

1995 **TIME** Almanac

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System Requirements

Running 1995 TIME Almanac

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

- 486SX microprocessor or higher
- 4 MB of RAM
- 1.0 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 (16-bit recommended)
- Headphones or speakers attached to the audio board (not the CD-ROM drive)

Running TIME Almanac and America Online

To get the best overall performance while running both the TIME Almanac and America Online, you need approximately 6 megabytes of available system memory (RAM). If you do not have 6 megabytes of available memory, both products will begin using virtual memory. If virtual memory starts to run low, the TIME Almanac will shut down when you sign-on to America Online.

If the TIME Almanac automatically shuts down while you are connected to America Online, you can restart the program once you have signed off.

America Online's Automatic Sign-On

To automatically sign-on to the TIME Magazine forum, you must have America Online version 2.01 installed to your system. Automatic sign-on is not supported in version 2.0. If you have America Online version 2.0 currently installed, the AOL toolbar button in the TIME Almanac will connect you to America Online's sign-on screen. From there you must manually sign-on.

See Also:

[Memory Requirements and Hints](#)

[CD-ROM Drive Requirements and Hints](#)

[Screen Modes and Video Cards](#)

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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 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 .
- 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 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 1995 TIME Almanac 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 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 , 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 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 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 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 \VFW11.
3. Once inside the VFW11 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. 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 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 to your hard drive. Videos have the .AVI file extensions and are located in the \videos subdirectories (example: \time\videos\90s\mandela.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.

Problem: Video Error Message - "Cannot find 'vids:iv32' decompressor"

Most of the videos in this product use Intels Indeo software decompressor version 3.2. This is normally installed if not present by Video for Windows when the TIME Almanac is installed. If another program reinstalls an older version of the Indeo driver, reinstall Video for Windows from the TIME Almanac CD. See note "no video playback" for Video for Windows installation instructions.

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 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 . 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](#)

[Video Problem with the IBM ThinkPad 755 CD](#)

You need an MPC compliant Double-speed CD-ROM drive to run all TIME Almanac 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 1995 TIME Almanac, a comprehensive multimedia reference source for news and 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 1994, and selected TIME covers and graphic charts augmented with current events videos;
- a Decades section highlighting the top stories of each decade from the 1900s through 1980s as reported in TIME magazine, with in-depth portraits of prominent people, cover stories of men and women featured as TIME Man of the Year, and coverage of US presidential elections illustrated with historic photos, films, and newsreels;
- 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;
- four multimedia special reports about Politics in America, Global Politics, the Environment, and Diversity.
- two anniversary Timelines highlighting the End of World War II in 1945 and social and cultural changes in 1970.
- NewsQuest, a challenging news quiz game with more than 2,500 questions and quotes from TIME magazine.
- connect directly to America Online's TIME Magazine Forum and other areas. Download and read the latest week's articles and covers, write to the magazine's editors, or just browse through TIME's archives! [more](#)

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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 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"

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

1. Make sure the TIME Almanac 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.

To get the best overall performance while running both the TIME Almanac and America Online, you need approximately 6 megabytes of available system memory (RAM). If you do not have 6 megabytes of available memory, both products will begin using virtual memory. If virtual memory starts to run low, the TIME Almanac will shut down when you sign-on to America Online.

If the TIME Almanac automatically shuts down while you are connected to America Online, you can restart the program once you have signed off.

- 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 (or higher), 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, 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 that are not answered in the User's Guide or these Help files, you may call us Monday through Friday during the hours of 9 AM to 6 PM Eastern Standard Time at 404-428-0008 to get help from our technical department. To better assist you, we ask that you call while at your computer.

On-line support is available to CompuServe members in the SoftKey forum (GO SOFTKEY).

Also, please read the 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 call **1-800-845-8692** and register as soon as you open the package!

See Also:

[America Online: Phone Support](#)

[America Online: Tech Support BBS](#)

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1995 TIME Almanac

SoftKey International, Inc.
One Athenaem Street
Cambridge, MA 02132

To register call 1-800-845-8692

See Also:

[TIME Almanac Credits](#)

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The Contents Screen

The Contents Screen is the screen that appears when you open the TIME Almanac. Each section of the TIME Almanac is accessible by clicking on its corresponding graphic hotspot on the Contents Screen.

See Also:

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

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Accessing the Contents of the TIME Almanac

The MENU button on your toolbar at the left of your screen allows you access to any section of the contents by returning you to the previous menu Screen. When you click on a graphic button for any of the TIME Weekly Issues, Decades, Almanac, or Special Report sections, a graphical menu opens.

On each graphical menu there are hotspots that allow you to view several types of content. From each Weekly Issue and Decade 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.

The Special Report hotspots allow access to narrated slide shows, collections of photos, articles and videos about current topics. The Portfolio button allows you to view and select from list menus for all the charts, photos, maps, covers, and videos. The [NewsQuest](#) hotspot opens a newsroom quiz game with more than 2,500 questions and quotes and TIME magazine.

The AOL toolbar button directly connect to TIME Online via America Online. TIME Online is the interactive electronic version of TIME Magazine. Download and read the latest week's articles and covers, write to the magazine's editors, or just browse through TIME's archives!

See Also:

[The Toolbar](#)

[Graphical Menus](#)

[List Menus](#)

[NewsQuest](#)

[About America Online](#)

[About TIME Online](#)

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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 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 Decades: 1980s, 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
[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 left of the screen. It provides easy mouse access to 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

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Back [Esc]

To move back to the previous window.

Menu [Ctrl + up arrow]

To return to the previous menu Screen to select another Almanac topic.

Previous [<] [Ctrl + left arrow key]

To 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 [>] [Ctrl + right arrow key]

To 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.

Links [Ctrl + L]

Many topics have been cross referenced to related information. When active you can press the links button to see a list of related topics.

Search [Ctrl + S]

To 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.

If you enter two or more words, you can select an option to search for files that contain those words only when they occur next to each other by clicking on the Phrase button. When you click the OK button, Search finds files that contain your specific words only in the order that you entered them. Example: Entering John Kennedy in the search box and then clicking on the Phrase button finds all the files that contain John and Kennedy next to each other.

History [Ctrl + H]

To view a record of your travel through the contents. A list of each menu and file that you already opened in the Almanac is displayed. Any articles, videos, photos, and menus that you made notes about are marked with pencil point icons on the list. By clicking on an item in the list, you may return to that item. Search strings are also saved on the History list. By clicking on a search string, you can retrieve your results list of that string.

Print [Ctrl + P]

To print an article or a graphic and to 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 [Ctrl + C]

To 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.

Mark [Ctrl + M]

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

Note [Ctrl + N]

To 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 or copy the note to the clipboard.

Help [F1]

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



Directly connect to TIME Online via America Online. TIME Online is the interactive electronic version of TIME Magazine. Download and read the latest week's articles and covers, write to the magazine's editors, or just browse through TIME's archives.

See Also:

[Slide Show](#)

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NewsQuest

To play a newsroom quiz game with more than 2,500 questions and quotes taken from TIME Magazine. The goal of the game is to fill in quotes from TIME by the end of your day as a magazine researcher. While playing the game, you may search the TIME 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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History

View a record of your travel through the contents. A list of each menu and file that you already opened in the Almanac is displayed on the History screen. Any articles, videos, photos, and menus that you made notes about are marked with icons on the list. By clicking on an item in the list, you may return to that item.

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

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Bookmarks

The Bookmark feature allows you to place "bookmarks" on articles and graphics and organize them into personal folders. Files can be stored directly in the main bookmark collection, or in any folder that you create.

Open the Bookmark dialog box by clicking on the Mark toolbar button. The Bookmark dialog has five buttons along the bottom:

Go To	Open a previously marked file.
Add...	Add a file to your Bookmark collection or a folder, or create a new folder.
Delete	Delete the item or folder. When you delete a folder, you also delete all of the bookmarks within that folder.
Close	Close the Bookmark dialog box.
Help	Opens this help file.

The "In" box at the top of the Bookmark box tells you whether you are in the top Bookmark level, or in one of your folders. To return to the top Bookmark level from a folder, double-click on the ...Bookmark entry.

When the pushpin icon in the upper right corner of the Bookmark box is "pushed in", the Bookmark dialog box will stay open until you select the "Close" button. When the pushpin is in the "out" position, the Bookmark dialog box will close when you "Go To" a file.

Adding an Item to Your Bookmark Collection

The Mark toolbar button is active when you are viewing an article or graphic that can be marked. To add an item to your Bookmark Collection, click on the Mark toolbar button, then click on the "Add..." button. Click on "Add Mark" to add the item to your collection. Notice that the title of the item is automatically placed in the item name box. You can change the name by simply typing a new name in the space provided.

Adding an Item to a Folder

To add the item to a folder, go to the Bookmark dialog box, then double-click on the folder to open it. Select the "Add..." button and use, "Add Mark" to add the file to the folder you selected.

Adding Folders to Your Bookmark Collection

You can create new folders by selecting the "Add..." button, then typing the name of the folder in the space provided. Select the "Add Folder" button. When you return to the Bookmark dialog box, the new folder is visible.

Saving Your Bookmark Collection

Each time you exit the program, your Bookmark Collection is automatically saved. The default Bookmark collection is called **time95.bmk** and it is saved in the **time95w** directory. To save your Bookmark Collection in another directory or use another filename, click on the disk icon in the Bookmark dialog box. You can use up to eight characters plus the .bmk extension to name the Bookmark Collection.

Opening a Saved Bookmark Collection

TIME Almanac automatically opens the most current version of your Bookmark Collection each time you use the program. To open another Bookmark Collection, click on the open folder icon in the Bookmark dialog box, and locate the Bookmark Collection you saved previously. If you saved your Bookmarks in another directory, or on another drive (such as your floppy drive), you must change the directory and/or drive letter in the dialog box.

See Also:

[The Toolbar](#)

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Go To	Open a previously marked file.
Add...	Add a file to your Bookmark collection or a folder, or create a new folder.
Delete	Delete the item or folder. When you delete a folder, you also delete all of the bookmarks within that folder.
Close	Close the Bookmark dialog box.
Help	Opens this help file.

The "In" box at the top of the Bookmark box tells you whether you are in the top Bookmark level, or in one of your folders. To return to the top Bookmark level from a folder, double-click on the ...Bookmark entry.

When the pushpin icon in the upper right corner of the Bookmark box is "pushed in", the Bookmark dialog box will stay open until you select the "Close" button. When the pushpin is in the "out" position, the Bookmark dialog box will close when you "Go To" a file.

Adding an Item to Your Bookmark Collection

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Adding an Item to a Folder

To add the item to a folder, go to the Bookmark dialog box, then double-click on the folder to open it. Select the "Add..." button and use, "Add Mark" to add the file to the folder you selected.

Adding Folders to Your Bookmark Collection

You can create new folders by selecting the "Add..." button, then typing the name of the folder in the space provided. Select the "Add Folder" button. When you return to the Bookmark dialog box, the new folder is visible.

Saving Your Bookmark Collection

Each time you exit the program, your Bookmark Collection is automatically saved. The default Bookmark collection is called **time95.bmk** and it is saved in the **time95w** directory. To save your Bookmark Collection in another directory or use another filename, click on the disk icon in the Bookmark dialog box. You can use up to eight characters plus the .bmk extension to name the Bookmark Collection.

Opening a Saved Bookmark Collection

TIME Almanac automatically opens the most current version of your Bookmark Collection each time you use the program. To open another Bookmark Collection, click on the open folder icon in the Bookmark dialog box, and locate the Bookmark Collection you saved previously. If you saved your Bookmarks in another directory, or on another drive (such as your floppy drive), you must change the directory and/or drive letter in the dialog box.

See Also:

[The Toolbar](#)

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 [<] [Ctrl + left arrow key]

To 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 or the previous hotspot on the menu. If you are on the first item in a list, or on the Main Menu Screen, [<] will not be active.

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Next [>] [Ctrl + right arrow key]

To 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 or the next hotspot on the 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.

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Printing Articles and Graphics

Any article or graphic may be printed directly from the TIME Almanac 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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Note

The NOTE button on the Toolbar allows you to create notes to accompany articles. 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.

Articles that contain a note display a pencil point 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:

[History](#)

[Adding Notes](#)

[Deleting Notes](#)

[Viewing Notes](#)

[Copying Notes](#)

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Articles that contain a note display a pencil point 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:

[History](#)

[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](#), the pencil point icon will appear next to the article's [header](#).

To view your note

Open the article, and click the pencil point icon next to the article's header.

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 the TIME Almanac 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 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 pencil point 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 article 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. Open the article to be copied.
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 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 the TIME Almanac . The copied information may then be pasted into other word processing or graphics applications.

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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 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 words, such as John Kennedy, New York, or New World Order. 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]. A list of your search results appears.
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.

Refining Your Easy Search

If your search results in a long list of entries or you receive a message that your search is too broad, you may use several Search features to 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 for the word "war" results in over a thousand entries. To search for additional words within these articles, click on the Search button, click on the Refine Search box, then type in other words like "Germany". After clicking the OK button, a list of items 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 words that appear next to each

other. When you type two or more words into the search box, the Phrase button becomes available. When you select Phrase, your search is limited to finding the exact phrase that you enter into the search word box.

Example: A search for the two words "John" and "Kennedy" results in a list with over 500 articles. Using same search words with the Phrase option results in a more manageable 100+.

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 "oswald and kennedy" to find all items in the database that contain both oswald and kennedy.

Type "environment or ecology" to find all items that contain either environment or ecology.

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 "(Jack or John) and Kennedy" to find items that contain either Jack and Kennedy or John and Kennedy.

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

Example:

Type "election in video" to find videos

Type "election in (video or photo)" to find videos or photos

d. Search for adjacent words by typing the names without connecting words. You may connect two phrases.

Example:

Type "John Kennedy" to find items in which John and Kennedy appear directly next to each other. This search will NOT find John Fitzgerald Kennedy. Type "John Fitzgerald Kennedy" to find all three names together. Type "John Kennedy and Robert Kennedy" to find items containing both names.

e. Search for words that are near each other, but not adjacent, by typing the letter "w" and a number between two search words. Proximity may be defined within 10 words.

Example:

Type "John w2 Kennedy" to find items in which John Kennedy, John F. Kennedy or John Fitzgerald Kennedy appear.

f. Search for single words that have variant endings by typing the first part of the word followed by an asterisk. The asterisk is called a wildcard.

Example:

Type "Presiden*" to find president, presidential, presidency, OR presidents.

NOTE: Wildcard searches may not be used in proximity searches.

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 History allowing you to retrieve it later and use it again.

See Also:

[Word List](#)

[Search Hints](#)

[Search Dialog](#)

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Using Search

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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]. A list of your search results appears.
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If your search results in a long list of entries or you receive a message that your search is too broad, you may use several Search features to help refine the results. Return to the Search Dialog by clicking on the Search Button.

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Example: Searching for the word "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 words like "Germany". After clicking the OK button, a list of articles including the words "war" and "Germany" will be displayed.

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other. When you type two or more words into the search box, the Phrase button becomes available. When you select Phrase, your search is limited to finding the exact phrase that you enter into the search word box.

Example: A search for the two words "John" and "Kennedy" results in a list with over 500 articles. Using the same search words with the Phrase option results in a more manageable 100+.

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 "oswald and kennedy" to find all items in the database that contain both oswald and kennedy.

Type "environment or ecology" to find all items that contain either environment or ecology.

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 "(Jack or John) and Kennedy" to find items that contain either Jack and Kennedy or John and Kennedy.

c. Limit searches to a media type by using "in" and the name of the media type; photo, video, chart, map, or text.

Example:

Type "election in video" to find videos about elections.

Type "election in (video or photo)" to find videos or photos about elections.

d. Search for adjacent words by typing the names without connecting words. You may connect two phrases.

Example:

Type "John Kennedy" to find items in which John and Kennedy appear directly next to each other. This search will NOT find John Fitzgerald Kennedy. Type "John Fitzgerald Kennedy" to find all three names together. Type "John Kennedy and Robert Kennedy" to find items containing both names.

e. Search for words that are near each other, but not adjacent, by typing the letter "w" and a number between two search words. Proximity may be defined within 9 words.

Example:

Type "John w2 Kennedy" to find items in which John Kennedy, John F. Kennedy or John Fitzgerald Kennedy appear.

f. Search for single words that have variant endings by typing the first part of the word followed by an asterisk. The asterisk is called a wildcard.

Example:

Type "Presiden" to find president, presidential, presidency, OR presidents.*

NOTE: Wildcard searches may not be used in proximity searches.

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 History allowing you to retrieve it later and use it again.

See Also:

[Word List](#)

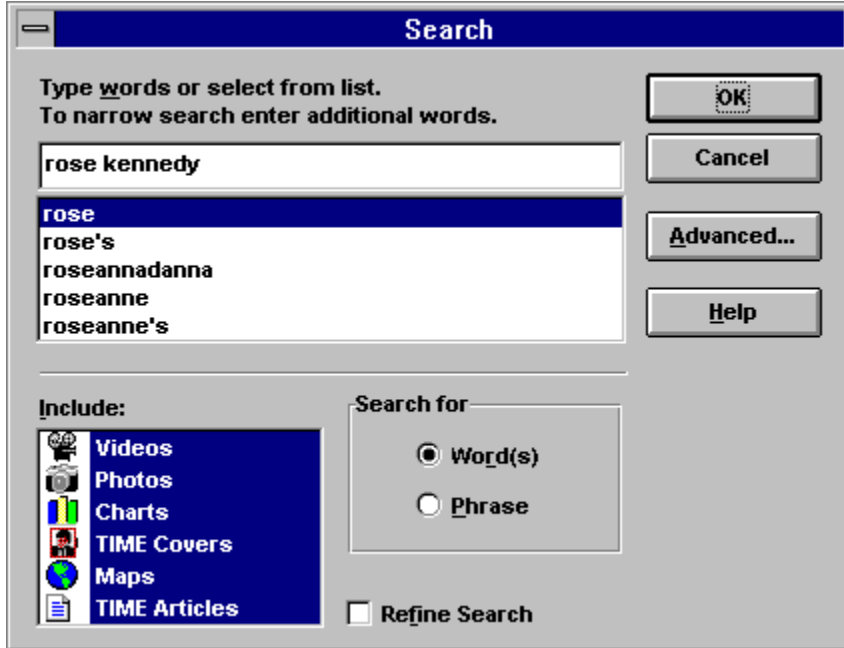
[Search Hints](#)

[Search Dialog](#)

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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 phrases or words next to each other.

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 "not" limits the number of items found in the search. You may search for words within 2-10 words of each other. Right-hand truncation of words can be used in single word advanced searches.

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 . 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 Contents Screen](#)

[Links](#)

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Videos

- The TIME Almanac contains historical video footage.
- Video entries may be accessed from Portfolio on the Main Menu Screen 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](#)

History [Ctrl + H]

View a list of previously opened articles or graphics with notes indicated. [more](#)

Menu [Ctrl + up arrow]

Return to the previous menu screen to select an Almanac topic

Back [Esc]

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

Next [>] [Ctrl + right arrow key]
Move to the next menu or item on a list. [more](#)

Previous[<] [Ctrl + left arrow key]
Move to the previous menu or item on a list. [more](#)

Search [Ctrl + S]

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

Mark[Ctrl + M]

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

Note [Ctrl + N]

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

Print [Ctrl + P]

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

Links [Ctrl + L]

List related articles. [more](#)

Copy [Ctrl + C]

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

Help [F1]
Get Help (This file)


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Slide Show

TIME Almanac has numerous collections of photos and graphics about a single topic that are presented as slide shows or photo essays.

On the graphical menus, photo slide shows are indicated by a camera icon. Click on the pictorial hotspot to play a slide show automatically. Narrated slideshows are indicated by an audio icon.

To stop a slide show, click on the STOP  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](#)

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Links

Thousands of items in the TIME Almanac database are linked to other graphic elements and other. When links are present the Links button on the toolbar is active. Clicking on the Links button pops up a list of linked items. To open a link, double-click on the title. Selecting BACK on the toolbar when you are viewing a link returns you to the main article or previous link.

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Credits for the 1995 TIME Almanac

Compact Publishing, Inc.

Robert Ellis, Publisher
Martha Anderson, Project Manager
R. A. Martone, Programming / Design
William H. Sudbrink Jr., Programming
Hugh Matlock, Programming
Todd Brannam, Programming
Catherine A. Manning, Graphics Designer
Chris Ewald, Video Editor
Susette Rego, Quality Assurance Coordinator
Graphics: Jennifer Muth, Damian Kulash, Howard Pyle IV, Rand Kramer
Martin Baldessari, Picture Editor
Carole Kolker, Researcher
Sara LeGath, Production Coordinator
Cheri Manning, Special Text Editing
Editorial Assistant: Lynn Kester
NewsQuest Questions: Jane Bernstein
Matthew Alshab, Technical Coordinator
Michael A. Morowitz, Technical Assistant

Graphics: Rand Kramer, Derrick Chanley
Packaging: Watermark Design Office
Don Komai, Art Director
Don Wheeler, Andy Mathers, Designers

Diversity Essay:
Design: Cal Vornberger, Tumble Interactive Media
Script: Kelly Knauer
Morphs: Kin Wah Lam, TIME Magazine

TIME Magazine:
Richard Duncan, Executive Editor
Dan Rubin, Associate Business Manager

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Photo and video credits are listed in the Portfolio section.

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Troubleshooting the IBM ThinkPad 755 CD

If you are using an IBM ThinkPad model 755 CD, you may be experiencing a scrambled display. This is due to a problem with the Windows video drivers that come pre-installed on the ThinkPad. To change to a different Windows video driver (already on your hard drive) follow these steps:

- In Windows, double-click on the MAIN program group, and then double-click on WINDOWS SETUP in that program group.
- Click on the OPTIONS menu and click on CHANGE SYSTEM SETTINGS in that menu.
- Click on the down arrow at the far right of the "Display" line, then use the up arrow key to highlight the line: **SVGA (WD90C24) 640x480 65536 colors** and press ENTER.
- Click on RESTART WINDOWS.
- Everything should now be working properly. If it does not you can install a generic Windows driver which also comes with the IBM Thinkpad, located in the C:\WINDOWS\DRIVERS directory. Please call IBM for further installation instructions.

NOTE: For more information on the IBM ThinkPad and its pre-installed video drivers, call IBM at 1-800-772-2227.

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- Talk and discuss issues with other users in one of the many Chat Rooms.
- Download graphics, videos and sound from newly released movies or your favorite television show!
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Match your interests, find out what's new online, discover our most loved services, and make your time online fun and informative. America Online is only \$9.95 per month for 5 hours. New users receive the first 10 hours online free of charge. Start by clicking on the AOL toolbar button and sign-on to America Online today!

See Also:

[Accessing TIME Online via America Online](#)

[Accessing TIME Worldwide](#)

[America Online: Automatic Sign-on](#)

[America Online: Technical Support BBS](#)

[America Online: Telephone Tech Support](#)

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Accessing **TIME Online** via America Online

TIME Online is the electronic, interactive version of TIME Magazine.

You will participate in an experiment in which the world's oldest and largest newsmagazine plugs into the world's newest and fastest-growing medium.

The text of the current issue appears online each Sunday by 4 p.m., EST. The text of the stories that appear in TIME's international editions (but are not available in the U.S.) appear each Wednesday.

Every week, a few stories don't make it into TIME Magazine because of space limitations and late-breaking news. As a bonus to **TIME Online** readers, some of these stories appear every week in the forum at the end of current issue, only in **TIME Online**.

TIME Daily, an exclusive new service of **TIME Online**, provides TIME's view of today's late news, with pointers to message board topics. The Daily goes online every weekday (except holidays) at 8:00 PM Eastern Time.

TIME Press Conferences are real-time online interviews with newsmakers, authors, moviemakers, and TIME staffers. We announce them in What's Hot, and on AOL promotional screens. Transcripts of past press conferences can be downloaded from the Press Conferences area.

In addition, back issues of TIME Magazine starting with the one dated August 30, 1993, are available and can be searched by keywords. The back issues are all located in the Service Center & Archives area; just click on the button to get there.

WHAT'S HOT provides a guide to what's current in **TIME Online**--the current U.S. and International issues, TIME Daily, **TIME Online's** message boards, and more.

Also, there are 12 Message Boards organized by subject matter (for instance, National Affairs, People, Science and Technology) where **TIME Online** readers and TIME writers and editors can meet to discuss current events.

To read the current issue, find the titles of the stories that interest you (using the scroll bar to move up and down the list of story titles) and double-click on the ones you want to read.

To search past issues, visit the message boards, or send letters to the editor for publication, just click on the appropriate icon. In addition, you can subscribe to the print edition of TIME in the Service Center & Archives area.

A tip on reading the message boards: after you've been through the boards once, use the Find New, Read First Message and Next Message icons on subsequent visits. That way you can quickly catch up on new postings and don't have to revisit the messages you have already read.

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To register your copy of the TIME Almanac, call toll-free **1-800-845-8692**. Upon registering, you are eligible to receive discount pricing on product upgrades, free technical support, and notice of special promotions.

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-America Online's Technical Support BBS

The America Online Technical Support BBS provides connection and troubleshooting information, local access numbers, modem drivers, and the latest releases of America Online software for downloading and upgrading. This BBS is available 24 hours a day, at speeds up to 14,400 baud.

If you have communications software for your modem, you can access the America Online Technical Support BBS. To connect, configure your communications software for 8 data bits, 1 stop bit and no parity, and dial 1-800-827-5808.

If you are using the Windows Terminal program, choose "NO" when asked if you can display ANSI graphics.

The Technical Support BBS is not related to your America Online account. Both the phone call and the time spent connected to the BBS are free.

See Also:

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-America Online's Telephone Tech Support

Whenever you have a technical question, a question about your account, or a general question about our service, try looking in the Members' Online Support department first. Chances are the answer can be found in Members' Online Support.

If you experience problems connecting to the service, you can call us toll-free. You can listen to Solution Express, with recorded answers to the most common connectivity problems. This service is available 24 hours a day, 7 days a week. You can also speak to a technical representative who will help you with a forgotten password, a new local access number, or a complicated connectivity problem.

Technical representatives are available from 6:00am to 4:00am Eastern, 7 days a week.

To reach America Online telephone support, call 1-800-827-3338. An automated voice system will guide you.

See Also:

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[America Online: Technical Support BBS](#)

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America Online: Automatic Sign-on

From the TIME Almanac

To automatically sign-on to the TIME Magazine forum, you must have America Online version 2.01 installed to your system. Automatic sign-on is not supported in version 2.0. If you have America Online version 2.0 currently installed, the AOL toolbar button in the TIME Almanac will connect you to America Online's sign-on screen. From there you must manually sign-on.

You must also have your America Online password "stored" in your session. If you do not have your password stored before attempting to sign-on from the TIME Almanac, the program will not be able to complete the auto sign-on. You will have to sign on manually.

To edit or store your password, click on the MEMBERS Menu option and select **Edit Stored Password**. Type in your password and America Online will send this information for you each time you sign-on.

Installing America Online version 2.01

If you did not set up America Online 2.01 when you ran the TIME Almanac install, you can run the America Online setup at any time. To run America Online's setup for version 2.01, click RUN from the Program Manager's FILE Menu. In the text box provided type: **d:\disk1\setup** (where "d" is the letter of your CD-ROM drive). Follow the instructions that appear on your screen.

See Also:

[Accessing TIME Online via America Online](#)
[America Online Technical Support BBS](#)
[America Online Telephone Tech Support](#)

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Accessing TIME World Wide: TIME, Inc.'s Internet Web Site

For more than a year now, TIME has helped create a cyberspace community on America Online, that's turned into one of the most compelling experiments in breaking down the walls between reader and editor. We'd like to keep that experiment going, on the Net.

You can access TIME Inc.'s web site on the Internet at <http://pathfinder.com>.

"Pathfinder" is the interactive online service operated by Time Inc. New Media ("TINM") on the World Wide Web of the Internet, consisting of information services and content provided by TINM, affiliates of TINM and third parties.

TIME World Wide Topics

TIME World Wide offers extensive TIME Magazine coverage and user discussion areas for the following topics:

TIME Daily: TIME's daily news service, updated every day.

TIME Weekly: View the current issue of TIME Magazine.

TIME Archives: Search the TIME archives and access past topics and issues.

An **Election Resource** page with a convenient list to guide voters through the upcoming election, which includes links to political coverage in TIME Magazine, and to Internet sites that provide even more information on candidates and local elections.

A forum for discussing **Election '94**.

Washington: where you'll find Clinton critics or supporters, as the case may be.

Society: which is as broad as you might suspect.

Posts: on everything from American Education to Asian immigration.

Int'national: is, well, international... wars, famines, and the French.

The Sexes: issues relating to "Gender" or "Men & Women."

Science & Technology: deals with gadgetry and the effect of "progress" on the culture.

Health & Medicine: includes talk about new medical findings. It will serve as a place for you to share your insights about illness, recovery and health.

New Media: is what you'll be participating in when you join TIME World Wide. How does it work? How should it work? How does it fail?

Crime: Got a hankering for an O.J. Simpson session? Crime's the place.

Arts and Culture: Kick back with a nice cold one and chat about your favorite fantasy sequel: "Forrest Gump becomes a Natural Born Killer." Arts & Culture would be your best bet.

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See Also:

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