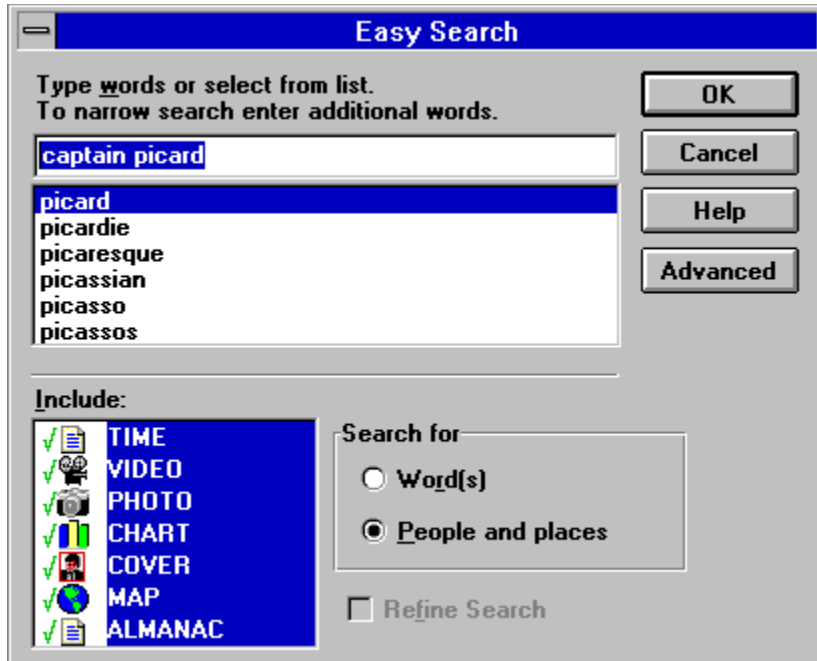
[Search Dialog](#)

[Find](#)

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The Search Dialog



Advanced Search

Allows a more precise search. [more](#)

Refine

Allows you to add additional keywords to your previous search. This option is available only if a previous search is still active.

Search for:

Allows you to search for people and place names.

Include

Allows you to limit your search to text or graphic types: TIME articles, Almanac articles, covers, photos, charts, maps, and videos.

Word List

A list of words that are indexed in the Almanac. You can use this list as a guide for spelling.

Word Box

Enter the search keywords. You can type up to nine words.

(up to 255 characters total)

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Search Hints

- The more search words you use, the more accurate your search results will be. Entering only one word in the Search word box can result in an unusually long list of items. Many may simply contain your search word but have little to do with your topic of interest.
- If the entries do not provide the information you are looking for, you can change the search words and repeat the process until you find what you want.
- If your search results in no entries, review those words not found and check them against the Word List.
- If the words you enter are too vague or general, Search may yield a much greater number of items than you want to look through. By clicking on Search again, then selecting the Refine Search option, you can search for additional words in articles that were found in the previous search. The scope of the search can be further reduced by unchecking items from the include section of the search dialog box.
- Using Advanced search produces the most precise results. Connecting words with "and," "or," or " and not" limits the number of items found in the search.

See Also:

[Using Search](#)

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The Word List

The Word List contains every word that occurs in the contents of the TIME Almanac 1990s. If you type a word, and you're not sure if the word is in the database or if you want to check its spelling, the Word List will automatically display the closest word that matches alphabetically .

1. To replace the word you typed with a word from the Word List, press [TAB] or click on the Word List box, then scroll through the list using the [Up/Down] or [PgUp/PgDn] arrows or the mouse. As you scroll through the Word List, the program automatically replaces the word you typed with the highlighted word.
2. When you are ready to make your selection, press [SHIFT]+[TAB] to return to the Search word line (or click there with the mouse).
3. At this point you can add more search words or select the OK button to begin your Search

See Also:

[Using Search](#)
[Search Hints](#)

(It does not include words from menus or unimportant words such as a/an, in, the, etc.)

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About Articles

To move around an article with the mouse, click on the scroll bar to move up or down a page at a time or click on the up and down arrows above and below the scroll bar to move a line at a time. With the keyboard, use the [Up/Down] arrows or [PgUp/PgDn] to advance the page.

See Also:

[Printing Articles and Graphics](#)



[The Menu Screen](#)

[Links](#)

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Videos

- Video entries may be accessed from the RESEARCHER on the Toolbar, or as entries in graphical menus throughout the Almanac.
- When you open a video, it will begin to play automatically.
- To pause the video while it is playing, click on the "stop" button
.
- To resume playing, click on the "play" button
.
- You can escape from a video at any time by pressing [ESC].

See Also:

[Video Playback Hints](#)

[Screen Modes and Video Cards](#)

[Sound Board Problems and Hints](#)

NewsQuest

Play a newsroom quiz game. [more](#)

Menu [U]

Returns to the main menu screen to select an Almanac topic

Back [Esc]

Return to the previous window. [more](#)

Next [>] [right arrow key]

Move to the next menu or item on a list. [more](#)

Previous[<] [left arrow key]

Move to the previous menu or item on a list. [more](#)

Search [S]

Look for specific articles and graphics that contain words entered in the search dialog box. [more](#)

Mark [M]

Mark any screen, article or graphic for later viewing. [more](#)

Note [N]

Make, view or delete notes in articles and graphics. [more](#)

Print [P]

Print selected text, an entire article, or a graphic and change printer settings. [more](#)

Copy [C]

Copy text or graphics to the clipboard. [more](#)

Help [F1]
To get help.

Researcher

View a list of previously opened articles or graphics with marks and notes indicated. View graphic elements of the Almanac. [more](#)

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Slide Show

TIME Almanac 1990s has numerous collections of photos about a single topic that are presented as slide shows.

On the graphical menus, photo slide shows are indicated by two camera icons. Click on the pictorial hotspot to play a slide show automatically.

To stop a slide show, click on PAUSE on the toolbar at the bottom of the screen. When the slide show is paused, you can manually advance or reverse the show one picture at a time by clicking on the NEXT [>] and PREVIOUS [<] buttons on the toolbar.

When the slide show is paused, the Copy, Print, Mark, Note, and Help functions are available.

To resume playing the slide show, click on PLAY. The show resumes at the next frame and plays automatically to the end.

To leave the slide show for another part of the Almanac, click on BACK.

See Also:

[The Toolbar](#)

[Photo Features](#)

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Links

Hundreds of articles in the TIME Almanac database are linked to graphic elements and other articles. When links are present a small icon appears in the upper right corner of the article display screen. The icon indicates the type of link; video, photo, article, chart, map, or cover. Clicking on an icon opens a dialog box listing the links. To open a link, double-click on the title or highlight the link and click on the Go To button. Selecting BACK on the toolbar when you are viewing a link returns you to the main article.

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Photo Features

There are two photo features in TIME Almanac 1990s. Both features are accessed by clicking on a hotspot on the main menu screen.

The New Face of America is a special photo feature based upon the TIME 1993 Fall Special Issue on diversity in America. When you click on The New Face of America hotspot on the main menu screen, a special menu offers you choices of viewing the photo essay, viewing the morphs, or reading the TIME articles.

When you click on the photo essay hotspot, the essay plays automatically, but you may stop it at any time by clicking on the PAUSE button on the toolbar at the bottom of your screen. Then you may move through the essay a frame at a time by clicking on the right arrow on the toolbar. The morphs can be played by clicking on the child image in the grid on the morph menu screen. There are 12 different combinations of parents and their progeny for you to view. Read the articles by clicking on the title of your choice on the Diversity graphical menu screen.

The New Russia: The Death of the Dream is a narrated photo essay about the new and the old Russia. Photographs taken by Margaret Bourke-White in the 1930s are juxtaposed with photographs taken by Anthony Suau in the 1990s.

