TIME Magazine Multimedia Almanac

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System Requirements

To get the best overall performance while running the **TIME Almanac** you will need:

- 68040 or PowerPC based Macintosh
- System 7.1 or greater
- Quicktime 2.0 or greater
- 8 MB of system memory **(12 MB recommended)**
- 2.5 MB of hard disk space
- Double Speed CD-ROM drive
- minimum of 13 inch color display.

See Also:

Memory Requirements and Hints
CD-ROM Drive Requirements and Hints
Screen Modes
Video Playback Hints
Sound Problems and Hints
User Support

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Sound Problems and Hints

Problem: No Sound

▪   Make sure that the master volume control is set high enough, this control is hidden in the Sound Control Panel, open it and select Volumes.   Make sure that the mute box for Built-in speaker is unchecked, adjust the volume control to a higher setting.

▪   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** .

▪   (External CD-ROM drive users only) your speakers must be connected to your Macintosh and not your CD-ROM player.

Problem: Sound Is Distorted or Choppy

▪   You must have an <u>Double speed</u> CD-ROM drive to ensure that the audio does not sound choppy.   If you do not have an Double speed 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.

See Also:
<u>System Requirements</u>
<u>Video Playback Hints</u>
<u>Screen Modes</u>

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Video Playback Hints

Problem: No Video Playback

The **TIME Almanac**   uses Apples QuickTime 2.0 to play video clips in the program.   Be sure that QuickTime is installed in your extensions folder.

If you cannot open any video files or are receiving error messages regarding playback, you should try re-installing QuickTime.

Problem: Video Frames Look Grainy

The videos in the **TIME Almanac** contain millions of colors, these colors are dithered or reduced to 256 colors if you are running your monitor with 256 color mode.   If you have sufficient system resources, switching your monitor to thousands of colors (done in the Monitor Control Panel), the quality of the videos will increase.

Increasing the number of displayed colors is more demanding of your Macintosh, and the TIME Almanac may require a larger memory partitian to run.

Problem: Jerky Motion During Video Playback

You must have a <u>Double speed</u> CD-ROM player to play videos.   If you do not have an Double speed 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 Double speed, copy a video from the **TIME Almanac**   to your hard drive.   Videos are MoviePlayer Documents and are located in the :videos folder(example: :videos:90s:mandela.avi) on the compact disc. You may use an application like MoviePlayer 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 Double speed.   You can also check the documentation that came with your drive, or contact the drive's manufacturer for more information.

Problem: Audio plays, but no video is shown (theres a hole in the screen)

Most of the videos in this product use Intels Indeo software decompressor version 3.2. This is normally installed if not present by the **TIME Almanac** installer, in order to make this new extension to be enabled, your Macintosh needs to be restarted.

If another program reinstalls an older version of the Indeo driver, reinstall the **TIME Almanac** CD, then restart.

Morph videos contained in the diversity section use the Cinepak codec, this codec in included in Quicktime.

See Also:

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Screen Modes

The **TIME Almanac** is designed to run with a minimum of   256 colors, and a 13 inch monitor. If your Macintosh does not support color (or 256 grays), then the **TIME Almanac** will not work properly.

See Also:
System Requirements
Video Playback Hints

You need an 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.   Your CD-ROM manual will tell you if this is the case.

TIME Magazine Multimedia Almanac

Welcome to the TIME Magazine Multimedia 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 the following sections...

- **Weekly Issues** - containing the full text of TIME magazine, 1989 through June 1995, and selected TIME covers and graphic charts augmented with current events videos;

- **Decades** - 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;

- **The Almanac** - 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** - highlighting the Environment, U.S. Presidential Elections with a special focus on *Campaign '96*, Cyberspace and Diversity;

- **NewsQuest -** a challenging news quiz game with more than 2,500 questions and quotes from TIME magazine.

TIME Magazine Multimedia Almanac

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CD-ROM Drive Requirements and Hints

Double-Speed
You need a Double-speed CD-ROM drive to run all program features optimally, especially videos.   If you do not have a Double speed 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 Double-speed, check the documentation that came with your drive, or contact the drive's manufacturer.

Error Message -- "Cannot find multimedia title"
If the **TIME Almanac**   cannot find the data files it needs to start the program, it will display the message -- "Cannot find multimedia title"   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 is displayed on your desktop.   Try double-clicking on the CD-ROM to be sure it is mounted, and is readable by your Macintosh.

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 on your Macintosh, it is placed in your system's memory or in a temporary swap file on your hard drive.   The windows and/or applications reside in their assigned memory location until you close them.

If you are having problems running:

- You may have exceeded your memory limitations and should close down some windows, or exit other applications which may be running.

- Check to ensure that you have at least 8 MB of free system memory (both RAM and virtual memory) on your system.   To check your system's memory, click on the Macintosh Desktop, then select About This Macintosh... from the Apple Menu.   The amount of free memory on your system is listed at the top right as Largest Unused Block, if this lists less than 8192k then you need to close one or more applications before running the **TIME Almanac**

- If you have closed all other applications and About This Macintosh... still reports having less than 8192k free, then your System Software is consuming a large portion of your Macintoshs memory.   If you are an experienced Macintosh user, you can reduce the amount of memory used by the System Software by removing some of the system extensions.   Or you can turn on Virtual Memory.

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 770-428-0008 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!

TIME Magazine Multimedia Almanac

TIME Magazine Multimedia Almanac

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

To register call 1-800-845-8692

See Also:

TIME Almanac Credits

TIME Magazine Multimedia Almanac

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

TIME Magazine Multimedia Almanac

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 from TIME magazine.

See Also:
The Toolbar
Graphical Menus
List Menus
NewsQuest

TIME Magazine Multimedia Almanac

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 1995 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 mouse button.

See Also:
Accessing the Contents of the TIME Almanac
List Menus

TIME Magazine Multimedia Almanac

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.

TIME Magazine Multimedia Almanac

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
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TIME Magazine Multimedia Almanac

Using 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 mouse button.

Back [Esc]

To move back to the previous window.

Menu [Cmd + up arrow]

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

Previous [<] [Cmd + 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 [>] [Cmd + 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 [Cmd + 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 [Cmd + 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 [Cmd + 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. The list includes all articles, videos, photos, slideshows and menus that you have opened. 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 [Cmd + 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 [Crtl + C]

To copy text or graphics to the clipboard. Click on COPY to copy an entire article or a graphic that you are viewing to the clipboard.

Mark [Cmd + 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.

Note [Cmd + 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**.

See Also:
Slide Show

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NewsQuest

Play the 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.

TIME Magazine Multimedia Almanac

History

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

TIME Magazine Multimedia Almanac

Bookmarks

The **Mark** feature allows you to "bookmark" articles, graphics, videos and menus.   Files can be stored directly in the main bookmark collection, or in any bookmark folder that you create.

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

Add...	Add a file to your Bookmark collection or a folder, or create a new folder.
Remove	Delete the item or folder. When you remove a folder, you also remove all of the bookmarks within that folder.
Close	Close the Bookmark dialog box.
Help	Opens this help file.

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.

Saving Your Bookmark Collection
Each time you exit the program, your Bookmark Collection is automatically saved.   The default Bookmark collection is called TIME96 Bookmarks and it is saved in the TIME Magazine Almanac folder.   To save your Bookmark Collection in another folder or use another filename, click on the disk icon in the Bookmark dialog box.

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 folder, or on another drive (such as your floppy drive), you must change the folder and/or drive in the dialog box.

See Also:
   The Toolbar

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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 [<] [Cmd + 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 [>] [Cmd + 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.

TIME Magazine Multimedia Almanac

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.

See Also:
History
Adding Notes
Deleting   Notes
Viewing   Notes
Copying   Notes

TIME Magazine Multimedia Almanac

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See Also:
History
Adding 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

TIME Magazine Multimedia Almanac

Viewing Notes

To view a previously recorded note, open the article, menu or graphic that contains your note.   Next click on the NOTES button on the Toolbar. Your note is displayed.

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.

TIME Magazine Multimedia Almanac

Headers

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TIME Magazine Multimedia Almanac

Copying Notes

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

1. Open the article, menu or graphic that contains the note you want to copy.
2. Open the note by clicking the NOTES button on the Toolbar..
3. Select the COPY button.
4. The note is now copied to the <u>Clipboard</u>.
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 <u>Toolbar.</u>
8. Select the PASTE button.
9. Select the SAVE button.

See Also:
<u>**Note**</u>
<u>**Viewing Notes**</u>
<u>**Adding Notes**</u>
<u>**Deleting Notes**</u>

TIME Magazine Multimedia Almanac

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

TIME Magazine Multimedia Almanac

Copy

The COPY button on the Toolbar allows you to copy contents of articles and graphics to the 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 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 Clipboard.
4. Videos cannot be copied to the Clipboard, but they can be dragged to the desktop.

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 underlined articles and underlined 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 Search button again and clicking Advanced... This allows you to enter phrases and boolean expressions i.e. AND, NOT, OR

    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 Advanced... button, then type in War AND 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, maps, photos and TIME covers.   Click the graphic icon to select or deselect   a file type.   When an item is selected the associated text is highlighted.

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.   Your most recent search string can be saved to a file on your hard disk by clicking on the diskette icon in the search results window. This file can be retrieved subsequently by clicking on the Open File icon also in the Search Results window.

See Also:
Word List
Search Hints

TIME Magazine Multimedia Almanac

Using Search

The Search feature is a tool to help you find specific underline articles and underline graphics. Instead of browsing through the **TIME Almanac** looking for them, you can enter specific words or dates 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 and dates 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.

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.

***g*.   Search for TIME Magazine publication dates using /p.   The publication date is contained in the header of each article.   To search for specific articles within a TIME issue, use /p followed by the publication date.**

Examples:

To find articles regarding health in the Janurary 16th, 1995 publication, type:
/p Jan 16, 1995 and health   or
/p January 16, 1995 and health   or
/p 1/6/95 and health

To find articles regarding health for the month of Janurary 1995, type:
"/p Jan 1995 and health or
"/p January 1995 and health or
"/p 1/95 and health

To find articles regarding health for the year 1995, type:
"/p 1995 and health or

"/p 95 and health

NOTE: Searching with the /p command will not find any dates found in the body of a text article.

For advanced users, there are several ways to search for publication dates, including european dates.   To learn more about searching for specific publication dates, read the Searching for Publication Dates help topic.

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:
Search Results
Search Hints
Word List

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)

TIME Magazine Multimedia Almanac

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. You can also search for articles within a specific TIME publication by using /p followed by the date of the magazine publication.

See Also:
Using Search

TIME Magazine Multimedia Almanac

The Word List

The Word List contains <u>every word</u> 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:
<u>Using Search</u>
<u>Search Hints</u>

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

TIME Magazine Multimedia Almanac

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
Headers
The Contents Screen
Links

TIME Magazine Multimedia Almanac

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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 "pause" 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
Sound Problems and Hints

NewsQuest

Play a newsroom quiz game.   more

History **[Cmd + H]**
View a list of previously opened articles or
graphics with notes indicated. **more**

Menu [Crtl + up arrow]
Return to the previous menu screen to select an Almanac topic

Back [Esc]
Return to the previous window. <u>more</u>

Next [>] [Cmd + right arrow key]
 Move to the next menu or item on a list.   <u>more</u>

Previous[<] [Cmd + left arrow key]
Move to the previous menu or item on a list.　　<u>more</u>

Search [Cmd + S]

Look for specific articles and graphics that contain words entered in the search dialog box.   <u>more</u>

Mark[Cmd + M]
Mark any screen, article or graphic for later viewing. <u>more</u>

Note **[Cmd + N]**
Make, view or delete notes in articles and graphics. <u>more</u>

Print **[Cmd + P]**
Print an entire article or a graphic and change printer settings.   <u>more</u>

Links **[Cmd + L]**
List related articles.   **more**

Copy [Cmd + C]
Copy text or graphics to the clipboard.   more

Help [F1]
Get Help (This file)

TIME Magazine Multimedia Almanac

Slide Shows

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 slide shows 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

TIME Magazine Multimedia Almanac

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.

TIME Magazine Multimedia Almanac

Credits for the TIME Magazine Multimedia Almanac

SoftKey Multimedia, Inc.

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Martha Anderson, Producer
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from the staff

TIME Magazine:

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TIME Magazine Multimedia Almanac

Registration

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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Search Results

The Search Results dialog box contains the results of your last search query.

Open the Search Results dialog box by clicking on the **Results** button from Search.   The Search Results dialog has three buttons along the bottom:

Search   Return to Search Dialog and run another search query.
Close   Close the Search Results dialog box.
Help   Opens this help file.

When the pushpin icon in the upper right corner of the Search Results box is "pushed in", the results box will stay open until you select the "Close" button.   When the pushpin is in the "out" position, the results box will close when you "Go To" or select an item from the list.

Saving Your Search Results List
Each time you exit the program, your last Search Results list is automatically saved.   The default results list is called TIME96 Search Results.

To save your Results list in another folder or use another filename, click on the disk icon in the Results dialog box.

Opening a Saved Search Results List
TIME Almanac automatically opens the most current version of your Search Results List each time you use the program.   To open another Search Results List, click on the open folder icon in the Results dialog box, and locate the Search Results you saved previously. If you saved your query results in another folder, or on another drive (such as your floppy drive), you must change the folder and/or drive in the dialog box.

See Also:
   Using Search
   Search Hints

TIME Magazine Multimedia Almanac

Searching for Publication Dates

Tips for Advanced Users

If you have mastered searching for publication dates using the method referenced in the **Using Search** help topic and would like to try more complex publication date searches, the following commands are available.

Please remember that searching with the following methods will not find any dates found in the body of a text article, only publication dates for TIME Magazine issues.   The publication date for each issue is contained in the header of each text article.

Standard Date Search
Use /p to conduct a standard date search.   A standard date search assumes the date order to be   month/day/year.

Example - **/p 1/2/3** would search for the January 2, 2003 publication date.

European Date Search
Use /pe to conduct a european date search.   A european date search assumes the date order to be day/month/year.

Example - **/pe 1/2/3** would search for the February 1, 2003 publication date.

Ambiguous Month Abbreviations
Use letters to specify the month.   Using the letter j will hit on the first month that it matches.   The letter j   would hit on January, m would hit March, and a would match April.

Example - **/p j/2/95** would search for the January 2, 1995 publication date.

Date Formats
Dates can be in any of the following numeric or alpha-numeric formats:

      /p 1/2/93
      /p 01/15/2001
      /p 3-30-66
      /p 11,1,49

      /p 11/56   all of November, 1956
      /p 33   all of 1933
      /p 2033   all of 2033
      /p 1906   all of 1906
      /p 0   all of 2000

      /p Jan 5 57
      /p April 15, 1984

      /p s/1/63   September 1, 1963
      /p June 72   all of June 1972

You could even type in the search **/p 31/12/99** and the program will figure out that the month and day are reversed.

About Date Values

Only day values are only checked to be between the dates 1 and 31.   No 30/31/28/29 month/day checks are done.   In simple terms, if you type in 2/31/89, it will try to find it even though February 31 does not exist as a date.   Any extra numbers, months or other nonrecognized strings are ignored.

Example - **/p 1/2/3/4/5/6/7/8** would be January 2, 2003

Example - **/p Sunday December 7, 1942, Pearl Harbor Day** is an acceptable date.   Of course, Sunday and Pearl Harbor Day are ignored and not checked for correctness.

Example **- /p Sunday December 7, 1942, Pearl Harbor Day and arizona** is the same as **/p 12/7/42 and arizona.**

Virtual Memory

Virtual Memory is a function of the Memory Control Panel, it uses part of your hard disk to simulate having more memory.   Using virtual memory increases the number of programs that you can run at once.   But because your harddrive is a mechanical device, it is typically much slower than real "RAM". more

Turning on Virtual Memory

Virtual Memory is a function of the Memory Control Panel, it uses part of your hard disk to simulate having more memory.   Using virtual memory increases the number of programs that you can run at once.   But because your harddrive is a mechanical device, it is typically much slower than real "RAM".

If you have a PowerMac, applications written for the PowerMac frequently require less memory in order to run.

To turn on Virtual Memory, open the Memory control panel, select on from the Virtual Memory section.   Then on the right side of the vitual memory section, select a number that is twice your phyical memory plus one.   Example: if you have 8 megabytes of memory,   *(2 x 8) + 1 = 17*

You will need to restart your Macintosh for these settings to be active.