

# The New Grolier Multimedia Encyclopedia Help Contents

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## Toolbars

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For Help on Help, Press F1

## Main Toolbar buttons and their functions

These buttons appear on the Main Toolbar of the NGME:



Browse Titles



Word Index



Word Search



Knowledge Tree



Timeline



Sound Index



Map Index



Multimedia Map Index



Picture Index



Video Index



Animation Index



Knowledge Explorer



Link to Selection



Next Link



Search for Selection



Add a Bookmark



Print



Save



Help

## Other Toolbar buttons and their functions

These buttons appear on various toolbars throughout the NGME:

### Navigation buttons



Move a level deeper in an index



Move a level higher in an index

### Audiovisual controls



Play a multimedia feature



Stop playing a sound/video/animation



Pause a video/animation

### Linking buttons



Link to a map



Link to a picture



Link to a video



Link to an animation



Link to a sound



Timeline Find



See cross-reference list

### Article view option buttons



View table



View outline



View factbox



View caption



Move to the previous hit word



Move to the next hit word



## **Move a level deeper**

This moves you a level deeper in an index, e.g., from topic to subtopic in the Knowledge Tree.

**See also:**

[Other Toolbar buttons and their functions](#)



## **Move to the previous hit word**

This allows you to travel from your present location within an article to the previous occurrence of your Search Word(s).

**See also:**

[Other Toolbar buttons and their functions](#)



## **Move to the next hit word**

This allows you to travel from your present location within an article to the next occurrence of your Search Word(s).

### **See also:**

[Other Toolbar buttons and their functions](#)



## **Move a level higher**

This moves you back up a level in an index, e.g., from subtopic to topic in the Knowledge Tree.

### **See also:**

[Other Toolbar buttons and their functions](#)



## Pause an animation

Click this button to temporarily stop animation playback. Click play to resume.

**See also:**

[Other Toolbar buttons and their functions](#)





## **See cross-reference list**

Use this toolbar button to generate a list of articles cross-referenced from the current article or feature. Scroll the list of cross-referenced articles to find the desired title.

Double-click an article title to view the article. You may scroll through the article or, if you have accessed it through Word Search or Word Index, you may click the [next hit word](#) /[previous hit word](#) button to see the next/previous occurrence of your Search Word(s) in the article.

### **See also:**

[Other Toolbar buttons and their functions](#)



## Play

Click the play button to play a video, animation, Multimedia Map, Knowledge Explorer essay, or sound clip.

### **See also:**

[Other Toolbar buttons and their functions](#)



## Stop

Click the stop button to stop a video, animation, Multimedia Map, Knowledge Explorer essay, or sound clip.

### **See also:**

[Other Toolbar buttons and their functions](#)



## Link to a Map

Click the map button (if present) in the current article's toolbar to list the map(s) illustrating it. Double-click a map title to view a map.

**See also:**

[Other Toolbar buttons and their functions](#)



## Link to a Picture

Click the picture button (if present) in the current article's toolbar to list the picture(s) illustrating it. (If there's only one picture, it will be displayed.) Double-click a picture title to view a picture. Click the [caption button](#) to read a picture's caption.

Some picture displays show a [sound button](#). Click it to access the audio controls for the sound associated with a picture. Press the [play button](#) to play, press the [stop button](#) to stop.

### **See also:**

[Other Toolbar buttons and their functions](#)



## Link to an Animation

Click the animation button (if present) in the current article's toolbar to list the animation(s) illustrating it. Double-click an animation title to select that animation. Click the play button to play, click the stop button to stop.

**See also:**

[Other Toolbar buttons and their functions](#)





## Link to a Video

Click the video button (if present) in the current article's toolbar to list the video(s) illustrating it. Double-click a video title to select that video. Click the play button to play it, click the stop button to stop it.

### **See also:**

[Other Toolbar buttons and their functions](#)





## Link to a Sound

Click the sound button (if present) in the current article's toolbar to list the sound(s) associated with it. Double-click a sound title to select that sound. Click the [play button](#) to play it, click the [stop button](#) to stop it.

**See also:**

[Other Toolbar buttons and their functions](#)



## **View Table**

Many articles in the [NGME](#) list additional information in tabular form.

When you're looking at an article, this button will appear on the article's toolbar if one or more tables are associated with the article. Click it to list the table(s) associated with the article. Double-click a table's title to view it.

When viewing the table, use the scroll bars to move through it.

**See also:**

[Other Toolbar buttons and their functions](#)



## **View Outline**

Many of the longer articles in the [NGME](#) have outlines which make it easier to find the information you desire. Click the Outline button (if present) from an open article to access its outline. Double-click the desired topic to move to that point in the article.

**See also:**

[Other Toolbar buttons and their functions](#)



## **View Caption**

Use this toolbar button when you're looking at a picture or a video to see the caption that describes it.

**See also:**

[Other Toolbar buttons and their functions](#)



## **View Factbox**

Factboxes list important, frequently cited statistics. They are found in the [NGME's](#) articles on continents, countries, U.S. presidents, U.S. states, and Canadian provinces.

When you're looking at an article, this button will be present in the article's toolbar if the article contains a Factbox. Click it to move to the article's Factbox.

When viewing the Factbox, use the scroll bars to move through it.

**See also:**

[Other Toolbar buttons and their functions](#)

## File Menu

The following commands are available from the File menu:

Save

Close

Print

Preferences

Exit

## **Edit Menu**

The following commands are available from the Edit menu:

Copy

Paste

## Search Menu

The following commands are available from the Search menu:

[Browse Titles](#)

[Word Search](#)

[Word Index](#)

[Knowledge Tree](#)

[Timeline](#)

[Pictures](#)

[Maps](#)

[Multimedia Maps](#)

[Animations](#)

[Sounds](#)

[Videos](#)

[Knowledge Explorer](#)

[Find](#)

[Search for Selection](#)

[Link to Selection](#)

[Next Link](#)



## **Text Menu**

The following command is available from the Text menu:

Font

## Window Menu

The following commands are available from the Window menu:

Toolbar

Status

Cascade

Tile

Arrange Icons

Close All

## **Bookmark Menu**

The following commands are available from the Bookmark menu:

Bookmark List

Add

Delete

## Help Menu

The following commands are available from the Help menu:

[Contents](#)

[Contributors](#)

[About](#)

## Save (File menu)

You may save NGME text in ASCII format to use in a word-processing program, or you may save it in a print-to-disk format. The dialog box allows you to save the complete article (default), a highlighted selection, or a window of text.

Shortcut:  on the Main Toolbar

## **Close (File menu)**

Use this to close the currently active window.

## **Printer Setup**

Use this to configure Windows and the way it deals with your printer. The dialog box allows you to specify which printer to use, printing orientation (portrait/landscape), and paper size.

## Print (File menu)

Use this to print the currently selected text, picture, or map. The dialog box allows you to select a complete article, a highlighted portion, or a range of pages. It also allows you to specify print quality and to print to a file.

Note: some of the pictures are not printable due to copyright restrictions.

To configure your printer use the [Printer Setup option](#).

Shortcut:  on the [Main Toolbar](#)



## Preferences (File menu)

Select Preferences to customize the [NGME](#) by changing its [default](#) settings. You can change the following settings from this window:

### Default search settings

Use this to specify whether the results of a search are to be sorted alphabetically (by article title), or by the frequency of occurrence of the Search Word(s) (e.g., an article with 10 occurrences of a Search Word is listed before an article with only 3 occurrences).

You can also change the "number of words apart" criterion in a search with multiple Search Words; see [Search Options](#) for more information.

### Display Registration Message

The NGME will display a notice asking you to register. Once you have registered the NGME you can stop this message from displaying by removing the "X" from this option.

### Display features menu and graphical indexes

If you don't want the Features Menu and the graphical indexes to be displayed, remove the "X" from this option. Once this is done, you will see text instead of pictures in the indexes.

### Display title animation at startup

If you don't want to see the startup sequence (the Grolier logo and the collection of pictures), remove the "X" from this option.

### Display Status Bar at startup

If you want the status bar to be active when you start the NGME, mark this checkbox. See also: [Status \(Window Menu\)](#).

### Display Toolbar at startup

This lets you customize the appearance of the Main Toolbar when you start the NGME. For more information, see [Toolbar \(Window Menu\)](#).

### Display Videos and Knowledge Explorer in full screen mode

You may display the videos and Knowledge Explorer essays in full screen mode by adding the "X" to this option.

## **Exit (File menu)**

Use this command to end your NGME session.

## **Undo (Edit menu)**

Use this to Undo your previous action.

## **Copy (Edit menu)**

Use this to copy the currently selected text from a window. You may use this text in other Windows applications (e.g., word processing programs).

## **Paste (Edit menu)**

Use this to paste text (from your most recent Copy) to the cursor location in the current window.

## Browse Titles (Search menu)

This gives you an Article Index containing an alphabetical list of the 33,000+ articles in the [NGME](#).

### Finding an Article

Type the article title, or the first few letters of a subject, and select Find to move the cursor to that point in the Article Index. Select your desired topic. Double-click to open the article.

Shortcut:  on the [Main Toolbar](#)

## Word Search (Search menu)

Word Search lets you search for occurrences of a word or set of words in the [NGME](#).

### Simple Word Search

The simplest way to use Word Search is to type in a single word. (Note: certain words, such as "and," are excluded from this feature because they occur too frequently in the NGME to provide meaningful Word Search results.) Click the Search button and the NGME will look for the word you've typed. The NGME will list all of the articles that contain that word.

Double-click an article title to see the article; the cursor will be at the first occurrence of your Search Word. Click the [forward/backward](#) buttons to see subsequent/previous occurrences of the word.

### Complex Word Search

You can do more sophisticated word searches by using the tools and options provided in the Word Search dialog box. These help you to limit or expand your search.

#### Operators and Wild Cards

These let you look for variations and combinations of words in a search.

#### Search options

These are tools provided by Word Search that let you specify where and how to look for a word or group of words.

### Other Word Search controls

There are two other special controls in the Word Search dialog box:

#### **Paste**

This button lets you paste the contents of the Windows clipboard into the current Search Word field. This is especially useful if you've copied a word from another article, or from another Windows application (such as a word processor).

#### **Reset**

This button resets the search, erasing all Search Words and resetting any operators or other options you may have changed.

Shortcut:  on the [Main Toolbar](#)

## Word Index (Search menu)

The Word Index lists, in alphabetical order, each word that appears in the NGME.

Click the Word Index button on the Main Toolbar, or select Word Index from the Search menu, to open the Word Index. As you begin to type, a Find box will appear. Click Find after you type in a word. The cursor will move to that word in the Word Index. Double-click to see a list of articles containing the word, sorted by number of occurrences.

Shortcut:  on the Main Toolbar



## Knowledge Tree (Search menu)

Knowledge Tree lets you explore the NGME by subject, gradually refining your search from a broad topic to subtopics to individual articles on your subject.

### Using Knowledge Tree

A plus sign next to a topic name indicates that a topic must be explored further to reach individual articles (e.g., **+ The Arts**).

A minus sign next to a topic name indicates the path your search has taken.

Select and double-click a topic without a plus or minus sign to see a list of articles related to that subtopic.

Shortcut:  on the Main Toolbar

## Timeline (Search menu)

The Timeline is a chronological list of more than 5,000 historical events. It allows you to explore the [NGME](#) with time as a frame of reference.

### Using the Timeline

Type a year and AD or BC (the default is AD) to look at events for a certain year. You may also scroll through the list. Double-click a Timeline event to see a list of articles related to the event.

You may search the Timeline for a specific event. Simply pull down the Search menu and click Find while you are in the Timeline. A Timeline Search window will open. Type in a range of dates and a Search word or Search words and click Find. The NGME will return a list of Timeline entries (within the range of dates you have specified) that contain the Search word you typed.

### Searching the Timeline from within an article

To search the Timeline from within an article or caption, simply highlight a year and press the [Timeline Find button](#) on the article or caption's menu bar. The NGME will bring you to that year in the Timeline.

Note: Because the Timeline is illustrative, not comprehensive, not every event, or even every year is necessarily listed. If you search for a year that isn't included in the Timeline, the NGME will bring you to the closest year available.

Shortcut:  on the [Main Toolbar](#)

## **Find (Search menu)**

Find allows you to look for the next occurrence of any word in an article or picture caption. After you select Find, type the word you want to locate in the Find dialog box and click Find.

## Next Link (Search menu)

Next Link helps you find the next Link Word (an article title set in ALL CAPS) within an article.

From any word in an open article, select Next Link to move the cursor to the next cross-referenced article title. You can then use the Link to Selection command to search for that title in the Title List.

Shortcut:  on the Main Toolbar

## Link to Selection (Search menu)

Link to Selection allows you to search the Article Titles List for a Link Word (an article title set in ALL CAPS within an article).

Move the cursor to the first letter of a Link Word and select Link to Selection or simply double-click the Link Word. The NGME will open the Title Index and move to the Link Word. Double-click the title (or press Enter) to look at that article.

Shortcut:  on the Main Toolbar

## Search for Selection (Search menu)

Search for Selection allows you to select (highlight) a word or string of words in an article and find other articles in which the words appear. For example, if you select the word "physics" in an article, the NGME will create a list of all articles in which "physics" appears.

Shortcut:  on the Main Toolbar

## Font (Text menu)

This feature allows you to customize the appearance of the text elements of the NGME. The Font dialog box allows you to specify base font, style, and size.

## Toolbar (Window menu)

This feature allows you to customize the appearance of the Main Toolbar. You may choose one of the following:

### **Off**

This conceals the Main Toolbar, giving you more space in the Main NGME window.

### **Top**

This makes the Main Toolbar appear as a row of buttons beneath the Menu Bar.

### **Float**

This turns the Main Toolbar into a movable window, which you can "float" among other windows you have opened in the NGME. Use Float to gain space in the Main NGME Window without sacrificing the convenience of the Toolbar. (Note: Other Windows applications call this a "tool palette.")

### **See also:**

[Main Toolbar buttons and their functions](#)

[Other Toolbar buttons and their functions](#)



## Status (Window menu)

This feature allows you to toggle between displaying and concealing the Status bar, which provides information on the status of actions taken in the NGME. Concealing it gives you more space in the main NGME window.

## **Cascade (Window menu)**

Cascade arranges opened windows on top of each other, like a set of index cards. It puts the most recently opened window on top, and displays each window's title, for easy movement between windows.

## **Tile (Window menu)**

Tile arranges opened windows side by side, for easy comparison of contents.

## **Arrange Icons (Window menu)**

Use this command to arrange icons representing minimized windows in an orderly fashion in the main NGME window.

## **Close All (Window menu)**

Use this command to close all of the currently open windows, without shutting down the NGME.

## **Bookmark List (Bookmark menu)**

Bookmark lets you create a list of NGME articles of interest for future reference.

### **To open a bookmarked article**

Double-click the desired Bookmark name to access the bookmarked article.

### **To delete a Bookmark**

Choose Delete from the Bookmark menu to delete the currently selected Bookmark.

## Add a Bookmark (Bookmark menu)

Use this command to save your place in an NGME article. You can retrieve it later by using the Bookmark List command.

When you select Add a Bookmark, you'll see a box with a Bookmark Title. The default is the article's title, but you may type in a more descriptive name. Click OK to store the Bookmark.

Shortcut:  on the Main Toolbar

## Delete a Bookmark (Bookmark menu)

Use this command while looking at the Bookmark List to delete a Bookmark. When you choose it, the selected Bookmark is deleted.



## Help Contents (Help menu)

Help Contents lists, in outline form, all of the Help topics available in the NGME.

For help on using Help, press the F1 key.

Shortcut:  on the Main Toolbar

## About (Help menu)

This gives details about the NGME such as the version number and copyright information.

## Map Index (Search menu)

The Map Index lists all of the maps in the [NGME](#), grouped by geographical location.

### Viewing maps using the Map Index

Double-click the name of a region to list maps for that region. Double-click a map's title to view it. You may also access a list of articles cross-referenced from the current map by clicking the [cross-reference button](#) in the Map Index window's toolbar.

Shortcut:  on the [Main Toolbar](#)

## Picture Index (Search menu)

The graphical Picture Index groups all of the pictures in the [NGME](#) into categories.

### Viewing pictures using the Picture Index

Pictures are indexed in outline form. A plus sign (+) before a title indicates that you are at a topic within the Index, and that you must expand the index to reach picture titles. A minus sign (-) indicates your path so far. Picture titles are indicated by the absence of a plus or minus sign. (Some pictures are linked to sounds; this is indicated by an asterisk (\*) after the picture title.)

You can look at a picture by double-clicking its title. You can look at a list of articles cross-referenced to the selected picture by clicking the [cross-reference button](#) in the Picture Index window's toolbar.

Each picture's window has its own toolbar, containing one or more of these buttons:



[View caption](#)



[See cross-reference list](#)



[Link to a sound](#)

Shortcut:  on the [Main Toolbar](#)

## Animation Index (Search menu)

The Animation Index lists all of the animations in the [NGME](#), grouped by subject.

### Viewing Animations using the Animation Index

Click the animation button to view the graphical index of animations. Select a category to list animation titles for that category.

(Animation titles have no preceding symbol; a plus sign indicates a category or sub-category of animations.)

Click the [play button](#) to play an animation. Click the [stop button](#) to stop it.

When an animation title is selected, click the [cross-reference button](#) on the Animation Index window's toolbar to view a list of articles related to that animation.

Shortcut:  on the [Main Toolbar](#)

## Video Index (Search menu)

All the videos in the NGME are grouped into categories in the graphical video index.

### Using the Video Index

After choosing this option (either from the Search menu or through the Main Toolbar's Video Index button), you'll see the graphical index of videos. Select a category to list video titles in it.

Click the play button to view a video. Click the stop button to stop it.

When a video title is selected, click the cross-reference button on the Video Index window's toolbar to view a list of articles related to that video.

Shortcut:  on the Main Toolbar

## Sound Index (Search menu)

The Sound Index lists all of the sounds in the NGME, grouped by type.

### Listening to sounds using the Sound Index

Select a category from the graphical index of sounds to list sound clip titles. Double-click the title of a sound clip to display the audio control panel. Click the play button to start a sound clip; click the stop button to stop it.

Click the cross-reference button to list the titles of articles related to the sound clip.

Shortcut:  on the Main Toolbar

## What's a Toolbar?

A toolbar is a set of buttons, usually located beneath the title bar of a window, which gives you quick access to frequently used commands in the NGME.



This is a toolbar.

This is a button on the toolbar  
(specifically, the Knowledge Explorer button).

### Using a Toolbar

Click a Toolbar button to call up the NGME feature it represents.



## **What's the NGME?**

The NGME, which you are currently using, is the New Grolier Multimedia Encyclopedia. The NGME features the complete text of Grolier's Academic American Encyclopedia, plus multimedia features, the Knowledge Tree, and a Timeline.

## **What's a default?**

In a computer program, a default is the way settings and options are defined by the program before a user changes them. In other words, a default is an action or setting done without user intervention, something done "by default." Many programs, such as the NGME, allow you to change some default values to suit your own needs and tastes.

## **What's a hit word?**

A hit word reflects a match between a word you're searching for and a word in the NGME. It's often convenient, especially in a long article, to move forward and backward among hit words to find the information you're looking for.

## **What's ASCII?**

ASCII (pronounced /as' kee/) is an acronym for American Standard Code for Information Interchange. Many applications (including the NGME and most word processors) use this term to refer to raw, unformatted text. Documents "saved in ASCII" contain no special formatting commands or codes, and therefore are easily recognized and used by a variety of applications.

## Search Options (Word Search)

Word Search has a few options to let you specify where and how to look for occurrences of your search terms.

### **Word Relationship**

Word Relationship lets you fine-tune your search by specifying certain criteria for a successful search.

#### *Same Paragraph*

When this is chosen, the search will require that all the terms you've specified be in the same paragraph. This criterion is chosen by default.

#### *Words Apart*

When chosen, this lets you specify how close multiple Search Terms must be to each other to show up in your Word Search.

#### *Exact Order*

Use this checkbox to find a precise phrase (i.e., search for words in the same order you've typed them).

### **Search in**

This lets you fine-tune your search by specifying which parts of the NGME to search.

## Operators and Wild Cards (Word Search option)

Word Search lets you use operators and wild cards to limit or broaden your search. The AND, OR, and NOT operators can be used to set up criteria among multiple Search Words. Wild cards are helpful in finding words related to your Search Word, or if you're not sure of the spelling of a particular word.

### **AND**

This lets you search for two or more words in a single article (each Search Word must appear in the article at least once).

*How to do it:* Type the words on separate lines and choose AND in the drop-down menu next to the words (this is chosen by default)

### **OR**

This lets you search for two or more words in a single article (at least one Search Word must appear in the article).

*How to do it:* Type multiple words on one line, separated by commas.

### **NOT**

This lets you search for the presence of a word or combination of words in the absence of another or others.

*How to do it:* Type the words on separate lines and choose NOT in the drop-down menu next to the word(s) you want exclude from the search.

### **Wild Card (single character)**

This will find all instances where your Search Word(s) plus any single letter forms a word (e.g., QUOT? will match "quota" and "quote").

*How to do it:* Type a question mark ("?") at any location in the Search Word.

### **Wild Card (multiple characters)**

This will find all instances where your Search Word(s) plus any number of letters forms a word (e.g., QUOT\* will match "quota," "quotation," "quoted," "quotes," etc.).

*How to do it:* Type an asterisk ("\*") at the end of your Search Word(s).

## How to Look Up Something in the NGME

Here are three ways to Look Up Something in the NGME:

### **Pretty sure you know where your subject would be covered?**

Click the Browse Titles button on the Main Toolbar or select Title List from the Features Menu, and type the name of a person (last name first), place, or thing. The NGME will bring you to that point in its alphabetical Article Title Index. Double-click a title to read an article. You can scroll through the Article Title Index to look at other articles.

### **Not sure of what article would cover your subject?**

You may want to do a Word Search. Click the Word Search button on the Main Toolbar or select Word Search from the Features Menu, type in a word, and click search. The NGME will prepare a list of articles that contain the word you typed. Scroll to and double-click an article title, and the NGME will bring you to the part of the article where your subject first appears.

### **Maybe you're not exactly sure what you're interested in researching.**

You may want to use the Knowledge Tree. Click the Knowledge Tree button on the Main Toolbar or select Knowledge Tree on the Features Menu to see the 6 main "branches" of knowledge in the NGME. Double-click to go further and further down a "branch" of knowledge until you see an article of interest. Double-click an article title to read that article.

## How to Find a Sound

Click the Sound Index button on the Main Toolbar or select Sounds on the Features Menu to list the 5 types of sounds featured in the NGME (animal, bird, and musical-instrument sounds, and excerpts of musical works and historical speeches). Double-click one of the types to list individual sounds. Double-click a sound title and press play to hear that sound.



## How to Find a Picture

The NGME has more than 3,000 pictures, indexed by subject. Click the [Picture Index button](#) on the [Main Toolbar](#) or select Pictures on the [Features Menu](#) to see the graphical index of pictures. Select a category from the graphical index to see the sub-categories in it. Continue double-clicking index entries until you see the titles of individual pictures. Double-click a picture title to see it; click the [caption button](#) to read the picture's caption.

## How to Find an Animation

Click the Animation Index button on the Main Toolbar or select Animations on the Features Menu to view a graphical index of animations featured in the NGME. Select a category to list individual animations. Double-click an animation title and press play to see that animation.

## How to Find a Video

Click the Video Index button on the Main Toolbar or select Videos on the Features Menu to list the types of videos featured in the NGME. Double-click a category to list individual videos. Double-click a video title and press play to see it.

## **Register the NGME and get Technical Support**

There are two ways to register the NGME:

If you have a Grolier Warranty Card, simply fill it out and mail it in.

If you don't have a Grolier Warranty Card, or if you prefer, simply call (800) 285-4534 to register.

Registering will enable us to provide you with better service and will ensure that you are notified about specially priced updates.

For technical support, call (408) 428-6600.

## How to Play a Multimedia Map

Click the Multimedia Map button on the Main Toolbar or select Multimedia Maps on the Features Menu to see the categories of Multimedia Maps in the NGME. Select a category from the graphical index to list the maps in that category. Double-click a map title to open it. Press play to play it.

## Multimedia Map Index (Search menu)

The Multimedia Maps in the NGME illustrate historical events. The Multimedia Map Index groups these maps into six categories.

### Viewing Multimedia Maps using the Multimedia Map Index

After selecting Multimedia Maps (either by clicking the Multimedia Map button on the Main Toolbar, or by pulling down the Search menu and choosing Multimedia Maps), you will see a graphical index of the categories of Multimedia Maps. Once you have opened a category, you can select a map by double-clicking its title. You can look at the articles related to the map by clicking the cross-reference button on the Multimedia Map toolbar.

Shortcut:  on the Main Toolbar

## How to Play the Knowledge Explorer

Click the Knowledge Explorer button on the Main Toolbar or select Knowledge Explorer on the Features Menu to see the categories of Knowledge Explorer Essays in the NGME. Select a category from the graphical index to list the essays in it. Double-click an essay to open it. Press play to play it.

## Knowledge Explorer (Search menu)

The Knowledge Explorer is a collection of audiovisual essays. These essays have been indexed by subject.

### Playing Knowledge Explorer Essays using the Knowledge Explorer Index

After selecting Knowledge Explorer (either by clicking the Knowledge Explorer button on the Main Toolbar, or by pulling down the Search menu and choosing Knowledge Explorer), you will see a graphical index of the categories of Knowledge Explorer essays. Select a category to see the Knowledge Explorer essays in it. Double-click an essay title to open it. Press play to begin playing it.

You can view articles associated with a Knowledge Explorer Essay by clicking the [cross-reference button](#) on the Knowledge Explorer window toolbar.

Shortcut:  on the [Main Toolbar](#)



## How to Use the Timeline

Click the Timeline button on the Main Toolbar or select Timeline on the Features Menu to open the Timeline. It will open to the year 40,000 BC. To search the Timeline, type the year you're interested in and the NGME will bring you to that year.

## **How to Use the Features Menu**

The Features Menu allows you to access the main features of the NGME. It opens when you close the opening animation. Click a feature on the right side of the menu to select it. Once you have selected a feature the Features Menu will disappear. It will only reappear when all of the windows within the NGME are closed. All of the features on the Features Menu can also be accessed through the toolbar or pull-down menus within the NGME.

## **Contributors**

Many articles in the NGME are written by experts in their fields. These are called "signed" articles because their authors' names are listed at the end of their text. The Contributor list provides an alphabetical list of these authors and their affiliations.

## **Timeline Find button**



If Timeline Find is available from an article or caption, this button will appear in the article/caption's menu bar.

## **Picture Player**

The Picture Player lets you browse the pictures in the NGME, either randomly or sequentially.

To begin the Picture Player, select a category from the graphical Picture Index. Two play buttons (forward and backward) and a Picture Player Preferences button will appear on the Picture Index menu bar. You may launch the Picture Player by clicking either of the play buttons, or you may continue to navigate through sub-categories until you've reached an area of interest and then begin the Picture Player.

Click the Picture Player Preferences button to select either the random or sequential playing of pictures. You may also set the speed at which the Picture Player plays by selecting a number from 1 to 10 (1 plays most slowly, 10 plays most quickly).

You may pause the Picture Player at any time by clicking the pause button. Once the Picture Player is paused, you may view a picture's caption, hear a related sound (if available), or see articles related to that picture by selecting the caption, sound, or articles button from the picture's menu bar. To restart the Picture Player, simply select the play button from the picture's menu bar.