

The Canadian Encyclopedia Plus Help Contents

Help Topics

Using the Encyclopedias

Using the Dictionary and Thesaurus

Finding and Displaying Multimedia

Managing Bookmarks

Answering the Canadiana Quiz

Reference



Preferences

Modifies settings that control screen appearances. Open the Preferences window by choosing "Preferences..." from the File Menu.

Illustration

Click the button to see the Preferences window.

1 Save Current Article on Exit

Choose this option to display the last article viewed in the current session as the first article viewed in the next session. If this option is not selected, the program opens with the first article in the encyclopedia.

2 Show Pictures (Thumbnails) when Displaying Articles

Select Show Pictures when Displaying Articles to display thumbnails (small representations of multimedia items) in the text. Screen redraws will be faster with this preference turned off.

3 Show Opening Animation

Change this option if you do not want to play the opening animation when the program begins.

4 Set Slide Show Delay

Set the number of seconds delay before the next picture appears in the slide show.

5 Text Fonts

Changes the style and size of the text fonts.

6 Set Colours

Select colours for highlighting, cross references and search terms.

Reference

Preferences

Buttons

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Copying

Abbrev

Buttons

Buttons are used throughout the program to launch a particular action. These buttons are explained throughout this Help program and in brief terms below:

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[Wildcard](#)

Reference



Menu Functions

To choose a command from a menu:

- 1 Point to the menu name and click the mouse.
- 2 Point to a command listed on the menu and click the mouse.

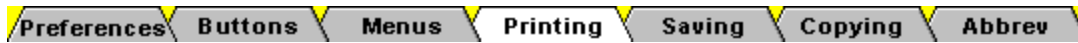
Keyboard Shortcuts

Keyboard shortcuts are available for many functions. See [Keyboard Commands](#).

Click on the items below for a description of each menu:

- ▶ [File Menu](#)
- ▶ [Edit Menu](#)
- ▶ [Navigation Menu](#)
- ▶ [Mode Menu](#)
- ▶ [Bookmark Menu](#)
- ▶ [Search Menu](#)
- ▶ [Article Menu](#)
- ▶ [Help Menu](#)
- ▶ [Puzzle Menu](#)
- ▶ [Question Menu](#)
- ▶ [Control Menu](#)
- ▶ [Dictionary Menu](#)
- ▶ [Options Menu](#)

Reference



Printing



To Print an Article

The printing option is available in the [File Menu](#) or via the [Print Button](#) when you are in the Encyclopedia and Dictionary windows. (Note that the Print Button is replaced by a Highlight Button when an article is marked as part of a current Bookmark List.

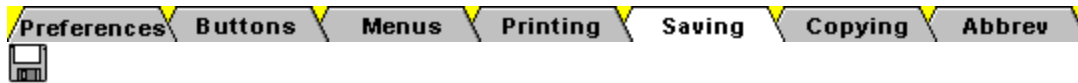


To Print Part of an Article (Windows only)

To print part of an article, Select the text with the left mouse button (see [Selecting Text](#)) choose "Print Article ..." from the File Menu. When text is selected, a [dialog box](#) appears. Choose the "Print selected text" option and click OK.

Related Topics

Reference



Saving

Save an article or selected text in the following manner:



Saving an Article

- 1 Choose "Save Article ..." from the [File Menu](#) to display the file save dialog box.
By default, the program saves to the Canadian Encyclopedia directory that was created when you installed the program. Click here to see how to [Change the Path](#).
- 2 In the dialog box, type the name of the file you wish to save in the File box.



Saving Selected Text

- 1 Select the Text with the Mouse (see [Selecting Text](#))
Then choose "Save Article ..." from the File Menu (or click Ctrl+S)
- 2 On the Save dialog box, choose "Save the Selected Text."
If no text is selected, this option does not appear.

Please Note:

Files are saved in a standard format and can be loaded easily into your word processor.



Reference



Copying

You can copy text to the clipboard in ASCII format. From the clipboard the copied text can be copied to any word processor, to any find or search dialog box or to your General Notes in a Bookmark List.



To Copy Selected Text to the Clipboard

- 1 Select text by dragging the mouse button (see [Selecting Text](#))
- 2 Choose the "Copy Selected Text" option from the [Edit Menu](#) in the Encyclopedia Window.
Or use the keyboard command Ctrl+C (Windows) or Command+C (Macintosh).

To Copy Selected Text into a Bookmark List



Click here for [Copying Text to an Article Note](#)



Click here for [Copying Text to an Bookmark List Note](#)



To Paste Selected Text into your Word Processor

- 1 Copy the text to the clipboard as described above.
- 2 Open your word processor document and click the paste button or use the command SHIFT+INSERT (Command+V on a Macintosh).



To Paste Selected Text into a find or search dialog box

- 1 Copy the text to the clipboard as described above.
- 2 Open the search or find dialog box and click in the text entry box. Use the command Ctrl+V (Command+V on a Macintosh) to enter the text.



Reference



Abbreviations

Abbreviations are used throughout the text of [The Canadian Encyclopedia Plus](#). Most of these abbreviations are listed below. Go to the section of the alphabet that contains the abbreviation and click the abbreviation to display the full term. Click "Back" on the menu bar at the top of the screen to return to this screen.


- ▶ [Abbreviations A-B](#)
- ▶ [Abbreviations C](#)
- ▶ [Abbreviations D-E](#)
- ▶ [Abbreviations F-G](#)
- ▶ [Abbreviations H-L](#)
- ▶ [Abbreviations M](#)
- ▶ [Abbreviations N-O](#)
- ▶ [Abbreviations P-Q](#)
- ▶ [Abbreviations R-S](#)
- ▶ [Abbreviations T-U](#)
- ▶ [Abbreviations V-Y](#)


Navigating Within the Article Text


Jumping to a Section within an Article:

Use the [Article Contents Button](#) to jump to a sub-heading or to a multimedia item within an article.

Moving through the Text Using the Scroll Bar

▶ Click on the scroll *arrows*  to move up or down one line at a time

▶ Drag the scroll *box*  up and down to move to a new position in the text

▶ Click on the open scroll arrows  to move to the next highlighted search term in the article following a search

Moving through the Text Using the Keyboard

▶ Press the up and down arrow keys to move up or down one line.

▶ Press HOME to return to the beginning of the article.

▶ Press END to move to the end of the article.

▶ Press PAGE UP and PAGE DOWN to move up or down a screen.

▶ Press the ESC key to close a dialog box.

Finding Words in the Text

Use Find Word on the [Search Menu](#) to find a word in the text of an article.

Moving From Article to Article

1 Use [Cross References](#) to jump to articles whose titles are mentioned in the text.

2 Use the [Last Article Button](#) or choose Previous on the Article Menu to move back to a previously viewed article. Choose History on the Article Menu to view a list of all articles viewed in the current session.

Contents

The Contents Menu lists all the headings and all the multimedia items contained in the current article. To display the Contents, click the [Article Contents Button](#). All the article subheadings and all the multimedia items will be listed in a floating menu.



▶ **To Move to a Topic Heading in the Article**

Choose a subheading from the list and click the mouse button or press Enter to go to that section of the text.

▶ **To Move to a Multimedia Item in the Article**

Click one of the multimedia items (marked with the appropriate symbols) in the list or highlight the item by moving the cursor and press Enter to launch the viewer.

Articles and Subjects

Articles

Click on the Titles Button on the Encyclopedia Screen to display an alphabetical list of articles in the encyclopedias.



Subjects

Click on the Subjects Button to display the subject index.



The articles in **The Canadian Encyclopedia** are marked with a maple leaf, those of **Columbia** with a world icon and those of *Maclean's* with an **M**. Choose Canadian from the Search menu to view the entries from **The Canadian Encyclopedia** and *Maclean's* only. Choose Canadian & Columbia to view a list of entries from both encyclopedias and *Maclean's*.



[How Do I Find Article Titles?](#)

Optimizing Multimedia Performance

In order to get the best performance of the multimedia elements of the encyclopedia, you should ensure that your hardware and software have been set up properly.



Audio

The audio selections work best with a 16-bit sound card. Not all of the sounds will play on an 8-bit sound card. If you have a sound card installed but still cannot hear the sounds, check to make sure that the proper drivers are installed. Consult your Windows or Macintosh manual for instructions on installing drivers.



Video and Animation

Videos and animations will work smoothly only if QuickTime has been correctly installed during installation. The speed and smoothness of the video depend on the speed of your processor, the quality of your video card and the amount of RAM available.



The Canadian Encyclopedia Plus utilizes QuickTime 2.1.0.41 (Windows 3.1) or 2.1.0.42 (Windows 95). If these files are overwritten by an earlier version of QuickTime, the videos and QuickTime VRs in this program will not play.

Pictures

Pictures are optimized for 256 colours. Make sure that the proper 256-colour video drivers are installed on your computer. The pictures will show on a 16-colour display but will be of poor quality.



Because of the compression used on this disk, the pictures will not display on less than a 486DX computer in Windows.

Viewing and Navigating the Multimedia

Where multimedia items in **The Canadian Encyclopedia Plus** appear

- 1 As titles in the search results from [SmartSearch](#), [Search](#) or from searches in the Multimedia Browser (see [Searching the Multimedia](#)).
- 2 As [Thumbnails](#) in the text of articles.
- 3 As Thumbnails in the Timeline.

How multimedia items are viewed

- 1 By double clicking on a thumbnail.
- 2 By double clicking on a multimedia title in the Multimedia Browser or in a search list.



Pictures

To view a picture, double click on its title in a results list or double click a thumbnail displayed in the text.



Sounds

To play a sound, double click on its title in a results list or double click a thumbnail displayed in the text. Then click the Sound Button to listen to the sound.



Videos or Animations

To play a video or animation, double click the title with the mouse.

VR

QuickTime VR

QuickTime VR are special pictures that enable a viewer to move through a panorama and to zoom in or zoom out of a scene.



Hypergraphics

Hypergraphics allow the user to click on a "hot" spot on a picture and zoom to a related subject or to a detail of the current subject, much as Cross References allow the linking of articles.

Click on the following to get pop-up help on the Multimedia Browser, the Picture Viewer and the Video Player:

[Multimedia Browse Screen Hypergraphic](#)

[Video Player](#)

[Picture Viewer](#)

Going to an Article from the Browser

A small rectangular button with a thin border and the text "go to article" inside.

Click the Go to Article button on the Multimedia Browser Bar to bring up the text of an article. If more than one article is associated with a multimedia item, a dialog box offers a list from which to choose.

Filters

Use Filters to include or to exclude types of multimedia in the Browser. For example, show only the Videos and Animations by clicking the Video icon. Show only Sounds along with the Videos and Animations by clicking on the Sounds and Video icons.



Slide Show

Starting the Slide Show

Click the Slide Show button on the [Multimedia Browser](#) to run a slide show of pictures from the encyclopedia.



Set the delay between pictures in [Preferences](#)

Running the Slide Show



Click Pause to pause the show (or the Continue button to continue after a pause) and the Stop Slide Show Button to quit the slide show and return to the Browser.



To go to the article associated with a picture, click the Go To Article button.



The pictures in the slide show display in the order that they appear in the media index. The filters and subject categories still work in slide show. For example, if you choose the media subject Arts/Painting, the slide show will only include items in the painting category. If you choose the subject All and the filter Graphs, slide show will show only graphs and no other media.

Viewing Multimedia from the Encyclopedia Window

All multimedia elements appear in the text of articles as thumbnails (if this option has been chosen in [Preferences](#)). When you pass the mouse pointer over the thumbnails, the pointer changes to indicate the type of media. In the example below, the pointer indicates that the item is a photograph.



When viewing an article with multimedia, double click the thumbnail to expand the picture or to launch the video player. (In the text of articles, sounds do not appear as separate multimedia items as they do on the Multimedia Browser. In articles, all sounds are associated with pictures. Bring up the picture and click the sound button.)

Quiz

Starting the Quiz

The Canadiana Quiz will test your knowledge of Canada. It contains over 450 questions in both English and French and can be taken randomly or sequentially.

Launch the encyclopedia quiz by clicking the Quiz Button on the Encyclopedia Screen.



The Quiz is available in both English and French. Choose French or English on the Question Menu in the Quiz Screen. The questions are identical.

Answering a Question

Answer a question by choosing the appropriate letter button below the question or next to an illustration. If the answer is correct, it is registered on the scoreboard, a piece of the puzzle appears and a new question appears automatically. Click the New Question button to display another question.

Getting a Clue

If you do not know the answer or want to find out more about the subject of the question, click the Clue Button to go to a relevant encyclopedia article. (Click the Quiz Button to return to the question.)

Solving the Puzzle

When you have completed the quiz, you can try to solve the puzzle by moving the pieces with the mouse. The puzzle is similar to the small games with push tablets familiar to most children. Click the Hint button to move one piece or the Solve button to solve the entire puzzle. The Scramble button rescrambles the puzzle.

Options

The Puzzle menu allows you to turn the sound on or off, remove the numbers from the puzzle pieces or to insert a new picture as the puzzle.

Click here to view the [Quiz Screen](#).

Abbreviations

Abbreviations A-B

AAA

Adm

aka

Ala

alt

Alta

approx

Apr

ARC

Ariz

Ark

Assn

Asst

Atty Gen

Aug

B

b

BA

bap

BBC

BC

BComm

Bdy

BEd

BLitt

Blvd

BMus

BNA

Bor

Brig-Gen

BSc

BSW

Btu

bu

Amateur Athletic Association

Admiral

Also known as

Alabama

altitude

Alberta

approximately

Alberta Research Council

Arizona

Arkansas

Association

Assistant

Attorney General

August

Bay

born

Bachelor of Arts

baptized

British Broadcasting Corporation

British Columbia

Bachelor of Commerce

boundary

Bachelor of Education

Bachelor of Literature

Boulevard

Bachelor of Music

British North America

Borough

Brigadier-General

Bachelor of Science

Bachelor of Social Work

British Thermal Unit, the amount of heat required to raise the temperature of one pound of water one degree Fahrenheit at 39.2°F

bushel, unit of dry measure, equal to 4 pecks, or about 35.2 litres

Abbreviations C

C

c

c

cA

CA

CAF

Calif

Capt

CAUT

CBC

CBE

CCF

CCL

Cdr

CEF

CEGEP

CFB

CFDC

CFL

CGA

Chan

cm

CMA

CMG

CNR

CNTU

Co

Col

Coll

Colo

Comm

Conn

Const

Corp

COTC

Cpl

CPR

CRBC

CRTC

CTC

Czech

Cy

City

census

circa

Census Adjusted

Chartered Accountant

Canadian Armed Forces; Canadian Air Force

California

Captain

Canadian Broadcasting Corporation

Companion of the Order of the British Empire

Co-operative Commonwealth Federation

Canadian Congress of Labour

Commander

Canadian Expeditionary Force

Collège d'enseignement général et professionnel

Canadian Forces Base

Canadian Film Development Corporation

Canadian Football League

Certified General Accountant

Channel

centimetre, a unit of length equal to $1/100$ of a metre or 0.3937 inch

Census Metropolitan Area

Companion of the Order of St Michael and St George

Canadian National Railways

Confederation of National Trade Unions

Company

Colonel

College

Colorado

Community

Connecticut

Constable

Corporation

Canadian Officer Training Corps

Corporal

Canadian Pacific Railway

Canadian Transport Commission

Czechoslovakia

County

Abbreviations D-E

d

Dak

Dan

db

Dec

Del

Den

Dept

DEW

DFC

DIAND

Dir

Dist

Div

DM

DMus

DSC

DSO

DSW

dwt

E

e

ed

EEC

eg

elev

EMR

Eng

est

et al

etc

Died

Dakota

Danish

decibel, a unit used to express relative difference in power, usually between acoustic or electric signals, equal to ten times the common logarithm of the ratio of the two levels

December

Delaware

Denmark

Department

Distant Early Warning

Distinguished Flying Cross

Department of Indian Affairs and Northern Development

Director

District

Division

District Municipality

Doctor of Music

Distinguished Service Cross

Distinguished Service Order

Doctor of Social Work

deadweight, the weight of an inert mass

East

Estimate

Editor, edited by, edition

European Economic Community

(exempli gratia) for example

Elevation, height above the level of the sea

Department of Energy, Mines and Resources

England

Established

(et alii) and others

(et cetera) and so forth

Abbreviations F-G

F/O

fd

Feb

ff

fl

Fla

Flt Lt

Flt Off

Flt Sgt

Fr

Fri

FRSC

Ft

g

Ga

GATT

GDP

Gen

Ger

GHz

Gk

GNP

Gov Gen

govt

GSC

GW

Florida

Flying Officer

Founded

February

folios, a leaf of a manuscript or book, a page number

(floriat) flourished

Flight Lieutenant

Flight Officer

Flight Sergeant

Father

Friday

Fellow of the Royal Society of Canada

Fort

Gram, a metric unit of mass and weight, equal to one-thousandth of a kilogram

Georgia

General Agreement on Tariffs and Trade

Gross Domestic Product

General

Germany

gigahertz, one billion hertz

Greek

Gross National Product

Governor General

Government

Geological Survey of Canada

Gigawatt, one billion watts

Abbreviations H-L

h

ha

Ham

HBC

hg

hm

HMCS

hp

hr

Hz

l, ls

ie

lll

Inc

Ind

Insp

Inst

Int

Intro

IR

Ire

Jan

k

Kans

KB

KC

KCMG

kg

kHz

kL

km

km/h

kPa

kW

kWh

Ky

L

La

Lab

Lat

lat

LC

LID

LLD

Lk, Lks

long

Lt-Gov

Ltd

Ltée

Hour

Hectare, a metric unit of area equal to 100 acres or 2.471 acres

Hamlet

Hudson's Bay Company

Hectolitre, a metric unit of capacity or volume equal to 100 litres in liquid measure (or 105.7 liquid quarts) and a metric unit of capacity or volume equal to 100 litres or 90.8 dry quarts in dry measure

hectometre, a metric unit of measure equal to 100 metres

Her Majesty's Canadian Ship

horsepower, a unit of power equal to 745.7 watts or 33 000 foot-pounds per minute

Hour

hertz, a unit of frequency equal to one cycle per second

Island, Islands

(id est) that is

Illinois

Incorporated

Indiana

Inspector

Institute, Institution

International

Introduction

Indian Reserve

Ireland

January

Kilo, Kilogram, a basic measure of mass and weight in the metric system, equal to the weight of a platinum and iridium cylinder kept at the International Bureau of Weights and Measures, near Paris; equal to about 2.2046 pounds

Kansas

Knight of the Bath

King's Counsel

Knight Commander of St Michael and St George

Kilogram, the fundamental unit of mass in the International System, equal to the weight of a platinum and iridium cylinder kept at the International Bureau of Weights and Measures, near Paris; equal to about 2.2046 pounds

Kilohertz, one thousand hertz

Kilolitre, one thousand litres

Kilometre, one thousand metres

kilometres per hour

kilopascal

Kilowatt, one thousand watts

Kilowatt hour

Kentucky

Litre, a metric unit of volume equal to a cubic decimetre, approximately 1.056 liquid quarts or 0.908 dry quart

Louisiana

Labrador

Latin

Latitude

Lower Canada

Local Improvement District

Doctor of Laws

Lake, Lakes

Longitude

Lieutenant-Governor

Limited

Limitée

Abbreviations M

m

m/s

MA

Maj

Man

Mar

Mass

MBE

Md

MD

Me

MEng

mg

Mgr

mHz

Mich

MIL

min

Minn

Miss

mj

mL

MLA

mm

MNA

Mo

Mont

MP

MSc

MSW

Mt

Mt A

Mtn, Mts

MW

Metre, the basic metric unit of length, defined as one ten-millionth of the distance on the Earth's surface from the pole to the Equator.

Metres per Second

Master of Arts

Major

Manitoba

March

Massachusetts

Member of the Order of the British Empire

Maryland

Doctor of Medicine

Maine

Master of Engineering

Milligram, one-thousandth of one gram

Monseigneur

Megahertz, unit of frequency equal to one million hertz

Michigan

Military Reserve

Minute

Minnesota

Mississippi

megajoule, unit of energy equal to one million joules

millilitre, one thousandth of one litre

Member of the Legislative Assembly

millimetre, one thousandth of one metre

Member of the National Assembly

Missouri

Montana

Member of Parliament

Master of Science

Master of Social Work

Mount

Mountain, Mountains

Mount Allison University

Megawatt, one million watts

Abbreviations N-O

N

N Dak

N Mex

NAC

NB

NC

nd

NDHQ

NDP

NEB

Nebr

NEP

Nev

NFB

Nfid

NH

NHL

NJ

No

Nor

NORAD

Nov

NRC

NS

NSAC

NSCAD

NTS

NWC

NWT

NY

OAC

OBE

Oct

OECD

Okla

OMI

Ont

OPEC

Oreg

North

North Dakota

New Mexico

National Archives of Canada

New Brunswick

North Carolina

No Date

National Defence Headquarters

New Democratic Party

National Energy Board

Nebraska

National Energy Policy

Nevada

National Film Board

Newfoundland

New Hampshire

National Hockey League

New Jersey

Number

Norway

North American Air Defence

November

National Research Council

Nova Scotia

Nova Scotia College of Art and Design

Nova Scotia Agricultural College

National Topographic Survey

North West Company

Northwest Territories

New York

Ontario College of Art

Order of the British Empire

October

Oklahoma

Oblates of Mary Immaculate

Ontario

Organization of Petroleum Exporting Countries

Oregon

Abbreviations P-Q

Pa

PAC

PC

PCO

PEI

Pen

pH

PhD

PM

PMO

PO

pop

POW

PQ

Prem

Pres

pseud

Pt

publ

QC

Que

Pennsylvania

Public Archives of Canada (now National Archives of Canada)

Progressive Conservative; Progressive Conservative Party

Privy Council Office

Prince Edward Island

Peninsula

Hydrogen-ion Concentration

Doctor of Philosophy

Prime Minister

Prime Minister's Office

Post Office, Petty Officer

Population

Prisoner of War

Parti Québécois

Premier

President

Pseudonym

Point

Published

Queen's Council

Quebec

Abbreviations R-S

R

R & D

RAF

RCAF

RCN

RD

Rear-Adm

Rg

repr

rev

RFC

RI

RM

RMC

RN

RSC

Ry

S

s

S Dak

Sask

SC

Scot

Sen

Sept

SFU

Sgt

SI

SJ

Soc

Sol Gen

Span

Sqn Cdr

Sqn Ldr

SS

St

Ste

Str

Supt

Switz

River

Research and Development

Royal Air Force

Royal Canadian Air Force

Royal Canadian Navy

Rural District

Rear-Admiral

Regiment

Reprinted

Revised

Royal Flying Corps

Rhode Island

Rural Municipality

Royal Military College of Canada

Registered Nurse

Royal Society of Canada

Railway

South

Second

South Dakota

Saskatchewan

South Carolina

Scotland

Senator

September

Simon Fraser University

Sergeant

Système International des Unités

Society of Jesus

Society

Solicitor General

Spanish

Squadron Commander

Squadron Leader

Ship Title, steamship

Saint

Sainte

Strait

Superintendent

Switzerland

Abbreviations T-U

I

t

TCA

Tenn

Terr

Tex

TLC

tr. trans

TV

TWh

Twp

U

U de M

U Leth

U Man

U of A

U of C

U of O

U of T

U Vic

U Wpg

UBC

UC

UCCB

UK

UN

UNB

UNESCO

unpubl

UP

UPEI

UQ

UQUAC

UQAM

UQAR

UQTR

US

USSR

Abbreviations V-Y

Va

VI

vol

VP

Vt

W

Wash

Wisc

WLU

WQ

WWI

WWII

Wyo

YMCA

YT

YWCA

Town

Tonne, metric ton, 1 million grams

Trans-Canada Airlines

Tennessee

Territory

Texas

Trades and Labor Congress

Translated

Television

terawatt hours, a trillion hours

Township

University

University of Lethbridge

University of Manitoba

University of Calgary

University of Victoria

University of Winnipeg

University of British Columbia

Upper Canada

University College of Cape Breton

United Kingdom

United Nations

University of New Brunswick

United Nations Educational, Scientific and Cultural Organization

Unpublished

Unincorporated Place

University of Prince Edward Island

Université du Québec

United States of America

Union of Soviet Socialist Republics

Virginia

Village

Volume

Vice-President

Vermont

West

Washington

Wisconsin

Wilfrid Laurier University

Warrant Officer

World War One

World War Two

Wyoming

Young Men's Christian Association

Yukon Territory

Young Women's Christian Association

Buttons

Anagram Button

The Anagram Button is located in the Dictionary Window. Click the button with the mouse to find words containing the same letters as the current word.


Titles Button

The Titles Button is located on the Encyclopedia Screen. Click this button to display the lists of titles in the encyclopedias.

Last Article Button

Use the Last Article Button (located on the menu bar of the Encyclopedia screen) to move back through the articles you have viewed in this session. The list of articles recently viewed can be seen by choosing "History" from the nearby Article menu in the Encyclopedia Window.

Close Button

The Close Button  closes the current window. The Close Button on the upper right-hand corner of the Encyclopedia Screen closes the program.

Definition Button

Click this button in the Dictionary to find a dictionary or thesaurus entry on the term entered in the search box.



Dictionary Button

The Dictionary Button is located on the lower right of all screens. Click this button to open the dictionary. In the Encyclopedia Window activate the dictionary by double clicking a word.

Help Button

The Help Button appears on the upper right of the Encyclopedia, Timeline, Quiz and Dictionary screens as a large question mark. Click this button to launch the on-line help for the current screen.

View Button

Click this button to view the currently selected article in a list of titles or to see a list of all article titles in the currently selected subject in the Subject List window.

Searching the Encyclopedia Texts

The **Canadian Encyclopedia Plus** provides the user with several powerful tools for searching the text of the encyclopedias.

The text search procedures are activated by the two buttons in the upper right of the Encyclopedia screen.

1 Boolean Search

Use Boolean search to perform simple word searches or traditional Boolean searches. Boolean Search also provides more advanced features and spell checking.



More detailed instructions are provided in [Boolean Search](#).

2 SmartSearch

Use SmartSearch to perform more general searches. While Boolean Search is appropriate for specific searches related to known names and terms, SmartSearch is designed to search for concepts, ideas and the relationships between words.



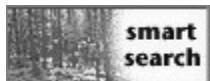
More detailed instructions are provided in [SmartSearch](#).

SmartSearch

Use SmartSearch for broader, more suggestive searches of the entire text of the encyclopedia, beyond simple requests for a term, name or place.

Using SmartSearch to Find Single Words

- 1 Click the [SmartSearch Button](#) on the upper left of the Encyclopedia Screen.



- 2 Type your word in the entry box and click the Begin Search button or Press Enter.

▶ Searching for a single word in SmartSearch gives you a results list that differs from such a search in Boolean Search. The results are not listed in alphabetical order but in the order that reflects the frequency or weight of your term.

Using SmartSearch to Find Phrases

- 1 Type a phrase referring to differing aspects of your query.
The phrase may be in the form of a question, such as "Why do leaves turn colour in autumn?" or "Who invented the G suit?" The latter turns up the inventor Wilbur Franks first in the list and a picture of Franks and his suit.

SmartSearch Results

- 1 SmartSearch provides a results list in which terms of a phrase or group of words have been weighted according to various criteria, such as frequency, proximity and related terms.
- 2 The titles in the Results list are ranked in an order reflecting the likelihood that the articles answer the query.
Thus if you type the query "Who was Yonge Street named for?" the entry Toronto appears at the top of the list.
- 3 When you preview (by clicking the [Preview Button](#)) one of the articles in the SmartSearch results list, the viewer takes you automatically to the part of the article that is most likely to satisfy your query.
- 4 SmartSearch results lists include relevant multimedia items, as the above example included a photograph of Yonge Street.

▶
▶ Because few questions have simple or obvious answers, beyond simple questions of fact, the list will not always be ordered in a predictable manner. The purpose of SmartSearch is to find and suggest relationships that may not have occurred to the user as well as the kind of specific results provided by Boolean Search.

- 5 The program offers a way to further refine your search with the [Tuner](#).

Bookmarks

Bookmarks allow you to collect and organize materials from the encyclopedia into a Bookmark List. Use Bookmarks for making notes, attaching notes to articles and marking lists of articles and pictures.

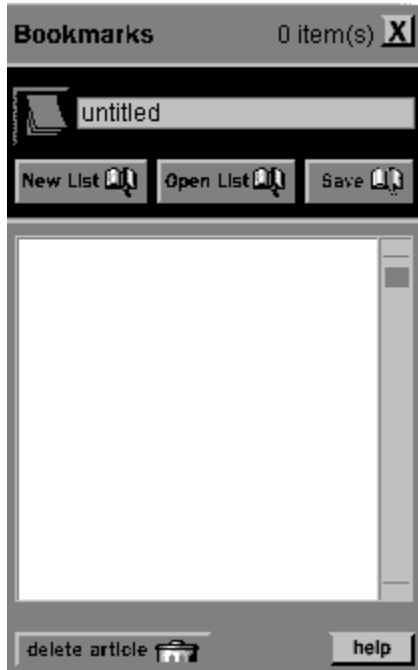
Creating a New Bookmark List

Use the [Bookmark Button](#) to create a new Bookmark List.



[Step-by-Step Instructions](#).

The following graphic shows the functions available on the Bookmarks List window. Click on the various items for explanations.



The Title Index

The Title Index contains a complete alphabetical listing of all the article titles in the encyclopedias.
To search through the alphabetical list of article titles:



1 Click the Titles Button

The [Titles Button](#) is located on the upper left of the Encyclopedia Screen.

2 Type your term into the Titles search box

As you type the list moves automatically to the closest matching title in the encyclopedia.

3 If you cannot find what you are looking for

Click the [QuickSearch Button](#) to the right of the Title box. Find will search for titles that contain your term.
Example.

4 To View an Article

Double click on a title or press Enter to view the text of an article.



Spelling Check

Spell check is available in Boolean Search and in SmartSearch.



To check the spelling of your search terms in the Search Window:

- 1 In the Boolean Search or SmartSearch window, toggle the Spelling Button to read "Spelling On." (Toggle to "Spelling Off" to turn off this feature.)
- 2 If one of the terms that you have entered in the search box is not found, Boolean Search or SmartSearch offer a list of alternative spellings.
For example, you may be looking for the article on the governor of New France and type Vaudriél. Boolean Search or SmartSearch suggests Vaudreuil.
- 3 Choose Change in order to change the search term to the term selected in the list box.
Choose Ignore to proceed with the search without changing the spelling of the current term, Ignore All to proceed without changing the spelling of any of the search terms, and choose Cancel to stop the search altogether.

Subject Index

Use the Subject Index to find articles in the encyclopedias that are related to one another under common subject headings.

Many of the main subject headings lead to as many as 6 levels. [Example](#)

To Find a Subject Heading

- 1 Click the Subjects Button on the upper left of the Encyclopedia Screen.



- 2 Choose whether you wish to Browse the subject tree or to Search the subject list by clicking the appropriate button.



to Browse the list



to Search the list

▶ Click here for step by step instructions on [How to Browse the Subject List](#)

▶ Click here for step by step instructions on [How to Search the Subject List](#)

▶ Click here to see the [Search Subjects Screen](#).

▶ You can display the articles in the same subject category as the current article by clicking the [More in Subject Button](#) at the bottom of the article.

Not

Use the "NOT" operator (!) to restrict your search of multiple terms by excluding certain items.

For example, you may want to find all the references to *sports* (271 results in [The Canadian Encyclopedia](#)), but not *hockey* or *baseball* (254 results). To perform this search, type *sports* in the first text box, click the *NOT* button after the term, type the word *hockey*, and then repeat the process for *baseball*. Your search would look like the following in the advanced window:

sports NOT *hockey* NOT *baseball*

Proceed with the search to see all the records which contain the word *sports* but do not contain the words *hockey* or *baseball*.

Or

Use the "OR" operator (|) to find articles that contain any one or any combination of your terms; hence the search *fish* OR *birds* OR *mammals* turns up 714 results in [The Canadian Encyclopedia](#), when such a search using AND gives only 30 results.

Click the Or button after each of your terms or type the word OR (in capital letters) after each term in the advanced window.

Use OR to search for variations of spelling or for plurals of the same word; for example, *Parliament* OR *parliaments* OR *Parliamentary*, or for words and their abbreviations. For example, you might look for *Ontario* OR *Ont* OR *Ont.* (with a period).

And

Use the AND operator (&) to find only those articles that contain every word in your search.

For example, if you enter the words *fish* AND *birds* AND *mammals*, you will turn up every article that contains all these words together in the same article. An article with just the word "fish" would not satisfy this search. (You can use the ampersand symbol & in place of the word AND in the advanced window.)

ASCII Text

ASCII stands for **American Standard Code for Information Interchange**. It is the standard format for exchanging electronic information.

Generic Word Processor Format

Generic Word Processor is a format that can easily be used by all word processors. In this format, the hard returns at the end of each line will be converted to spaces.

Cross References

Cross References are pointers to other articles in the encyclopedia which contain information related to the current article. They are directly linked to the articles of the same name.

Appearance

Cross references appear underlined, in capital letters and by default are coloured dark green. (You can change the colour on the Preference dialog box. See [Preferences](#).)

To activate a Cross Reference

- 1 Place the mouse pointer over the cross reference. The pointer turns to a large vertical arrow.
- 2 Click the reference once with the mouse.
- 3 You are transferred directly to the new article.
- 4 To return to the original article, click the [Last Article Button](#) on the tool bar.

Boolean

A Boolean Search is a complex search using operators such as "AND" (&), "OR" (|), "NOT" (!) and "NEAR" (~). It is named for the algebraic system developed by the English mathematician George Boole.

Boolean operators allow you to define relationships between the terms in your search.

Dictionary

The Canadian Encyclopedia+ contains two complete dictionaries, the English only [Gage Canadian Dictionary](#) and a full-featured bilingual dictionary which translates from French to English and English to French as well as conjugates French verbs. A thesaurus provides English synonyms.

There are several ways to open the dictionaries

▶ Click the Dictionary Button on the Encyclopedia or Timeline screen.



▶ Choose Dictionary from the [Navigation Menu](#).

▶ Double click on a word in the text of any encyclopedia (or quiz or dictionary) entry. A search for your word is begun automatically.

▶ The auto-search function of the dictionary defaults to the last dictionary used in the current session; i.e., if you last used the French-English dictionary and double click a word in the encyclopedia, the word will be looked up in the French-English dictionary.

[Click Here to view the Dictionary Screen](#)

▶

Finding a Definition in the Dictionary

To find a definition in the Dictionary

- 1 Open the Dictionary by clicking the [Dictionary Button](#) on the lower right of any screen.
- 2 Using the buttons on the upper left,

▶ Click the Dictionary Button to look up a word in English

▶ Click the French-English Button to find an English translation of a French word

▶ Click the English French Button to find a French translation of an English word

▶ Click Thesaurus to find synonyms for an English word

▶ To activate the English dictionary and the Thesaurus at the same time, choose [Dictionary & Thesaurus](#) from the Dictionary Menu.

Enter the term in the Search Word or Expression entry box of the Dictionary Window (or double click a word in the text of an article).



The image shows a screenshot of a dictionary search interface. At the top, there is a text input field containing the word "paradigm". To the right of this field is a button labeled "Translation". Below the input field, there are three buttons: "Search", "Anagram", and "Wildcard".

- 3 Press Enter or click the [Definition Button](#) (or Translation Button if you are using the bilingual dictionary) to find the definition.
- 4 If no word is found, a [dialog box](#) prompts you to choose an alternative spelling from the Spelling Alternative list.
- 5 Choose one of the alternative spellings and click the Definition (or Translation) button.



▶ [Click here for help with entering accents in your search.](#)

▶ [Click here for pop-up help with the dictionary](#)

Searching for Terms in the Dictionary

While the Definition Button looks for a separate definition for your term, Search finds that term no matter where it appears in the dictionary.

To search for a term in the entire dictionary

- 1 Type a term, for example *rodent*, into the Search box of the Dictionary Window.

- 2 Click the Search button under the search entry box.
- 3 The Search Results screen lists the entry *Rodent* along with all other entries that include the word *rodent*.
- 4 Move to another definition by double clicking a word in the Results list, for example, *muskrat*.


Boolean Searches in the Dictionary

Use Boolean operators to broaden or to narrow your searches in [The Gage Canadian Dictionary](#) or the bilingual dictionary.

The And Operator

Use the AND operator to find only those dictionary entries that contain all your terms.

- 1 Type the first term, then the word AND (it *must* be in capital letters) and then your next term. For example, type *woodsman* AND *fur*.
- 2 Click the Search button to generate a list.
- 3 Choose a word from the Results list and double click, or click the Definition Button.

▶ Use the AND search to find words where you know that a term exists and know other words that describe it. In the above example, the word *coureur de bois* was found.

The OR Operator

Look for entries containing any of your terms using the OR operator; for example type *fish* OR *fowl*. Click the Search button. (Generating a list including *bluefish* and *chicken*.)

▶ Use the OR search to find words and variations of words. For example, if you type *rodent* and click Search you get 9 results. If you type *rodent* OR *rodents* you get 32 results.

The NOT Operator

Narrow your search using the NOT operator, for example, type *forage* NOT *hay*. Click the Search Button. (Achieving a list including *barley* and *soybean*.)

Anagrams

Anagrams are words formed by reordering the letters of another word. A single word or phrase may yield many anagrams or none. To find anagrams

- 1 Open the Dictionary by clicking the Dictionary button in any screen.
- 2 Click the Dictionary Button and enter a word or phrase into the search box.
- 3 Set the Options for the minimum number of letters required for an anagram in the Options menu.
(For example, enter a length of 8 for the word *broadcasting* and get over 20 anagrams. Set it to 9 and get only 9 anagrams.)
- 4 Click the Anagram Button.



Using Wildcards in the Dictionary

Wildcard characters can be used in dictionary searches to represent unknown letters or sequences of letters. There are two wildcard characters: ? and *.

- 1 Use a question mark (?) to stand for a single unknown character. For example, typing *f?rmer* gives the results *farmer*, *firmer* and *former*.
- 2 Use an asterisk (*) to stand for an indefinite number of characters. For example, type *hon*r* to find all words beginning with "hon" and ending in "r," such as *honeymooner* and *honour*, or *voyag*r* to find the word *voyageur*.
- 3 Enter your word or phrase, including wildcards, in the Search box and then click the Wildcard Button. (The button lights up only when you enter a wildcard.)
- 4 Choose a word from the Wildcard list by double clicking the word or by highlighting the word and pressing Enter.

Garbage Button

Use this button in Bookmark List Mode to delete an item from your Bookmark List. Select the item and click the button.

Example: No Match

For example, if you type *Donavan Bailey*, looking for the runner, spellcheck finds 3 alternatives for the misspelling, one of which is *Donovan*. Highlight *Donovan* and click the Change Button to complete the search. Click the Ignore (or Ignore All) Button to proceed with the original search or Cancel to stop the search. A dialog box informs you if no match is found.

Example: QuickSearch

For example, if you type the word *information*, you are taken automatically to the first article that begins with that word, Information Highway. If you click QuickSearch, you are presented with a list of all the articles containing your search term. Click on one of these titles to display the article.

This procedure is very helpful in finding people with complex names or titles; for example, if you type the name *Beaverbrook* and then click QuickSearch, the Results screen shows the article *Aitken, William Maxwell, 1st Baron Beaverbrook*. If you know a first name, for example *Margaret*, click QuickSearch will display a list of all the titles containing Margaret.

Example: Subject Levels

For example, to find the premiers of Manitoba,

▶
Click the ▶ sign next to the primary subject heading SOCIAL SCIENCES

▶
Scroll down to find the sub-heading Politics & Government, click

▶
then click Government,

▶
then click Biographies,

▶
then click Canadian Premiers

▶
then click choose Manitoba.

▶
Press Enter or click view to see the titles.

Combined Searches Using Boolean Operators

You can perform complex searches which combine the AND, OR and NOT operators, for example the following:

bank or club not Canada

The results will include every article that contains either the word *bank* or the word *club* but not the word *Canada*.

- ▶ If you use multiple search operators, they are processed in order of precedence and then from first to last. AND and NOT have equal precedence over OR.

Keyboard Commands



Some useful keyboard commands:

Windows	Macintosh	Function
HOME	HOME	Move to the beginning of an article
END	END	Move to the end of an article
PAGE-UP	PAGE-UP	Move to the previous screen
PAGE DOWN	PAGE DOWN	Move to the next screen
TAB	TAB	Move to the next field of control
ENTER	ENTER	Activate the current function
DELETE	DELETE	Delete the current character; delete the current selection
ESC	ESC	Cancel the current function or screen. Exit (from Home Screen)
ALT+F4	Command + Q	Close the current Window or, in the Home Screen, exit the program
CTRL + C	Command + C	Copy selected text to the Clipboard
CTRL + V	Command + V	Paste text from the Clipboard
CTRL + P	Command + P	Print Article or Print Dictionary
CTRL + S	Command + S	Save Article (Encyclopedia mode) or Entry (Dictionary)

Finding Related Articles

To perform a SmartSearch using all the words of the current article:



Click the [Related Button](#) in the upper right of the Encyclopedia Screen.



Harris, Lawren Stewart

The Search Results will list the article titles in the order of the likelihood that they will match the words in the current article.



The results list from a Related Search will include Cross References from the current article as well as related media titles. If you select text and click the Related Button, a search will be run only on your selected text and will not include the cross references.



Selecting Text

Select text by clicking and dragging with the mouse button pressed. (Use the left mouse button in Windows). Make multiple selections by holding down the Ctrl key (Windows) or Command key (Macintosh) while dragging the mouse over a new location.

Select text in order to perform one of the following tasks:

Instant Search

Run a SmartSearch on selected text by selecting the words and clicking the [Related button](#). The search for related articles based on your selected text proceeds automatically.



Saving, Printing, Copying



Select Text and [Save](#) it, [Print](#) it or [Copy](#) it to the clipboard.



Select Text for a Dictionary Search by **double clicking** on any word in the encyclopedia or dictionary. The Dictionary Window is automatically invoked.

Clearing Selected Text



Clear Selected text from an article by clicking the mouse.




Highlighting Text

Highlighting is the equivalent of marking printed text with a yellow highlighter.

birthrate (the annual number of live births per 1000 inhabitants) was 20.1. Improved economic conditions caused a recovery that accelerated during WWII. By 1945 the birthrate had risen to 24.3 per 1000 inhabitants; by 1946 it had jumped to 27.2 per 1000 inhabitants, and it remained between 27 and 28.5 per 1000 until 1959, after which time it gradually fell.

To highlight text,

- 1 Mark the article so that it will be included in a Bookmark List.
- 2 Click the Highlighting Tool 
- 3 Drag the Highlighting Tool (holding the mouse button down) over the text to highlight the text.

To clear highlighted text

▶ Clear Selected text from an article by choosing "Clear Highlights..." from the [Bookmarks Menu](#) while in the Encyclopedia screen or by using the same mouse action that was used to highlight the text.

▶

Changing the Path in Save

- 1 (Windows only) Change the drive by double clicking on a drive letter (for example, C:) in the drive box.
- 2 List all the directories on a drive by clicking on the drive letter in the directories box.
- 3 Double click a directory and it will appear automatically as your path next to the heading. The new path will be kept in memory for the current session, unless you change it.

Preferences ...

Choose this menu item to open the Preferences window.

For More Detailed Information:

Preferences

Save Article ...

Choose this menu item to save the current article or selected text. This function can also be activated by pressing CTRL+S.

For More Detailed Information:



[Saving](#)

Copy Selected Text...

Choose this menu item to copy selected text to the Windows clipboard. The command is also activated by the keyboard shortcut CTRL + INSERT (Windows) and Command+C (Macintosh).

For More Detailed Information:

 [Copying](#)

Clear Selected Text

Choose this menu item to clear all selected text in the current article. The command is inactive if no text has been selected.

For More Detailed Information:

[Selecting Text](#)

Clear Highlights

Choose this menu item to clear all highlights from the current article. The command is inactive if no text has been highlighted.

For More Detailed Information:

[Highlighting Text](#)

Home Screen

Choose this menu item to return to the Home Screen.

Contents

Choose this menu item to go to the Help Table of Contents.

Search for Help On

Choose this menu item to search for specific Help topics.

How to Use Help

Choose this menu item to find help on using Windows Help.

About The Canadian Encyclopedia

Choose this menu item to display information on *The Canadian Encyclopedia Plus*.

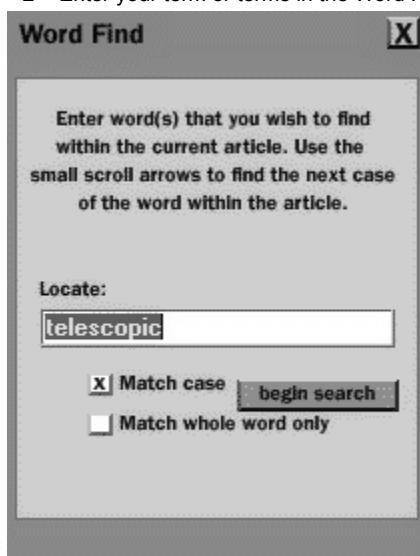
Locating Text in an Article


To Search for any term or terms in the text of the Current Article.

- 1 Choose Find Word in the [Search Menu](#) to open the Word Find window.



- 2 Enter your term or terms in the Word Find entry box.



- 3 Click the Begin Search Button at the bottom of the window.
- 4 Click the Box Icon  on the scroll bar to go to the next match for the term.

Match Whole Word

Select "Match Whole Word Only" to match all the letters of your search term; for example, with this option selected the search item *visitor* would not find the word *visitors*. With this option not selected, the search expression *visit* would locate the words *visit*, *visitor*, *visitation*, etc.

Match Case

Select "Match Case" to find terms that match the case of your search item; for example, to find *Floral* and ignore *floral*, type the expression *Floral* and choose Match Case.

Article Title

The article title appears as it does in the alphabetical listing of the Title Index.

Cross References

Cross References are pointers to other articles in the encyclopedia which contain information related to the current article. Cross references appear underlined, in capital letters and in a different colour from normal text (set in Preferences). To activate a cross reference, place the mouse pointer over the cross reference and click.

Backtrack

The Backtrack Button displays the last article that you viewed. Move back one title at a time in the reverse order in which you have viewed them.

Related Button

Click the Related Button to perform a SmartSearch using all the words of the current article as search terms.

Scroll Bar

To move through the text using the scroll bar:

- ▶ Click on the solid scroll arrows ▶ to move up or down one line at a time
- ▶ Click on the open scroll arrows ▶ to move up or down to the next match in your search terms
- ▶ Drag the scroll *box* ▶ up and down to a new position in the text

Bookmark List Notes

Bookmark List Notes contains your free-form notes on the current Bookmark List. To add a note

- ▶ Click on the Bookmark Button to display the Bookmarks List window.
- ▶ Double click on the List Notes Button and add your note.
- ▶ To print the note, click the Print Note Button
- ▶ To delete the note, click the Erase Note Button.

Titles List

The list of titles that match the current search procedure are in alphabetical order except in SmartSearch, in which case they are in order of the likelihood that they have matched the pattern of the search terms.

Search Term

The search term or terms appear in a different colour in the text. (Colours can be changed in Preferences.)

Help Button

Click the Help Button for help on the current topic.

Continue Button

Click the Continue button to change the term to the term selected in the list box.

Ignore Button

Click the Ignore Button to proceed with the search without changing the spelling of the current term. Click Ignore All to proceed without changing the spelling of any of the search terms.

Thumbnail



A thumbnail is a small graphical representation of a multimedia item located in the text of the encyclopedia. Double click on the thumbnail to display the picture at its full size or to launch the video player.

Multimedia Icons

These symbols indicate the type of multimedia object:



Graph



Hypergraphic



Map



Picture



Table



Video

Browser Filter Button

Click the Filter button to activate the Multimedia Filter. Use the Filter to display all or only some types of multimedia items.

Slide Show Button

Click the Slide Show button to activate the slide show of pictures chosen randomly from the encyclopedia.

Viewer Picture Area

The picture is displayed at its full size in this area. If the entire picture does not fit, use the scroll bar to move the picture up.

Viewer Caption Button

Click this button to display the caption for the current picture. Use the scroll bar to display the caption if it is too long to fit into the caption area.

Viewer Sound Button

A sound button signifies that a sound is associated with the current picture on view. Click the button to play the sound.

Viewer Next and Previous Button

Click the Next (forward pointing) button to view the next picture in the currently chosen subject and the Previous button to view the previous picture in the list.

Viewer Pause Button

Use this button to pause the slide show.

Viewer Slide Show Button

Use this button to begin a random slide show of pictures in the current subject area.

Video Player Title

This area displays the title of the current video or animation.

Video Play Area

The video displays in this area when the play button is clicked. When the video is paused, a single frame is displayed.

Video Play Button

Click this button to play the video or animation. When the video is playing this button changes to a pause button.

Video Scroll Button

Use the Video Scroll button to move the video or animation to a specific place.

Video Reverse Button

Use this button to move the video frame by frame in reverse.

Forward and Reverse Buttons

Use these buttons to move forwards or backwards through the multimedia list from the point of the current object.

Video Print Button

Use the Print button on the Video player to print the current frame while in pause mode.

Video Go To Button

Use the Go To button to go to the article with which the current video is associated. If there is more than one article, a dialog box presents a list from which to choose.

Video Player Close Button

Use this button to close the Video Player.

Video Player Print Button

Use this button to print a frame of the current video. (Pause the video first.)

Video Player Caption Button

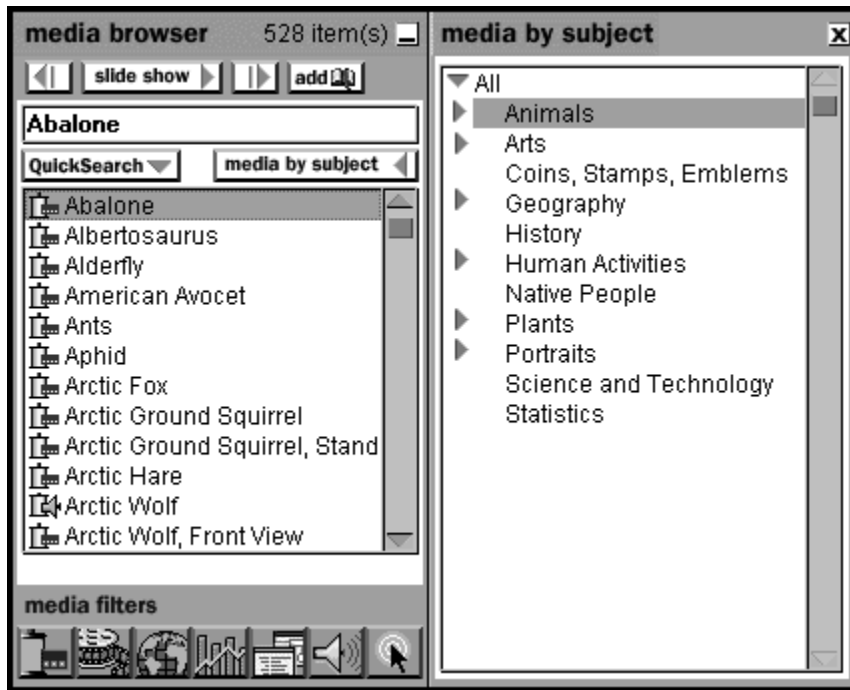
Use this button to display the caption for the current video.

Video Player Pause Button

Use this button to pause the current video. Click play to resume.

Multimedia Browser Window

Point to an area of the screen. The mouse pointer turns to a pointing hand where pop-up help is available.



- ▶ Click here to view the [Picture Viewer Screen](#).
- ▶ Click here to view the [Video Player](#).

Video Player

The Video Player is activated when you double click on a video or animation title or thumbnail. The video will begin to play automatically. Click on the video controls on the screen below for further explanation.



Picture Viewer

Point to an area of the screen. The mouse pointer turns to a pointing hand where pop-up help is available.



Click here to view the [Multimedia Browser Screen](#).

Viewer Close Button

Use this button to close the viewer.

Viewer Go To Button

Use the Go To Button to go to the text of the article with which the multimedia item is associated.

Viewer Print Button

Click this button to print the picture showing in the Viewer.

Saving and Copying Definitions

Saving Definitions



To save a definition from the dictionary, choose Save Entry (Ctl + S) from the Edit menu in the Dictionary Window. Name the entry and click OK.

Copying Definitions



To copy a definition from the dictionary, choose Copy Entry (Ctl + C) from the Edit menu in the Dictionary Window. To insert the definition into a note or document in another program, press SHIFT+INSERT (Windows) or Command+V (Macintosh).

Article Text

The style and size of the text fonts can be adjusted through the Preferences window accessed through the [File Menu](#) in Encyclopedia view. When you perform a search, the words matching your search terms are highlighted throughout the current article.

To move through the text of an article using the scroll bar:

- ▶ Click on the scroll *arrows* to move up or down one line at a time
- ▶ Click on the scroll *bar* to move up or down one screen at a time
- ▶ Drag the scroll *box* up and down to a new position

To move through the text using the keyboard:

- ▶ Press the up and down arrow keys to move up or down one line.
- ▶ Press HOME to return to the beginning of the article
- ▶ Press END to move to the end of the article
- ▶ Press PAGE UP and PAGE DOWN to move up or down a screen.

Related Topics:

- ▶ [Preferences](#)
- ▶ [Navigating](#)

Copy Article

Use the Copy Article command to copy the current article to the clipboard.

Sound

Finding Sounds in the Multimedia Browser

To find a sound, click the [Media Button](#).

- 1 To look for a specific sound, type its name in the search entry box.
- 2 To look for all sounds in the program, select the sound icon in the Multimedia Filter.



- 3 To find sounds in a particular subject area, choose the subject from the subject list (eg., Birds).

Finding Sounds in the Articles

In the text of articles, sounds do not appear as separate multimedia items as they do on the Multimedia Browser. In articles, all sounds are associated with pictures. When you pass the mouse over a thumbnail that is associated with a sound, the pointer changes to a picture *and* sound icon.



Bring up the picture and click the sound button.

Playing Sounds

To play a sound, double click on its title in the Title list or on a picture thumbnail in an article (all sounds are associated with pictures). Click the Play Sound Button.



The audio selections work best with a 16-bit sound card. If you have a sound card installed but still cannot hear the sounds, check to make sure that the proper drivers are installed. Consult your Windows or Macintosh manual for instructions on installing drivers.

Thesaurus

The Thesaurus is located in the dictionary window and is activated in the same manner as the [Dictionary](#), by double clicking a word in the text of an article or by clicking the [Thesaurus Button](#) and entering a word or phrase in the Search entry box.

Definitions appear in the pane to the right, synonyms in the lower Synonym pane. Double click a word in the synonym list to get a definition of that word and a new list of synonyms.

▶ To activate BOTH the Thesaurus and the English dictionary, choose Dictionary AND Thesaurus from the Options Menu.

▶

Preferences Window

The screenshot shows a 'Preferences' dialog box with the following sections and settings:

- General**
 - Save current article on exit
 - Show pictures when displaying articles
 - Show opening animation
 - Slide show delay: seconds
- Fonts**
 - Article Font:
 - Size: point
- Colours**
 - Highlighter:
 - Article Find:
 - Cross References:

Buttons:

In this example the settings are set to

- Save the current article on exiting
- ▶ Show thumbnails when displaying articles
- ▶ Set the type as Arial 12 point
- ▶ Display the cross references in green type
- ▶ Display the highlights as light blue
- ▶ Display the search terms in an article as dark blue

Quick Tour



Topic 1 of 15 (Click the right arrow to continue.)

[Tour Guide](#)

The Electronic Encyclopedia

An electronic reference work offers significant advantages over its printed counterpart. To begin with, a CD-ROM can hold an enormous amount of information. *The Canadian Encyclopedia Plus* contains an unprecedented amount of information, including the full texts of the revised and updated [The Canadian Encyclopedia](#), [The Columbia Encyclopedia](#), [The Gage Canadian Dictionary](#), an English-French/French-English dictionary, articles from *Maclean's* magazine and a Timeline, as well as a thesaurus and over 4000 multimedia items. Powerful software provides almost instant access to all this content along with means to save, copy, print, and organize information.

The following tour provides an introduction to the main features of the disk, along with links to areas of the Help Program that provide more detail.

Search Menu

The Search menu is located in the upper right of the Encyclopedia Screen. Drop the menu down by clicking the word “Search” or using the keyboard command Alt + S.



Search

Canadian

Choose this item to view articles from [The Canadian Encyclopedia](#) and *Maclean's* magazine only.

Canadian and Columbia

Choose this option to view entries from both [The Canadian Encyclopedia](#) and the [Columbia Encyclopedia](#).



The [Columbia Encyclopedia](#) articles cannot be listed without the articles from [The Canadian Encyclopedia](#).

Internet Updates

Choose this option to view updates downloaded from The Canadian Encyclopedia Web Site.

Search History

Choose this menu item to view previous searches in the current session.

Find Word

Choose this menu item to find a word in the current article.

Question Menu

The Question menu is located in the upper centre of the Quiz window.



Question

Reset Score

Choose this item to reset the score in the scoreboard to zero.

Random

Choose this item to display the quiz questions in a random order.

Sequential

Choose this option to display the quiz questions sequentially.

French/English

Use this menu item to switch from the French version of the quiz to the English version, or from English to French.

Go To Question

Use this function to go to a certain question in the quiz.

Puzzle Menu

The Puzzle menu is located in the upper centre of the Quiz window.



Puzzle

New Picture

Use this item to change the picture used in the puzzle. There are 40 choices.

Number Pieces

Choose this item to number the pieces to aid in solving the puzzle. If the pieces are numbered a checkmark appears to the left of the menu item. Click again to remove the numbering.

Sound

Use this item to toggle the sound in the quiz on or off. A checkmark next to this menu item indicates that the sound is currently set.

System Menu

The System menu is located in the extreme upper left of all the main screens. To drop the menu click the Windows logo.



The Canadian Encyclopedia

About

Click this item to find out about some of the people who created [The Canadian Encyclopedia Plus](#).

Go to Home Screen

Choose this menu item to display the opening screen.

Preferences

Click this item to display the Preferences window.

Minimize

This item minimizes the program. Double click the icon to reactivate.

Close

Choose close to exit The Canadian Encyclopedia Plus.

Switch to..

Use this item to switch to another program that is currently running.

Advanced Button

Located in the Boolean Search Window, the Advanced Button provides access to the advanced search screen in which the user can enter Boolean operators. (All Boolean operators must be entered in capital letters.)

And Button

The And Button in the Search window adds an And Boolean operator to the search string.

Encyclopedia Button



The Encyclopedia Button is dimmed if you are in the Encyclopedia (main) Window. Click this button in other windows (such as Dictionary) to return to Encyclopedia view.

Example Button

This button provides help for the Search and SmartSearch windows.

QuickSearch Button

Click this button in the Article Titles window or the Media Browser to see a list of article titles containing search term(s). Click on a title to display the article.

Go To Article Button

While viewing a picture, click the Go To Article button to go to the article relating to the current multimedia item. If there is more than one article, a menu will appear.

Highlight Button

The Highlight button is located on the upper right of the Encyclopedia window. Use the button to highlight text in the current article. The cursor will change to a highlight tool when you click this button. Click the button again to turn off the tool.

Media Button

The Media Button in the lower right of the Encyclopedia, Dictionary, Timeline or Quiz screen opens the Multimedia Browser.

Near Button

The Near Button inserts a near Boolean operator into a search.

Not Button

The Not button in the search window inserts a Not Boolean operator into the current search string.

Notes Button

The Article Notes Button opens the notes window so that text can be attached to the current article.

Or Button

The Or Button inserts an Or Boolean operator into the current search string.

Print Button

The Print Button in the Encyclopedia, Dictionary and Media Browser prints the current article, dictionary entry or picture.

Pronunciation Key Button

Located in dictionary view, this button displays the pronunciation key for the dictionary.

Related Button

The Related Button is located in the upper right of the Encyclopedia screen. Click this button to display a list of articles related to the current article, including a list of the cross references in the current article.

Quiz Button

Click the Quiz Button in the lower right of the Dictionary, Encyclopedia or Timeline screen to enter the Canadiana quiz.

Boolean Search Button



The Boolean Search Button opens the Boolean Search window, in which searches can be performed using AND, OR, NOT and NEAR.

SmartSearch Button



The SmartSearch Button launches SmartSearch, in which you can enter a plain language query or simply a string of search terms.

Subjects Button

This button opens the subject list. Use this button to display lists of articles that are related to one another under common subject headings.

Tuner Button

The Tuner Button opens the Tuner in the search window. The Tuner is used to lend greater or lesser importance to terms in a search string.



Click here for more detailed help on the [Tuner](#).

Thesaurus Button

The Thesaurus Button opens the thesaurus in the Dictionary window.

Search Button

In the Dictionary click this button to find all the entries that contain the search term or terms.

Wildcard Button

In the Dictionary, click this button to use wildcards to search for dictionary items when you are not sure of the spelling of your term. The button lights up only when you enter a wildcard (* or ?).

Printing Related



Saving



Copying

Saving Related



Printing



Copying



Selecting Text

Copying Related



Printing



Saving



Bookmarks

Boolean Search

Activate Boolean Search or SmartSearch by clicking the appropriate button on the Encyclopedia Screen.

Simple Word Searches

To search for all entries in the encyclopedias that contain a single word:

- 1 Enter the word you are looking for in the Search entry box.
- 2 Click the Begin Search Button on the top right of the entry box or press Enter. If no articles satisfy the search, you are informed that there are no matching articles. If several articles satisfy your search, they will be listed in alphabetical order.

If you have selected Canadian from the [Search Menu](#), Search displays results only from [The Canadian Encyclopedia](#). Choose Canadian & Columbia to search the [Columbia Encyclopedia](#) as well.

More Complex Searches

Search allows you to expand your search of the encyclopedia text by defining a relationship between multiple terms (so-called [Boolean searches](#)).

Use Boolean operators (AND, OR, NOT and NEAR) to produce results that include all the keywords in your topic or to a selective group of keywords.

And

- 1 Use the [AND](#) operator to find only those encyclopedia entries that contain all your terms.
Type the first term, choose AND from the [Boolean Drop Down List](#) and then enter your next term in the second search box. You can enter up to 5 terms.
- 2 Click the Begin Search Button. The results will be listed in alphabetical order.

Or

- 1 Use the [OR](#) operator to find all the articles that include any one or more of your terms.
Type the first term, choose OR from the [Boolean Drop Down List](#) and then enter your next term in the second search box. You can enter up to 5 terms.
- 2 Click the Begin Search Button. The results will be listed in alphabetical order.

Not

- 1 Use the [NOT](#) operator to narrow your search by excluding terms.
Type the first term, choose NOT from the [Boolean Drop Down List](#) and then enter your next term in the second search box. You can enter up to 5 terms.
- 2 Click the Begin Search Button. The results will be listed in alphabetical order.

Near

- 1 Use the [NEAR](#) operator to narrow your search to only those articles in which your terms appear close (i.e. 8 words or less) to one another. This search is useful for finding personal names.
Type the first term, choose NEAR from the [Boolean Drop Down List](#) and then enter your next term in the second search box. You can enter up to 5 terms.
- 2 Click the Begin Search Button. The results will be listed in alphabetical order.

In Advanced search and in dictionary searches you can use the following symbols for Boolean operators

AND

&

OR
NOT
NEAR

|
!
~



Simple Word Search Illustration



And Illustration

In this example the results list will include only those articles that contain ALL the terms.

search

Enter word(s) to describe your search.
Use the words AND, OR, NOT, NEAR to make
your search more specific.

Example

wolves

and or not near

coyotes

and or not near

dogs

and or not near

America

and or not near

Check for spelling mistakes

Search **Advanced** **Close**

Or Illustration

In this illustration, the search results will include articles that include any one of the terms in search.

boolean search

Enter word(s) to describe your search.
Use the words AND, OR, NOT, NEAR to make
your search more specific.

Example

spallmucheen

and or not near

spallumcheen

and or not near

spallmunchen

and or not near

and or not near

and or not near

Check for spelling mistakes

Search Related

- ▶ [SmartSearch](#)
- ▶ [Related Articles Search](#)
- ▶ [Spelling Check](#)
- ▶ [Accents](#)

SmartSearch Illustration


Ranked Results for: 499 item(s)

who was Mackenzie King?

- King, William Lyon Mackenzie
- Mackenzie King Island
- King, William Lyon Mackenzie
- Ralston, James Layton
- Trudeau, Pierre Elliott
- Beauharnois Scandal
- Magazines
- Byng of Vimy, Julian Hedworth
- Rogers, Norman McLeod
- King, William Lyon Mackenzie

[back to smartsearch](#) | [hide preview](#)

media filters



preview

King, William Lyon Mackenzie

King, William Lyon Mackenzie, politician, prime minister of Canada 1921-26, 1926-30 and 1935-48 (b at Berlin [Kitchener], Ont 17 Dec 1874; d at Ottawa 22 July 1950), grandson of William Lyon MACKENZIE. Leader of the LIBERAL PARTY 1919-48, and prime minister for almost 22 of those years, King was the dominant political figure in an era of major changes. King graduated from U of T in 1895 and studied economics at Chicago and Harvard. In 1900 he became Canada's first deputy minister of labour; in 1908 he was elected in North York as a Liberal and in 1909 entered Sir Wilfrid LAURIER's Cabinet as minister of labour.

His interest in labour coincided with an expansion in manufacturing and a concern with industrial relations. King acted as conciliator in a number of

SmartSearch Related

▶ [Boolean Search](#)

▶ [Related Articles Search](#)

▶ [Spelling Check](#)

▶ [Tuner](#)

▶ [Accents](#)

Dictionary Related

- ▶ [Finding a Definition](#)
- ▶ [Searching for Terms](#)
- ▶ [Boolean Searches in the Dictionary](#)
- ▶ [Anagrams](#)
- ▶ [Using Wildcards](#)
- ▶ [Saving Definitions](#)
- ▶ [Thesaurus](#)

Bookmark List Related

For more information on Bookmark Lists, click one of the following headings:

▶ [Copying](#)

▶ [Highlighting](#)

▶ [Printing](#)

▶ [Saving](#)

Thesaurus Related



[Finding a Definition](#)



[Searching for Terms](#)



[Boolean Searches in the Dictionary](#)



[Anagrams](#)



[Using Wildcards](#)



[Saving Definitions](#)

Title Index Related

- ▶ [Subject Index](#)
- ▶ [Search](#)
- ▶ [SmartSearch](#)

Subjects_Related



[Search](#)

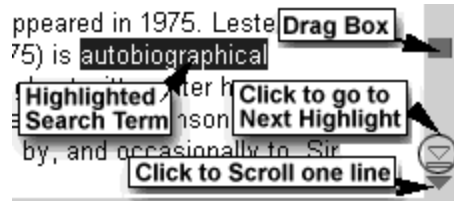


[SmartSearch](#)



[Title Index](#)

Scroll Illustration

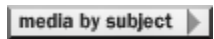


Searching the Multimedia

The [Canadian Encyclopedia Plus](#) contains over 4200 multimedia items distributed in over 7000 locations. These items are categorized by type (video, sound, photo etc) and by subject (birds, trees, paintings, etc).

To Find Multimedia Using the Media Browser

- 1 Click the Media Button in the lower right of the Encyclopedia screen to launch the Multimedia Browser.
- 2 If the subjects list is not showing, click the Media By Subjects Button



Searching Media Types

- 1 When you open the Media Browser, by default all media items are shown.
- 2 To search for only one type of media (eg., videos), click its media icon. If you click all of the media icons, all items will show.

Searching Media Subjects

- 1 To search all the subjects, click ▼ All.
- 2 To search a subject area click the triangular button and then click a subject heading.
- 3 A list of the media titles that fit your filter and subject settings appears in the media title box on the left.
- 4 The number of items in the list is noted on the upper right hand corner of the browser.

Searching Media Titles

To search for a media title, such as “flounder” or “macdonald”

- 1 Open the Multimedia Browser and type the name in the search entry box
- 2 Click view to view the item
- 3 If no titles match the search term, try clicking the QuickSearch Button to search for titles containing the term.



- 4 You can also search for multimedia titles using regular [Boolean Search](#) and [SmartSearch](#) procedures. The multimedia that satisfies the search will appear in the results list, marked by a multimedia icon.

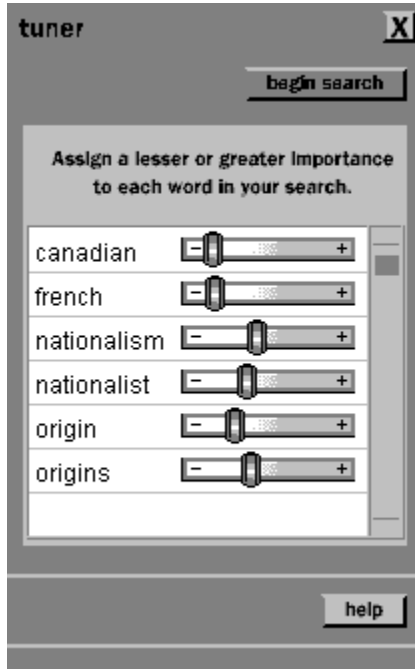


Media Results Example



Tuner

The Tuner adds additional power and flexibility to searches of the encyclopedia text. In SmartSearch, click the [Tuner Button](#) to open the Tuner.



- 1 For each word in your search, use the mouse to slide the tuner to the right (to assign greater importance) or the left (less importance).
- 2 Click the Begin Search Button to proceed.

Article Source Indicator

This icon describes to which encyclopedia the current article belongs: maple leaf for [The Canadian Encyclopedia](#), world for [Columbia](#) and [M](#) for *Maclean's* magazine.

Cursor

When the mouse pointer is passed over multimedia items, the cursor changes to identify the type of multimedia.

Titles Entry Box

Use the titles entry box to enter a search for a title. The list moves automatically through the alphabet as you type.

Scroll Bar

Use the article scroll bar to scroll up or down the alphabetical list of articles.

Results Number

The number in this spot indicates the number of titles in your current search results.

Multimedia Filter Icon Bar

The icon bar identifies the kind of media included in the highlighted title. It is also used to include or exclude types of media.

Scroll Down Button

Use this button to scroll down the current article using the mouse pointer.

Next Match Button

Use this button to move to the next match for your search term or terms.

Scroll Drag Button

Place the mouse pointer over this button and drag it to a new position in the article.

Scroll Up Button

Use this button to scroll up the current article using the mouse pointer.

Media Entry box

Use this box to enter your search term for a multimedia title. The list moves through the alphabet as you type.

Media Title List

Icons to the left identify the type of media in this alphabetical list of multimedia titles. Double click an item to bring up the [Picture Viewer](#).

Photo Icon

Click this button to show photos and artwork in the multimedia list. If only this button is chosen, only photos will show on the list.

Film Icon

Click this button to show film clips and animations in the multimedia list. If only this button is chosen, only film clips and animations will show on the list.

Map Icon

Click this button to show maps in the multimedia list. If only this button is chosen, only maps will show on the list.

Graph Icon

Click this button to show graphs in the multimedia list. If only this button is chosen, only graphs will show on the list.

Table Icon

Click this button to show tables in the multimedia list. If only this button is chosen, only tables will show on the list.

Sound Icon

Click this button to show sounds in the multimedia list. If only this button is chosen, only sounds will show on the list.

Subject Expand Button

Use this button to expand or close the subject list.

All

Choose this item in the Subject List to display all multimedia items on the disk.

Multimedia Subject List

Use this list to find multimedia items on a particular topic such as Mammals, politics or Portraits.

Multimedia Items Count

This area identifies the number of items in the current subject.

Synonym List

This area lists the synonyms for the current term.

Dictionary Definition

The dictionary definition of the current term appears in this area.

Thesaurus Definition

The thesaurus definition of the current term appears in this area.

Dictionary Search Box

Enter your term or terms in this box.

Choose Dictionary Button

Click this button to display the dictionary only.

Contents Button

Click this button to display the article contents (subheadings and media).

Article Note Icon

This icon shows the location of the note in the current article.

Highlight Icon

The mouse pointer transforms to this icon when the highlight button is clicked, showing that the highlighter is ready to highlight text.

Encyclopedia Screen Hypergraphic

Click on areas of the screen for descriptions. Click the Close Button to exit Help.



Quick Tour



Topic 4 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

Articles and Subjects

Click the Titles Button in the upper left of the Encyclopedia screen to display an alphabetical list of all the titles in [The Canadian Encyclopedia](#) and [The Columbia Encyclopedia](#).

Use the Search Menu to choose whether to display only entries from The Canadian Encyclopedia or entries from both The Canadian Encyclopedia and Columbia. You cannot display Columbia titles alone.

Finding Article Titles

- 1 Find an article by typing its name into the search box. As you type the list moves to the relevant part of the list (e.g., "Tor" takes you to "Toronto")
- 2 If there is no article beginning with your search term, or if you wish to find all articles that include your term in its title, enter the term and click the [QuickSearch](#). (For example, with only Canadian chosen in the Search Menu, type "Congress" and the title list goes to "Congress Booted Out in India." Click QuickSearch and a list of several other article titles appears.

Finding Subjects

- 1 Find Subjects by opening the Subject list with the [Subject Button](#) on the Encyclopedia Screen:
- 2 In the Encyclopedia Mode, expand the lists by clicking the right-pointing triangles (e.g. click the Sports heading to find topics such as Hockey and click Hockey to find Canadian Hockey Players). Use the Search Mode to search for a particular subject.

Click here for step by step instructions on [How to Browse the Subject List](#)

Click here for step by step instructions on [How to Search the Subject List](#)

Finding Articles that contain Multimedia

Use the media icons in the [Multimedia Filter](#) to display only those entries containing that type of multimedia. For example, click the Photo icon to show only articles containing photographs. Click the photo and the map icons to show articles containing pictures or maps, etc. Click on the icons below for pop-up descriptions of the multimedia icons.

Find Article Titles

Quick Tour



Topic 5 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

The Canadian Encyclopedia+ contains over 4200 multimedia items, including pictures, maps, videos, sounds, etc.



Finding Multimedia items

- 1** Open the Media Browser by clicking the Media Button. You can look for a multimedia item by typing its name into the search box. As you type the list moves to the relevant part of the list (e.g., "Mac" takes you to "Macdonald")
- 2** If there is no item beginning with your search term, click the [QuickSearch Button](#) to see if there are titles containing the term. For example, if you type "seal" in the search box, the list takes you automatically to the item "Seal Cove." If you then click the QuickSearch Button, you get a list including "Grey Seal," "Harbour Seal." etc.
- 3** Use the Subject Index to view items on particular subjects, such as Mammals or Portraits. To display all items, choose All.

Click on the [Media Button](#) to view the Multimedia Browser.



The Media Filter

The multimedia filter bar allows you to include or exclude types of multimedia in your list. Click the icons on the following graphic for descriptions.



If you want to show only one multimedia type, click the icon to the "on" (white background) status. Dim the icon to exclude the multimedia type from your list.

Quick Tour



Topic 6 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

Displaying Pictures, Maps, Graphs, Tables

- 1 Double-click a multimedia title in the Media Browser list to activate the picture viewer
OR
- 2 Double click a thumbnail of a picture in the article text.

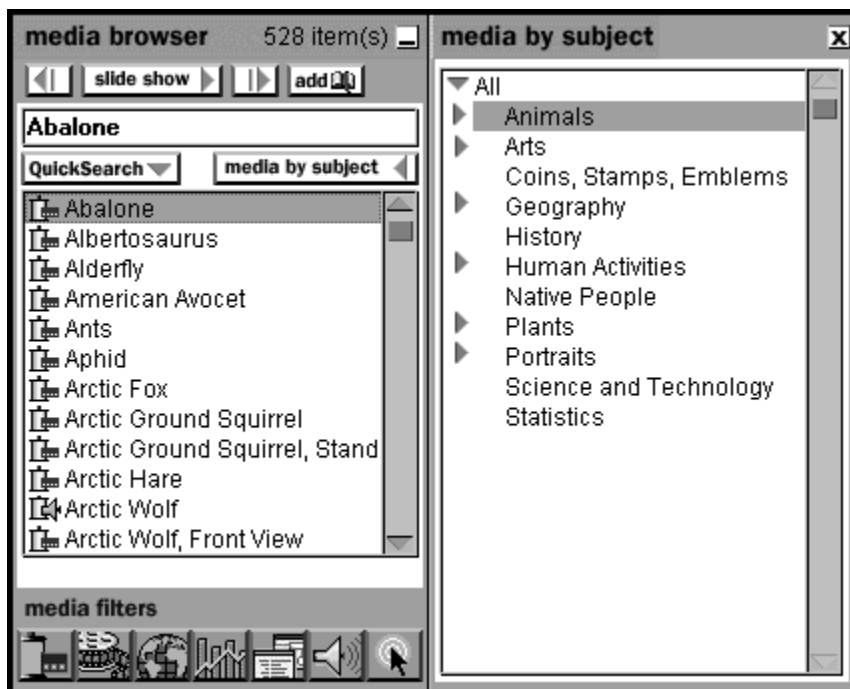
To close the picture and return to the Encyclopedia Screen, click the Close Media Button.

To go to an associated article, click the Go to Article Button

To print, click the Print Button

To display a caption, click the Caption Button.

To view the next or previous multimedia item in the list, click the forward or back buttons on either side of the Slide Show Button on the Media Browser.



Click on the highlighted title in the above graphic to view the Picture Viewer.

Activating Hotspots

To find hotspots on maps or pictures, move the mouse over the screen. When the cursor changes to a hand and the picture displays in reverse colours, click to view the hotspot.

You must have 256-colour video drivers installed on your system for the optimum resolution of the illustrations.

Quick Tour



Topic 9 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

To Search the Encyclopedia Text

The Canadian Encyclopedia Plus offers two different approaches to searching the text of the two encyclopedias.

1 Boolean Search

Use Boolean Search to perform word or phrase searches or to use the traditional [Boolean operators](#): AND, OR, NOT and NEAR.

To activate Boolean Search

Click the [Boolean Search Button](#) in the upper left of the Encyclopedia window.

Enter your search term

Enter additional terms, clicking a Boolean operator for each one

AND to find only those articles containing all your search terms

OR to find those articles with any one, or combinations of your terms


NOT to find any articles that exclude one or more terms

NEAR to find only those articles in which your terms appear close to one another

Use Advanced to enter your own Boolean operators. (The operators must be in capital letters.)



Click here for help with the [Boolean Search Screen](#).

When you view an article from your results list, the section of the article containing the first match to your term or terms is displayed highlighted in the text. Click on the pointer  in the scroll bar to go to the next or previous match.

2 SmartSearch

Use SmartSearch to perform general searches in which the program evaluates your search terms to find the best match for your query

To activate SmartSearch

Click the [SmartSearch Button](#)

Enter your query as a string of words or as a question in everyday language.

To refine your search, open the [Tuner](#) by clicking the Tuner Button and use the sliders to give greater or lesser importance to individual terms. (The tuner will include words related to the terms you have entered.)

Click here for help with the [SmartSearch Screen](#).

In SmartSearch the results list is presented in the order in which the articles most closely matching your query appear at the top of the list. In Boolean searches, the results appear in alphabetical order.

Preview

Preview articles in the results list by clicking the [Preview Button](#).

View the articles by double clicking on the title.

Quick Tour



Topic 10 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

▶ **Navigating Encyclopedia Articles**

The functions related specifically to the text of the encyclopedia articles are located in the upper right of the Encyclopedia screen and in the menus.

To find a Word in the text of an article

- ▶ Click the Search Menu and choose Find Word
- ▶ Enter your term or terms in the Word Find Dialog box
- ▶ Click the Begin Search Button or press ENTER

To Move to a section of the text or to a Multimedia item

- ▶ Click the [Article Contents Button](#) in the upper right of the Encyclopedia screen.
- ▶ Click a subhead to move to that section of the article (e.g. the Economy section of the article on Alberta).
- ▶ Click on a multimedia item in the Contents to view or play the multimedia contained in the article.

To find articles Related to the current article

- Click the [Related Button](#) in the upper right of the Encyclopedia screen.
 - ▶ The Related results list includes related multimedia items and cross references from within the article text as well as the results of a SmartSearch on the article text. If you run a Related search on selected text, the results will not include the cross references.

To move to previous Articles and to related Subjects

- ▶ Move to the previous article viewed by clicking the [Last Article Button](#) or choose History from the Article Menu to view a list of all articles viewed in the current session
- ▶ Click the [More in Subject Button](#) to display a list of titles in the same subject index as the current article

To move through the text, use the scroll bar down the right-hand side:



Quick Tour



Topic 11 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

▶ **Bookmarks**

The bookmark functions of **The Canadian Encyclopedia Plus** enable you to keep organized lists of articles and multimedia items of special interest and to add notes and highlights to articles for future reference.

To open a new or existing Bookmark List

▶ Open the Bookmark List window by clicking the Bookmark Button, choosing New Bookmark from the File Menu or choosing New Bookmark from the File Menu.

▶ In the Bookmark List window, click on the Open List or New List Button

▶ [Step-by-Step Instructions.](#)

To include an article in a Bookmark List

▶ Mark the current article by clicking the [Add Bookmark Button](#) on the upper-right of the Encyclopedia screen or by choosing "Add" from the Bookmarks Menu.

▶ Mark a multimedia item by clicking the Add Bookmark Button on the Media Browser.

To Highlight text in an article for future reference

▶ Display the article and make sure that it is added to your current Bookmark List.

▶ Click the [Highlight Button](#). (The mouse pointer will change to resemble the outline of a highlight marker and will remain active until you click the Highlight Button again.)

▶ Drag the mouse pointer over the text. The highlights will remain until you remove them.

▶ Click here for more detailed instructions on [Highlighting](#).

To add a note to an Article

▶ Display the article to which you want to add a note.

▶ Mark the article to include it in the current Bookmark List.

▶ Use the [Note Button](#) to add the note.

▶ Click here for step-by-step instructions on [How to Add a Note](#).

Quick Tour



Topic 12 of 15 (Click the right arrow to continue and the left to go back.)

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Using the Dictionaries and Thesaurus

The Dictionaries allow you to find definitions in English or French by entering your own terms or by simply double-clicking on any word in the text of the encyclopedia articles.

To find a definition in the Dictionary

- ▶ Click on the [Dictionary Button](#) on the lower right of the Encyclopedia, Timeline or Quiz screen.
- ▶ Choose Dictionary for English only.
- ▶ Enter your term in the definition box.
- ▶ Click the [Definition Button](#).
- ▶ To search for all dictionary entries that contain your term, click the Search Button.

To find a translation in the Dictionary

- ▶ Click on the [Dictionary Button](#) on the lower right of the Encyclopedia, Timeline or Quiz screen.
- ▶ Choose French-English or English-French.
- ▶ Enter your term in the translation box.
- ▶ Click the [Translation Button](#).
- ▶ To search for all dictionary entries that contain your term, click the [Search Button](#).

To look up a word directly from the text of the encyclopedias

- ▶ Double click the word with the mouse.

To look up a word in the Thesaurus

- ▶ Click on the [Dictionary Button](#) on the lower right of the Encyclopedia, Timeline or Quiz screen.
- ▶ Click the [Thesaurus Button](#) in the upper left.
- ▶ Enter your term in the search box.
- ▶ Click the [Synonym Button](#). A list of synonyms appears.

To look up a word in both the Dictionary and Thesaurus

- ▶ Choose [Dictionary & Thesaurus](#) from the Dictionary Menu.
- ▶ Click here to get detailed help on the [Dictionary Screen](#).

Dictionary Hypergraphic

Click on areas of the screen for descriptions. Click the Close Button to exit Help.

The screenshot shows a software window titled "The Canadian Encyclopedia Plus - [untitled]". The window has a menu bar with "File", "Edit", "Navigation", "Dictionary", "Options", and "Help". Below the menu bar is a toolbar with icons for printing, saving, and help. The main content area is divided into several sections:

- Dictionary:** Contains sub-sections for "Dictionary" and "Thesaurus", and "French English" and "English French".
- Search:** A search box containing the word "avoir" and buttons for "Translation", "Search", "Anagram", "Wildcard", and "Conjugate".
- Headwords:** A list of 4 items: "avoir", "faim", "peur", and "soif".
- Search Results:** A list of 372 items starting with "a (2)", including "accès", "accointances", "accordéon", "actif", "affaire", and "affection".
- French-English Dictionary:** The main content area, titled "Translation", showing the entry for "avoir".

The "Translation" section for "avoir" [əvwɔʁ] includes:

- A. n. m.**
 - [biens]** assets (pl.)
 - [document]** credit note
- B. v. aux.**

to have
j'ai fini
I have finished
il a attendu pendant deux heures
he waited for two hours
- C. v. tr.**
 - [posséder]** to have (got)
il a deux enfants/ les cheveux bruns
he has (got) two children/ brown hair
la maison a un grand jardin
the house has (got) a large garden
 - [être âgé de]:**
il a 20 ans
he is 20 (years old)
il a deux ans de plus que son frère
he is two years older than his brother

At the bottom of the window is a navigation bar with buttons for "Timeline", "Media", "Quiz", "Dictionary", and "Encyclopedia".

Quick Tour



Topic 13 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

Answering the Quiz

▶ Launch the encyclopedia quiz by clicking the [Quiz Button](#) on the Encyclopedia, Dictionary or Timeline Screen or by choosing Quiz from the Navigation Menu.

▶ Click here to view the [Quiz Screen](#).

Answering a Question

▶ Answer a question by choosing the appropriate letter button associated with the question. If the answer is correct, a piece of the puzzle appears to the right, your score is registered on the scoreboard and a new question automatically appears. Click the [New Question Button](#) to display another question.

Getting a Clue

▶ If you do not know the answer or want to find out more about the subject of the question, click the [Clue Button](#) to go to the relevant encyclopedia article.

Solving the Puzzle

When you have completed the quiz, you can try to solve the puzzle by moving the pieces with the mouse. The puzzle is similar to the small games with push tablets familiar to children. Click the [Puzzle Hint Button](#) to move one piece or the [Solve Button](#) to solve the entire puzzle. The [Scramble Button](#) rescrambles the puzzle.

Quick Tour



Topic 14 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

▶ **Printing, Saving, Copying**

▶ **To print an article or dictionary entry**

Choose Print Article from the File Menu in the Encyclopedia window or Print Entry from the File Menu in Dictionary view. If you have selected text, Print will offer the option of printing the whole article (or definition) or of printing the selected text.

▶ **To save an article or dictionary entry**

Choose Save Article from the File Menu in the Encyclopedia windows or Save Entry from the File Menu in Dictionary view. If you have selected text, Save will offer the option of saving the whole article (or definition) or of saving the selected text.

▶ **To print a picture**

Click the Print Button on the Picture viewer. To print a frame from a video clip, pause the video and click the Print Button. Printing pictures can be slow!

▶ **To copy text**

▶ Select the text with the mouse pointer held down

▶ Choose Copy from the Edit Menu, or

▶ Use the Windows or Macintosh keyboard commands

Scroll Illustration



Previous Match Button

Click this button to go to the previous match of your search term.

Multimedia Browse Screen Hypergraphic

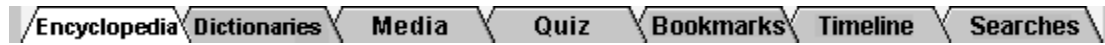
▶ Click on areas of the screen for descriptions. Click here to see the [Picture Viewer](#).

▶

Multimedia Items

This area shows the number of multimedia items in the current list.

Screens

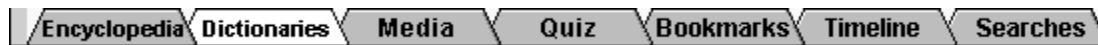


Encyclopedia Screen

The Encyclopedia Screen is the main screen for accessing the features related to the encyclopedia. Click on areas of the screen for descriptions.



Screens



Dictionary Screen

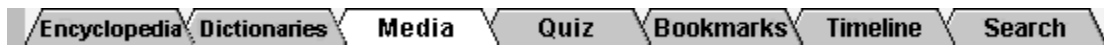
The Dictionary Screen is the main screen for accessing the features related to the dictionary and thesaurus. Click on areas of the screen for descriptions.

The screenshot shows a web browser window titled "The Canadian Encyclopedia Plus - [untitled]". The browser's address bar and menu bar (File, Edit, Navigation, Dictionary, Options, Help) are visible. The main content area is divided into several sections:

- Dictionary**: A top navigation bar with icons for "Dictionary" and "Thesaurus". Below it are buttons for "French English" and "English French".
- Search**: A search input field containing the word "avoir" and a "Translation" button. Below the input are buttons for "Search", "Anagram", "Wildcard", and "Conjugate".
- Headwords**: A list of 4 items, with "avoir" selected. Other items include "faim", "peur", and "soif".
- Search Results**: A list of 372 items, with "a (2)" selected. Other items include "accès", "accointances", "accordéon", "actif", "affaire", and "affection".
- French-English Dictionary**: The main content area, titled "French-English Dictionary". It displays the translation for "avoir" [əvwɔʁ].
 - A. n. m.**
 - 1. **[biens]** assets (pl.)
 - 2. **[document]** credit note
 - B. v. aux.**
 - to have
 - j'ai fini**
 - I have finished
 - il a attendu pendant deux heures**
 - he waited for two hours
 - C. v. tr.**
 - 1. **[posséder]** to have (got)
 - il a deux enfants/ les cheveux bruns**
 - he has (got) two children/ brown hair
 - la maison a un grand jardin**
 - the house has (got) a large garden
 - 2. **[être âgé de]:**
 - il a 20 ans**
 - he is 20 (years old)
 - il a deux ans de plus que son frère**
 - he is two years older than his brother

At the bottom of the window, there is a navigation bar with icons for "Timeline", "Media", "Quiz", "Dictionary", and "Encyclopedia".

Screens



Multimedia Browser Screen

The Multimedia Browser Screen is the main screen for finding, displaying and playing the multimedia. Click on areas of the screen for descriptions.

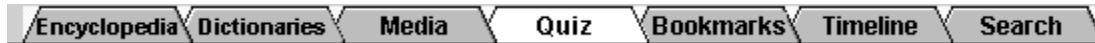


Click here to view the [Picture Viewer Screen](#).



Click here to view the [Video Player](#).

Screens

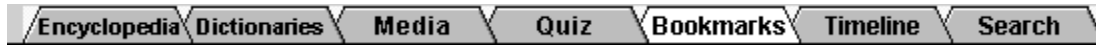


Quiz Screen

The Quiz Screen is the main screen for playing the quiz and solving the puzzle. Click on areas of the screen for descriptions.

The screenshot shows a web browser window titled "The Canadian Encyclopedia Plus - [untitled]". The browser's address bar and menu bar (File, Navigation, Question, Puzzle, Help) are visible. The main content area is split into two panels: "Quiz" on the left and "Puzzle" on the right. The "Quiz" panel features a "Clue" icon, a "New Question" button, and the text "Select an answer." Below this is a question: "The Canadian boxer, shown fighting Mohammed Ali, who was never knocked down in 96 fights was". A black and white photograph of a boxer in a ring is shown. Three multiple-choice options are listed: a) Yvon Durrelle, b) George Chuvalo, and c) Lennox Lewis. The "Puzzle" panel shows a 4x4 grid of puzzle pieces. Some pieces are numbered 1 through 7. Piece 1 contains the text "Sea Water 8.3". Piece 2 shows a landscape. Piece 3 contains "NORM" and "A". Piece 4 contains "AL RAIN 5." and "CID RAIN -3". Piece 5 contains "KALINE". Below the puzzle grid are three buttons: "Hint" (with a key icon), "Scramble Pieces" (with a puzzle piece icon), and "Solve Puzzle" (with a puzzle piece icon). At the bottom of the puzzle panel is a "Score" section showing "7 correct answers" and "9 questions answered". The bottom of the browser window features a navigation bar with buttons for "Timeline", "Media", "Quiz", "Dictionary", and "Encyclopedia".

Screens

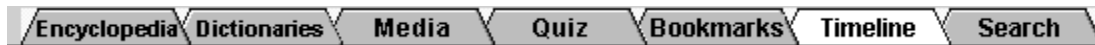


Bookmarks List Screen

The Bookmarks List Screen is the main screen used for managing bookmarks. Click on areas of the screen for descriptions.



Screens



Timeline Screen

The Timeline Screen is the screen used for accessing the Timeline of Canadian and World history. Click on areas of the screen for descriptions.

The screenshot shows the 'The Canadian Encyclopedia Plus - [untitled]' interface. At the top, there is a menu bar with 'File', 'Navigation', 'Mode', and 'Help'. Below this is a 'Timeline' section with a 'Periods' tab selected. The main area displays a timeline from 200,000,000 to 1750 AD. Key periods shown include Pre-Human, First Nations, Exploration, and various colonial periods like Upper Canada, Lower Canada, Acadia, Early New France, Atlantic Colon, Northwest, and North. A 'go back' button and a help icon are visible in the top right of the timeline area.

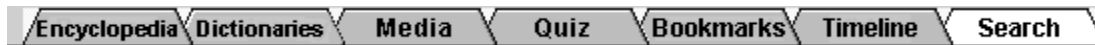
On the left side, there are several navigation options: 'Categories', 'Periods', 'Search By Date', 'Year In Review', 'Canadian Firsts', and 'On This Day'. Below these is an 'Events' section with 3470 items. A dropdown menu is set to 'All', and a list of events is shown, with 'Age of Mammals' selected.

The 'Age of Mammals' section provides the following details:

- Date:** 20 thousand years ago to 50 thousand years ago
- Period:** Pre-Human
- Category:** Environment
- Event:** The age of mammals. Animals such as mastodons and mammoths, horses, camels and giant sloths moved into the Americas.

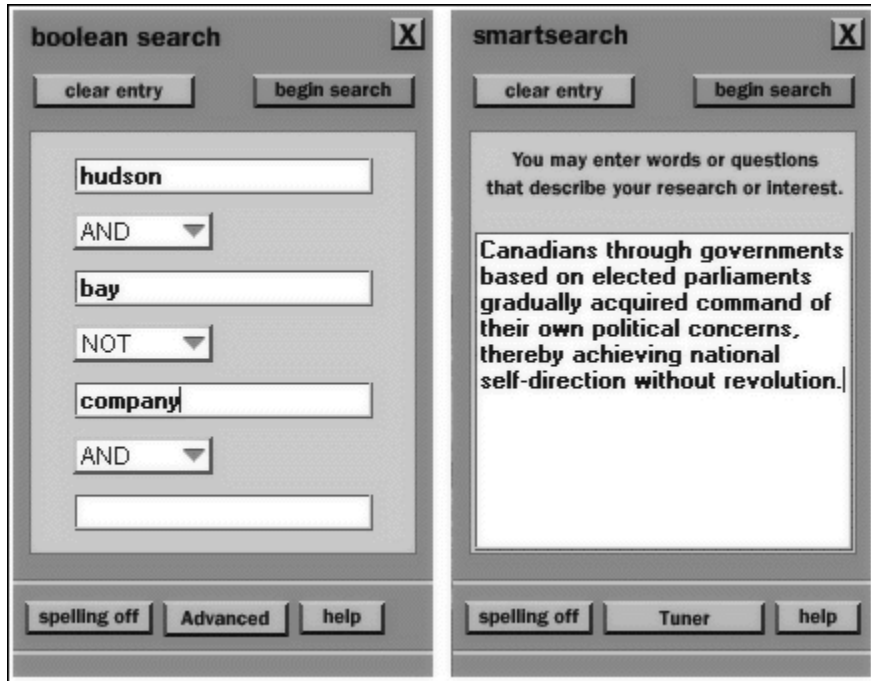
A small image of a mammoth is shown next to the text. At the bottom of the screen, there are five buttons: 'Timeline', 'Media', 'Quiz', 'Dictionary', and 'Encyclopedia'.

Screens



Search Windows Screens

The Search Windows Screens are used for performing searches of the encyclopedias. Click on areas of the screen for descriptions.



Photographs

Icon for photographs

Video Clips

Icon for video clips.

Maps

Icon for maps.

Graphs

Icon for graphs.

Tables

Icon for tables.

Sound Clips

Icon for sound clips.

Animations

The Icon for animations is the same as the icon for Videos.

Word Find Illustration

Word Find X

Locate:

Match case

Match whole word only

Enter word(s) that you wish to find within the current article.

Use the small scroll arrows to find the next case of the word within the article.

Clue Button

Use this button to go to articles in the encyclopedia that will contain information about the questions and answers.

New Question Button

Use this button to go to a new question.

Puzzle Menu

New Picture

✓ Number Pieces

✓ Sound

Hint Button

Use the Hint Button to get a hint about how to solve the puzzle in the Quiz.

Scramble Button

Use the scramble button to rescrumble the puzzle.

Solve Puzzle Button

Use this button to watch the program solve the puzzle.

Quiz Button Dimmed

In Quiz mode the Quiz button is dimmed.

Question

There are 450 questions which are brought up in random order if you choose Random from the Question Menu or sequentially if you choose that option.

Answer Buttons

Click the button next to the answer you think is correct.

Puzzle

One piece of the puzzle appears if you answer the question the first time. Solve the puzzle when all the pieces are present.

Scoreboard

The scoreboard keeps track of your record in the current session.

Quick Tour



Topic 2 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)



The Encyclopedia Screen

The main, or Encyclopedia, screen displays the text of the Canadian and Columbia encyclopedias and articles from *Maclean's* magazine and provides access to most of the functions of the program through buttons, icons and menus. Similar types of functions are concentrated in specific areas of the screen.

Go to the Encyclopedia screen after starting the program by clicking on the encyclopedia bar on the home screen, and from within the program by choosing Encyclopedia on the Navigation menu or by clicking the Encyclopedia Button in the lower right hand corner.



Click on the Encyclopedia Button to explore the features of the Encyclopedia Screen.

Near

Use the NEAR operator (~) to find only those articles in which your search terms appear within a few words of one another.

For example, if you search for the words *Canada* AND *council*, you will turn up 803 results when searching The Canadian Encyclopedia. If you search for *Canada* NEAR *council* the results are narrowed to 297, increasing the likelihood that you are finding the organization Canada Council.

Tour Picture Viewer



Quick Tour



Topic 3 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

The Encyclopedia Screen Functions

The Encyclopedia Screen provides all the functions you need to find and use information in the combined 60 000 articles of *The Canadian Encyclopedia* and *The Columbia Encyclopedia* and of *Maclean's* magazine.

The Menu Bar

The menu bar across the top of the screen provides easy access to numerous functions, such as navigating through the program, copying or printing, adding bookmarks, etc. Some of these functions, such as navigation, are also available through buttons on other parts of the screen. For more information on the menus, go to [Menus](#).

Tool Bar

Beneath the Menu Bar, a Tool Bar provides various functions related to the current article on view. The Tool Bar includes a [Bookmark Button](#), an [Add Bookmark Button](#), a [Related Button](#), a [Last Article Button](#), an [Article Contents Button](#), a [Notes Button](#), and a [Highlight Button](#). The [Help Button](#) launches the help program and the Canadian or Columbia icon indicates whether the current article is from *The Canadian Encyclopedia* or *The Columbia Encyclopedia*.

Search Buttons

In the upper left area of the Encyclopedia screen, four buttons provide four means of searching through the encyclopedia articles: the [Titles Button](#), the [Subjects Button](#), the [Boolean Search Button](#) and the [SmartSearch Button](#). For more information on searching the encyclopedia articles, go to [Searching the Encyclopedia Texts](#).

Navigation Buttons



On the lower right area of the Encyclopedia screen, the [Quiz Button](#), [Dictionary Button](#), [Timeline Button](#), [Media Button](#), and [Encyclopedia Button](#) navigate to different areas of the program. When an area is active, the button is dimmed.

Titles Area

The titles area beneath the search buttons displays a list of encyclopedia titles according to the function chosen. For example, when the Titles Button is chosen, the area shows the alphabetical list of titles. After a Boolean or SmartSearch, a results list appears. The media icons beneath the titles are used to select articles according to the media they contain (see [Media Filters](#)).

Quick Tour



Topic 7 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

To Play Videos and Animations

Display a list of media in the media list window by clicking the [Media Button](#). Locate the item and to play it

▶ Click the [Play Button](#).

▶ To pause, click the [Pause Button](#).

Click here to view the [Video Player](#).

▶ You must have QuickTime properly installed to play the video clips. Video places huge demands on your system. The more processing speed and available RAM, the smoother the results will be.

To Play QuickTime VR

▶ To play, double click a VR clip in the Media Browser.

▶ Hold down the mouse and move it in the direction you wish to move
Click here to get more information on [How to Use QuickTime VR](#)

Quick Tour



Topic 8 of 15 (Click the right arrow to continue and the left to go back.)

[Tour Guide](#)

▶ **Playing Sounds**

1 Since all sounds are associated with a picture, you must first

▶ Display the picture as explained above.

▶ Click the [Sound Button](#).

2 Find a sound on the Media Browser and double click.

▶ For accurate playback of the sounds and of sound on the video clips you should have a 16-bit sound card installed on your computer.

Tour Video Player

Click on areas of the screen for descriptions.



Quiz Screen Hypergraphic



How Do I ?

Find a list of every encyclopedia article title?

- ▶ Choose Canadian & Columbia from the Search Menu
- ▶ Click the Titles Button

Find a list of titles from The Canadian Encyclopedia?

- ▶ Choose Canadian from the Search Menu
- ▶ Click the Titles Button

Find a list of articles that contain photographs?

- ▶ Click the Titles Button
- ▶ Click the photo icon in the multimedia filter at the bottom of the title list.

Find a list of articles that contain different multimedia?

- ▶ Click the Titles Button
- ▶ Click the icons of the different media in the multimedia filter at the bottom of the title list.

Find a particular article?

- ▶ Click the Titles Button
- ▶ Type the name in the entry box.
- ▶ The list moves automatically to the location of the article.

Find all articles that contain a certain word, eg, "Canada"?

- ▶ Click the Titles Button
- ▶ Enter the word *Canada* in the entry box.
- ▶ Click the QuickSearch Button.

Tour Guide

[Quick Tour Start](#)

[Encyclopedia Screen](#)

[Encyclopedia Screen Functions](#)

[Articles and Subjects](#)

[Finding Multimedia Items](#)

[Displaying Pictures](#)

[Playing Videos](#)

[Playing Sounds](#)

[Searching the Encyclopedia Texts](#)

[Navigating the Encyclopedia Articles](#)

[Bookmark List](#)

[Using the dictionary and Thesaurus](#)

[Answering the Quiz](#)

[Printing, Saving, Copying](#)

[Timeline](#)

Dictionary Display Button

Click this button on the upper left of the Dictionary screen to display the Gage Canadian Dictionary.

Preview Button

Click this button to preview an article from a results screen. Double click the title or press Enter to go to the whole article. Click Hide Preview to close this window.

Trash Button

Use this button on the Bookmark List screen to delete the highlighted object in the Bookmark List.

Caption Button

Use this button on the Multimedia Browser to display the caption.

Play Sound Button

Use this button on the Multimedia viewer screen to play a sound. If no sound is associated with the picture, the button is dimmed.

Dictionary Menu

The Dictionary menu is located in the upper centre of the Dictionary screen.



Dictionary

Dictionary

Click this item to choose the Gage Canadian Dictionary (to find definitions of English words)

Thesaurus

Click this item to use the thesaurus.

Dictionary & Thesaurus

Click this item to use both the Gage Canadian Dictionary and the thesaurus.

French-English

Choose this item to use the French-English dictionary (to find English translations of French words).

English-French

Choose this item to use the English-French dictionary (to find French translations of English words).

Accents

When searching for terms with accented characters, such as Montréal, you must enter the accented character using the ASCII codes, or Select the term (see [Selecting Text](#)) in an article and click the Related Button.

The following are some common characters in Windows:

à = Alt + 0224	î = Alt + 0238
â = Alt + 0206	ï = Alt + 0206
è = Alt + 138	ô = Alt + 0244
é = Alt + 130	ç = Alt + 135
ê = Alt + 136	ë = Alt + 137

▶ When typing the number you must use the Number Pad.

Article Contents Button

Click the Article Contents Button to display the drop-down menu of article contents. The contents menu lists all the headings and all the multimedia contained in the current article.

Related Related



[SmartSearch](#)



[Cross References](#)



[Selecting Text](#)

Dialog Box

A dialog box is a window that displays options (such as [Preferences](#)) or that requires the user to enter text into a text entry box (such as the windows that appear when you click the Search or SmartSearch buttons).

Slide Show Button

Use this button to begin a slide show of multimedia items using the current media subjects and multimedia filters.

Highlighting Related



Selecting Text

Selecting Text Related



[Finding Related Articles](#)



[Highlighting Text](#)

Adding Notes Related



Selecting Text

Highlighted Text

Highlighted text appears in the colour set in Preferences.

Viewer Sound Button

This button is dimmed if no sound is associated with the picture. If the button is lighted, click to hear the sound.

Slide Show Button

Click the slide show button to initiate a slide show using your current settings for the media filter and for the multimedia subjects. When the Slide show begins the button toggles to read Stop Slide Show.

Bookmark Button



The Bookmark Button opens the Bookmarks List window.

Add Bookmark Button



The Add Bookmark Button adds the current article on view to the current bookmark list.

Last Article Button

The Last Article Button displays the previously viewed article.

Subjects Button

The Subjects Button opens the Subject Index to the articles of the encyclopedias.

Timeline Button

The Timeline Button is located in the lower right of most screens. Click this button to open the Timeline.

More in Subject Button

The More in Subject Button appears at the foot of an encyclopedia article, next to the subject of the current article. Click the button to display the titles of other articles in the same subject.

Translation Button

The Translation Button appears in the Dictionary when French-English or English-French are chosen. Click the button to translate the term you have entered.

Synonym Button

The Synonym Button appears in the Dictionary when Thesaurus has been activated. Enter the term and click the button to find a list of synonyms.

New Question Button

Click the New Question Button in the quiz to display a new question.

Quick Tour



Topic 15 of 15 (Click the right arrow to return to the Help Contents and the left to go back.)

[Tour Guide](#)

The Timeline

The Timeline includes over 3000 events in Canadian and world history, organized by Categories and Periods. The reader can search the events by date, find a list of Canadian firsts and view the *Maclean's* year in review entries.

Opening the Timeline

- ▶ To Activate the Timeline, click the Timeline Button in the Encyclopedia, Dictionary or Quiz screens.

Categories

- ▶ Select Categories by clicking on the [Categories Button](#) and then choosing a category from the Categories graphic. For example find a list of events describing Acts and Treaties by clicking on the Acts and Treaties box.

Periods

- ▶ Select Periods by clicking on the [Periods Button](#) and then choosing a period from the Periods graphic. For example find a list of events describing Early New France by clicking on the Early New France section of the Period graphic.
- ▶ Pointing the mouse to the right of the Categories or Period graphics automatically moves the graphic without the scroll bar.

Other Functions

- ▶ Click the [Search by Date Button](#) to search for events that happened on a certain day.
- ▶ Click the [Year in Review Button](#) to view the *Maclean's* entries by month.
- ▶ Click the [On this Day Button](#) to find events that happened on a certain day.
- ▶ Click the [Canadian Firsts Button](#) to find descriptions of Canadian firsts.
- ▶ Click here for help on the [Timeline Screen](#).
- ▶ Click here for more detailed help on the [Timeline](#).

The French-English Dictionary

Use the bilingual dictionary to translate words to and from English and French

1 Translation from English to French

To translate a word from English to French, click the English-French Button



Type in your term and Click the Translation Button. To find all the places the word appears in French entries in the dictionary, click the Search Button.

2 Translation from French to English

To translate a word from French to English, click the French-English Button



Type in your term and Click the Translation Button. To find all the places the word appears in English entries in the dictionary, click the Search Button.

You can enter French accents into the dictionary search box by using the Character Map (in Accessories in Windows), or by using the codes outlined the [Accents Table](#):

3 Conjugation of French Verbs

To conjugate a French verb, enter the verb into the search box and click the Conjugate Button. Choose the verb tense from the Tenses list.

Contacting TCE Sales

To contact The Canadian Encyclopedia sales department, call 1-800-788-1074 (Canada wide and US).

Contacting TCE Technical Support

To contact The Canadian Encyclopedia technical support, call 1-800-647-0639.

Contacting the TCE WEB site

The Canadian Encyclopedia site on the World Wide Web provides information about the creation of The Canadian Encyclopedia, updates of encyclopedia articles and a selection of new articles from *Maclean's* magazine. See also [Internet Updates](#). YOU MUST BE CONNECTED TO THE INTERNET FOR THIS TO WORK!

Click here for  [Internet Access to The Canadian Encyclopedia+ Web Site](#).

Creating and Managing Bookmarks

Step 1: Create or Open a Bookmark List

1. Creating a Bookmark List

You create a Bookmark List by

- ▶ [Opening the Bookmark List Viewer](#)
- ▶ [Naming a Bookmark List](#)
- ▶ [Saving a Bookmark List](#)

2. Opening a Bookmark List


- ▶ [Opening the Bookmark List Viewer](#)
- ▶ [Choosing a Bookmark List](#)
- ▶ [Go to Step 2.](#)

Save Bookmark Button

The Save Bookmark Button is located on the Bookmark List window. Click this button to save the current Bookmark List.



Opening the Bookmark List Viewer

Open the Bookmark List Viewer by clicking the Bookmark Button .

Naming the Bookmark List

Name a new Bookmark List by clicking the New List Button in the Bookmark List Viewer, or choosing Open from the File Menu. Click the Save Button and enter the name in the Save As dialog box.

Saving the Bookmark List

Click the Save Bookmark Button to save the current Bookmark List.



The new Bookmark is now the default list. All marked articles will be added to this list.

Choosing the Bookmark List



▶ Click the Open List Button, or choose Open from the File Menu to display the Open Bookmark window.

▶ Choose the Bookmark and click the Open Button.

▶ A list of articles and multimedia in the list appears in the Bookmarks List window.

Creating and Managing Bookmarks

Step 2: Managing a Bookmark List

1. Displaying a Bookmark List

If a list is currently open

- ▶ Click the Bookmark Button, OR
- ▶ Choose View Bookmark from the Bookmark Menu
If you wish to change and view a different list

▶ [Open the Bookmarks List window](#)

- ▶ Click the Open List Button, OR
- ▶ Choose Open from the File Menu
- ▶ Choose a new list

2. Saving changes to the current Bookmark List

- ▶ Choose Save List from the File Menu, OR
- ▶ Open the Bookmarks List window and click the Save Button, OR
- ▶ Choose Save As from the File Menu and give the Bookmark a new name or path

3 Printing the current Bookmark List

- ▶ [Open the Bookmarks List window](#)
- ▶ Choose Print List from the File Menu

▶ [Go to Step 3](#)

Creating and Managing Bookmarks

Step 3: Adding and Deleting Bookmark Items

1. To add the current encyclopedia article to a Bookmark List

- ▶ display the article
- ▶ click the Add Bookmark Button
- ▶ , OR
- ▶ choose Add " " from the Bookmark Menu

2. To add selected titles to a Bookmark List

- ▶ go to the Titles List or a search results list
- ▶ select from the list
- ▶
- ▶ choose Add Selected from List from the Bookmark Menu

2. To add a multimedia item to a Bookmark List

- ▶ open the Multimedia Browser, OR
- ▶ display multimedia from a thumbnail within an article
- ▶ click the Bookmark Button
- ▶ on the media browser, OR
- ▶ choose Add " " from the Bookmark Menu

▶ [Go to Step 4](#)

Creating and Managing Bookmarks

Step 4: Adding Notes to Bookmarks

Two kinds of notes can be added to Bookmarks: individual notes which are added to articles and general notes which are added to Bookmark Lists.

To add a note to an article

In order to add notes to an item, that item must be marked as part of a Bookmark List (see Step 3). When an article is part of a Bookmark List, a Notes Button appears on the tool bar.



- ▶ Click the Note Button and drop the note in the article
- ▶
- ▶ Type a note in the Article Note box
- ▶ Close the Article Note window by clicking on the Close Button ▶

To add a general note to a Bookmark List

- ▶ [Open the Bookmarks List Window](#)
- ▶ Double Click the [General Notes Button](#)
- ▶ Type your note in the [List Notes](#) dialog box.

▶ [Go to Step 5](#)

How To Add a Note



click the Note Button



drag the cursor to the part of the article where you want the note to appear



click the note



double click the Postit icon to bring up the Article Note window

Creating and Managing Bookmarks

Step 5: Adding Highlights to Bookmark Items

- ▶ In order to add highlights to an item, that item must be marked as part of a Bookmark List (see Step 3).

When an article is part of a Bookmark List, a Highlight Button ▶ appears on the tool bar.

1. To add highlights

- ▶ click the Highlights Button, OR
- ▶ choose Highlight from the Bookmark Menu (the cursor changes to form the outline of a highlighter)
- ▶ hold down the mouse button and drag the mouse over the text

2. To turn off the Highlighter

- ▶ click the Highlight Button again, OR
- ▶ unclick Highlight on the Bookmark Menu

3. To clear Highlights

- ▶ activate the Highlighter by clicking the Highlight Button and drag the mouse over the highlighted text, OR
- ▶ choose Clear Highlights from the Bookmark Menu

- ▶ [Go back to Step 1](#)

Open List Button

The Open List Button on the Bookmark window opens an existing Bookmark List.

New List Button

The New List Button on the Bookmarks List window creates a new Bookmark List. Click the button and enter the new list title.

Bookmark Title Box

The Bookmark title box shows the name of the current Bookmark List.

Bookmark List

This area of the Bookmarks List window displays the titles of the items included in the current Bookmark List.

[How to select from a list](#)

How to Select From a List

To select a single item from a list

- ▶ click the mouse or move the cursor to a title

To select a range of items

- ▶ click on the first item
- ▶ move to the last item using the scroll bar
- ▶ click the mouse while holding down the Shift key

To select random titles

- ▶ click on the first item with the mouse
- ▶ move to the next item using the scroll bar
- ▶ click the next item while holding down the CTL key

Bookmark List Notes Button

The red Bookmark List Notes Button is located on the Bookmarks List Viewer.

Click this button to bring up the List Note dialog box and add a note to your Bookmark List. (You add notes to an Article with the [Article Notes Button](#).)

List Note

The List Note dialog box is used to add a general note to a Bookmark List and to print or to delete a note. Open the List Note dialog box by clicking the General Note Button in the Bookmarks List Viewer.



Save Button

The Save Button saves the current article or dictionary entry.

Maximize Button

The Maximize Button maximizes the screen.

Minimize Button

The Minimize Button minimizes the screen.

Help Menu



Help

Help

Choose this item to launch the full online Help program.

About

Choose About to see a list of some of the people who created the encyclopedia.

Article Menu



Article

Previous

Choose this item to view the article viewed immediately before the current article.

History

Choose this option to view a list of previously viewed articles in the current session.

Related

Choose [Related](#) to view articles related to the current article.

Bookmark Menu



Bookmark

Add

Choose this item to add the current article to the current [Bookmark List](#). If the current article is already part of a list, this item toggles to Delete.

Select from List

Choose this option when you want to add items from lists, such as the title index or a list of titles in a search result, to the current Bookmark List.

View Bookmark List

Choose this option to view the current [Bookmark List](#).

Annotation

Choose this item to add note to the current article. NB: This item is dimmed until the current article is added to a Bookmark List.

Highlight

Choose this item to add [highlights](#) to the current article. NOTE: This item is dimmed until the current article is added to a Bookmark List.

Clear Highlights

Choose this option to clear highlights from the current article.

Mode Menu



Bookmark

Titles

Choose this item to display the [Article Titles](#) List.

Subjects

Choose this option to view the [Subject List](#). (Subjects are general topics which group lists of related articles.)

Boolean Search

Choose this item to open the [Boolean Search](#) window.

SmartSearch

Choose this item to open the [SmartSearch](#) window.

Navigation Menu



Navigation

Encyclopedia

Choose this item to go to the Encyclopedia screen.

Dictionary

Choose this option to go to the Dictionary screen.

Quiz

Choose this option to go to the Quiz screen.

Timeline

Choose this option to go to the Timeline screen.

Media

Choose this option to go to the Media Browser.

Edit Menu

This menu changes in different modes



Encyclopedia Mode



Edit

Copy Selected Text Ctrl+C

Choose this item to copy selected text. Note that this item is dimmed if no text is selected.

Copy Article

Choose this option to copy the entire current article.



Dictionary Mode



Edit

Copy List

Choose this item to copy the current list of words.

Copy Entry

Choose this option to copy the current dictionary entry.

File Menu

This menu changes according to the mode on display.

▶ **Encyclopedia Mode**

File

New

Choose this item to begin a new Bookmark List.

Open

Choose this option to open a Bookmark List.

Close

Choose this option to close the current Bookmark List.

Save List

Choose this option to save the current Bookmark List.

Save List As

Choose this option to save the current Bookmark List with a different name or path.

Save Article

Choose this option to save the current article to disk.

Print List

Choose this option to print the current Bookmark List.

Print Article Ctrl+P

Choose this option to print the current article.

Print Setup

Choose this option to set up your printer.

Preferences

Choose this option to set your [preferences](#).

Exit

Choose this option to exit the program.

▶ Click here to view the [File Menu in Dictionary Mode](#)

▶ Click here to view the [File Menu in Quiz Mode](#)

Control Menu



File

Go to Home Screen

Choose this item to return to the Home Screen (the screen that shows when the program opens).

Restore

Choose this option to restore the program to its previous size.

Minimize

Choose this option to minimize the program.

Maximize

Choose this option to maximize the program.

Close

Choose this option to close (exit) the program.

Switch To

Choose this option to switch to another program that is running at the same time as The Canadian Encyclopedia+.

Title Bar

The title bar contains the name of the currently open Bookmark List. If the Bookmark List has not been saved, the title bar lists it as [Untitled].

Timeline

Introduction

To enter the Timeline, click the Timeline Button on the Encyclopedia or Dictionary screens or choose Timeline from the [Navigation Menu](#).

The events in Timeline are arranged in several different categories. Click on the appropriate subject for a description of each:

- ▶ [Categories](#)
- ▶ [Canadian Firsts](#)
- ▶ [On This Day](#)
- ▶ [Periods](#)
- ▶ [Search by Date](#)
- ▶ [Year in Review](#)

▶ Click here for a complete description of the [Timeline Screen](#).

Timeline

Categories

Use categories in the Timeline to view Canadian events grouped under categories, such as Education or Science.

To view events by categories

- ▶ Click the Category Button
- ▶ Choose a category by moving the cursor over the main Category Screen.
- ▶ Scroll the main Category Screen by pointing the cursor off the right edge of the screen to move right or off the right edge of the screen to move right.
- ▶ Click on a category to display a list of events.
- ▶ Scroll through the events using the scroll bar.
- ▶ View events in the [Event Screen](#).

To return to the main Category Screen

- ▶ Click [Choose a Category](#) and pick All from the drop-down list.

Related

- ▶ [Canadian Firsts](#)
- ▶ [On This Day](#)
- ▶ [Periods](#)
- ▶ [Search by Date](#)
- ▶ [Year in Review](#)
- ▶ Click here for a complete description of the [Timeline Screen](#).

Timeline

Periods

To view events by periods

- ▶ Click the Period Button
- ▶ Choose a period by moving the cursor over the main Category Screen.
- ▶ Scroll the main Period Screen by pointing the cursor off the right edge of the screen to move right or off the right edge of the screen to move right.
- ▶ Click on a period to display a list of events.
- ▶ Scroll through the events using the scroll bar.
- ▶ View events in the [Event Screen](#).

To return to the main Period Screen

- ▶ Click [Choose a Period](#) and pick All from the drop-down list.

Related

- ▶ [Categories](#)
- ▶ [Canadian Firsts](#)
- ▶ [On This Day](#)
- ▶ [Search by Date](#)
- ▶ [Year in Review](#)
- ▶ Click here for a complete description of the [Timeline Screen](#).

Timeline

Search by Date

To search for events by date

- ▶ Click on the Search by Date Button.
- ▶ Choose the time frame by entering the year and month for both the beginning and end.
- ▶ Type in the years and choose the months from the [Search Drop-down Menu](#).
- ▶ Click the Search by Date Button.
- ▶ View events in the [Event Screen](#).

Related

- ▶ [Categories](#)
- ▶ [Canadian Firsts](#)
- ▶ [On This Day](#)
- ▶ [Periods](#)
- ▶ [Year in Review](#)
- ▶ Click here for a complete description of the [Timeline Screen](#).

Timeline

Year in Review

To search the Maclean's Year in Review articles

- ▶ Click on the Year in Review Button.
- ▶ Choose the time frame by choosing a year and month from the main Year in Review screen, OR
- ▶ Choose year and month from the drop-down menu.



- ▶ View events in the [Event Screen](#).

Related

- ▶ [Categories](#)
- ▶ [Canadian Firsts](#)
- ▶ [On This Day](#)
- ▶ [Periods](#)
- ▶ [Search by Date](#)
- ▶ Click here for a complete description of the [Timeline Screen](#).

Timeline

Canadian Firsts

To search the list of Canadian Firsts

- ▶ Click on the Canadian Firsts Button.
- ▶ Double click on an event.
- ▶ Scroll down the list using the scroll bar.
- ▶ View events in the [Event Screen](#).

Related

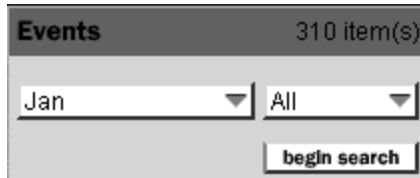
- ▶ [Categories](#)
- ▶ [On This Day](#)
- ▶ [Periods](#)
- ▶ [Search by Date](#)
- ▶ [Year in Review](#)
- ▶ Click here for a complete description of the [Timeline Screen](#).

Timeline

On This Day

To find events that happened on a specific day in history

- ▶ Click on the On This Day Button.
- ▶ Choose the year and month from the drop-down menus.



The screenshot shows a search interface titled "Events" with a count of "310 item(s)". Below the title are two dropdown menus: the first is set to "Jan" and the second is set to "All". A "begin search" button is located below the dropdowns.

- ▶ Click the Begin Search Button.
- ▶ View events in the [Event Screen](#).

Related

- ▶ [Categories](#)
- ▶ [Canadian Firsts](#)
- ▶ [Periods](#)
- ▶ [Search by Date](#)
- ▶ [Year in Review](#)
- ▶ Click here for a complete description of the [Timeline Screen](#).

Choose a Category

- All
- ✓ Acts and Treaties
- Arts and Literature
- Colonization and Immigration
- Communication and Transportation
- Demography
- Disasters
- Economy and Labour
- Education
- Elections and Prime Ministers
- Environment
- Exploration
- First Nations
- Law
- Macleans
- Politics and Government
- Religion
- Science
- Social Policy and Health
- Sports
- War and Defence
- Women's Rights
- World

Choose a Period

- ✓ All
- Pre-Human
- First Nations
- Exploration
- Upper Canada
- Lower Canada
- New France, Last Days
- Acadia
- United Canadas
- Atlantic Colonies
- World War I
- Old Province of Quebec
- Early New France
- Confederation
- Expansion_Growth
- Northwest
- Northwest Coast
- 1920s
- 1930s
- World War II
- Peace and Prosperity
- 1960s
- 1970s
- 1980s
- 1990s

Event Screen

The event screen in Timeline displays an event according to the period, category or time chosen.



Move the mouse over the graphic for explanations of the various functions.

Howe Passes Richard in Goals [go to article](#)

Date: January 16, 1960
Period: 1960s
Category: Sports
Event: Gordie Howe of the Detroit Red Wing scored one goal and assists on another to pass Maurice (Rocket) Richard as the leading scorer in NHL history.



This area displays the title of the event.

This button provides a list of articles in the encyclopedia related to the current event.

Double click the thumbnail to view the picture.

This area displays the date of the current event.

This area of the event screen displays the period of the current event.

Categories Button

Click the Categories Button to display categories of events.

Periods Button

Click the Periods Button to display a list of periods in the Timeline.

Search by Date Button

Clik the Search by Date Button to search for a range of dates in the Timeline.

Year in Review Button

Click the Year in Review Button to display the main Year in Review screen and to display a list of events from *Maclean's*.

Canadian First Button

Click the Canadian First Button to display a list of events describing Canadian accomplishments.

On This Day Button

Click the On This Day Button to search the events that happened on a specific day in history.

Period Drop Down Menu

Click the Period Drop Down Menu to choose a period in history.



Event Title List

The Event Title List shows all the events according to the category, period or date chosen.

Main Period Screen

The Main Period Screen shows the periods of Canadian history. Click on a period to display the events of that era.



Scroll the main Screen by pointing the cursor off the right edge of the screen to move right or off the left edge of the screen to move left.

Video Icon



The Video Icon filters videos in the multimedia list. Click this icon to view only video titles.

Hot Spots



Hot spots, or hypergraphics, allow the user to click on a "hot" spot on a picture and zoom to a related subject or to a detail of the current subject, much as Cross References allow the linking of articles.



How to Use Hot Spots

▶ Find a Hypergraphic (a map or picture containing hot spots) by using the Hot Spot icon on the Multimedia Filter.

▶ Move the cursor over the graphic until the colour reverses and the cursor turns to a pointing hand, as in the example below:



▶ Click on the hot spot to display the new picture.

Legends

▶ Click the Legend Button to display a list of all hot spots on the graphic.

▶ As you move your cursor over the legend, the colour reverses on the graphic to show the location of the hot spot.

▶ Click a legend item to display the hot spot picture.

Click here to view an example of a [Legend](#).

How to Use QuickTime VR

QuickTime VR are panoramas composed of a number of images, each one shown from a different angle. Moving around in this panorama is like moving around in the scene itself. In The Canadian Encyclopedia+ Quicktime VRs are marked with the following icon:



Double click on the title as you would a video or picture.



Move around using the following controls.

How To

Look around

Zoom in

Zoom out


Jump to another location

Windows

Click and drag the mouse

Press Shift

Press Control


Move the pointer to a jump spot  and click

Macintosh

Click and drag the mouse

Press Option

Press Control

Move the pointer to a jump spot  and click

Canadian Firsts Button

Click this button to display a list of events describing Canadian landmarks and innovations.

Next Media Button

Click the Next Media Button in the Media Browser to show the next media item in the list.

Previous Media Button

Click the Previous Media Button to show the previous media item in the list.

Media by Subject Button

Click the Media by Subject Button to display a list of subjects in which the media are organized.

Media Title Dialog Box

Use the Media Title Dialog Box to enter a title of a multimedia item. The list moves alphabetically as you type.

Media Subject List

The Media Subject List shows a list of media topics. Expand or contract a list by clicking on the down-facing or right-facing arrows.

Media Browser Minimize Button

Click the Media Browser Minimize Button to minimize the Media Browser. To see the Browser minimized, view the [Picture Viewer](#).

File Menu in Dictionary Mode



Dictionary Mode



File

Save Entry

Choose this item to save the current dictionary entry.

Print Entry

Choose this item to save the current dictionary entry

Print List

Choose this option to print the current Bookmark List.

Print Setup

Choose this option to set up your printer.

Preferences

Choose this option to set your [preferences](#).

Exit

Choose this option to exit the program.



Click here to view the [File Menu in Quiz Mode](#)



Click here to view the [File Menu in Encyclopedia Mode](#)

File Menu in Quiz Mode



Quiz Mode



File

Preferences

Choose this option to set your [preferences](#).

French

Choose this option to display the quiz questions in French (or in English if the current setting is French).

Exit

Choose this option to exit the program.



Click here to view the [File Menu in Dictionary Mode](#)




Click here to view the [File Menu in Encyclopedia Mode](#)

Copy Text to an Article Note



To Copy text to a an Article Note

- 1 Copy the text to the clipboard by [selecting](#) it and selecting "Copy Selected Text" from the from the [Edit Menu](#).
 - 2 In an article that has been bookmarked, double click the Note Button
- 
- 3 Drop the note at the appropriate place in the article.
 - 4 Double click the Note icon and in the List Note window, use the paste command, Ctrl+V (Windows) or Command+V (Macintosh) to insert the selected text.

Copy Text to a Bookmark List Note



To Copy text to a Bookmark List Note

- 1 Copy the text to the clipboard by [selecting](#) it and selecting "Copy Selected Text" from the from the [Edit Menu](#).
- 2 Open the Bookmarks List window by clicking the Bookmark Button.



- 3 Double click the List Notes Button



- 4 Paste the text in the List Note window, using the paste command, Ctrl+V (Windows) or Command+V (Macintosh).

French-English Button

Click the French-English Button to access English translations of French words in the bilingual dictionary.

English-French Button

Click the English-French Button to access French translations of English words in the bilingual dictionary.

Conjugate Button

Click the Conjugate Button to conjugate a French verb (available only in the French-English mode).

Dictionary Headwords

Dictionary Headwords show entries that include your search term in the title of the entry.

Dictionary Search Button

Use the Dictionary Search Button to search for all instances of your search term throughout the dictionary.

Dictionary Search Results

The Dictionary Search Results pane displays a list of dictionary entries that contain the current search term in the text of the entry.

Translation Window

The Translation Window displays the translation of the current term in bilingual mode or a definition in English only mode.

Options Menu



Options

Anagram Length





Choose this option to set the length of anagram.

Pronunciation Key

Choose this option to display the pronunciation key of the current dictionary.

How to Browse the Subject List

Description: Browse Subjects moves through the structured subject tree

- 1 Click the Subjects Button

- 2 Click the Browse Subjects Button

- 3 Scroll down to a subject of interest, eg, Architecture
- 4 Click the right-pointing arrow  to display the next level
- 5 Continue clicking until you reach a subject that interests you
- 6 Click the down-pointing arrow  to collapse a list
- 6 Choose an article from the Titles list

Click here to see the [Browse Subject Screen](#).

Browse Subject Screen

Browse Subjects X

search subjects

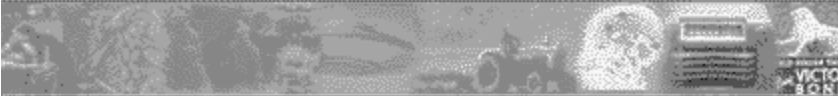
▼ All

- ▼ Canada
 - Canadian Culture
 - Canadian Defence
 - ▼ Canadian Physical Geography
 - Capes & Peninsulas**
 - Coastal Waters
 - Islands
 - Lakes & Reservoirs
 - Land Features

Search Subject Screen

Search Subjects X

Enter subject name: Browse subjects



- Historic Sites
- Housing
- History
- Historians
- Historical Figures
- Historical Theses
- Heraldry
- Household Items
- Humanities

How to Search the Subject List

Description: Search Subjects searches all subject headings, regardless of their place in the subject tree.

1 Click the Subjects Button



2 Click the Search Subjects Button



3 Begin to type the subject name into the dialog box

4 As the list moves through the alphabet, choose a subject

5 Choose an article from the Titles list

Click here to see the [Search Subjects Screen](#).

Search Subject Button



Click the Search Subject Button to search all the headings in the subject list. This button toggles with the [Browse Subject Button](#)

Browse Subject Button



Click the Browse Subject Button to browse through the subject tree. This button toggles with the [Search Subject Button](#).

Click a right-pointing arrow to expand a subject list.

Click a down-pointing arrow to collapse a subject list.

[Category Title List](#)

Category Title List

Double click on a subject category to display a list of titles.



Search Subject Dialog Box

Type a subject name into the Search Subject Dialog Box to move alphabetically through the entire list of subjects.

Timeline Go Back Button

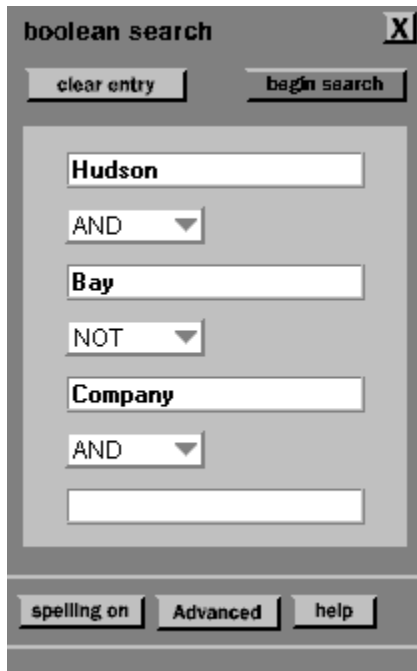
Click the Timeline Go Back Button to go back to the main (All) screen in Period or Categories.

Begin Search Button

Click the Begin Search Button to begin a search once you have entered your search terms.

Boolean Search Screen

Use Boolean searches for simple word searches or for searches in which the relationship between search terms is known.

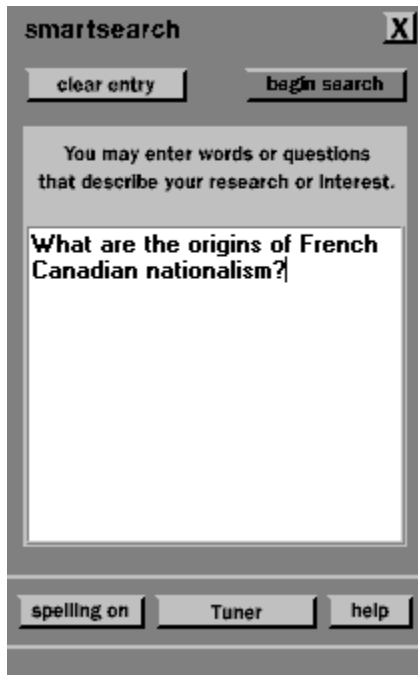


The image shows a screenshot of a web-based Boolean search interface. The window title is "boolean search" with a close button (X) in the top right corner. At the top, there are two buttons: "clear entry" and "begin search". The main search area contains three input fields, each with a dropdown menu for Boolean operators. The first field contains the text "Hudson" and the dropdown is set to "AND". The second field contains the text "Bay" and the dropdown is set to "NOT". The third field contains the text "Company" and the dropdown is set to "AND". Below the third field is an empty input field. At the bottom of the interface, there are three buttons: "spelling on", "Advanced", and "help".

Click here for more detailed information on [Boolean Searches](#).

SmartSearch Screen

Use SmartSearch for general searches expressed in common language. SmartSearch ranks answers by how appropriate they are to the search terms.



▶ Click here for more detailed information on [SmartSearches](#).

Clear Entry Button

Click the Clear Entry Button to clear the search dialog box.

Boolean Drop Down List

Click the Boolean Drop Down List to display a list of Boolean operators. Click one of the operators to include it in your search.

Boolean Dialog Entry Box

Use the Boolean Dialog Entry Box to enter your search term.

Delete Article Button

The Delete Article Button deletes the item from the Bookmark List.

Close Media Button

Click the Close Media Button to close the Media Browser.

Previous Button

Use the Previous Button to go back to the original picture after you have clicked a hot spot.

Browser Maximize Button

Click the Browser Maximize Button to restore the Multimedia Browser to its full size.

Legend

A legend lists the titles of all the hot spots in a hypergraphic.

- ▶ Click the Legend Button to display the legend.
- ▶ Move the mouse over the legend titles to see the locations of the items on the graphic.
- ▶ Click a title on the legend to display the picture.



Spelling Button

Use the Spelling Button to check the spelling of your search terms.



Click here for more detailed help on [Spell Check](#).

Subject Window Close Button

Use the Subject Window Close Button to close the Subject Window.

Event Category

The Event Category shows the category of the current event.

The text in this area describes the event.

Timeline Screen Hypergraphic

Click on areas of the screen for descriptions. Click the Close Button to exit Help.



Event Screen

The event screen carries the definition of the timeline event.



Click here for more information on the [Event Screen](#).

Boolean Search

Use Boolean search to find specific topics in which you know the relationship between your terms.



Click here for more detailed information on [Boolean Searches](#).

SmartSearch

Use SmartSearch to find answers to simple or complex queries in which the results are ranked in order in which the program matches and evaluates your terms. SmartSearch queries can be entered in common sentences or as questions.

Timeline Related Article Button

Click the Timeline Related Article button to go to articles related to the event described.

Internet Updates

Internet updates are available for users of The Canadian Encyclopedia+. These updates are available from The Canadian Encyclopedia site on the World Wide Web.

Click here for [▶ Internet Access to The Canadian Encyclopedia+ Web Site](#).

Follow the instructions to download the self-extracting file from the Web site.

[▶](#) Click here for step-by-step instructions on [How to Install Updates](#).

How to Install Updates

- 1** Create a temporary directory on your hard disk, (for example, c:\cdntemp) or use an existing temporary directory, such as C:\temp.
- 2** Copy the file UPDATES.EXE from the CD-ROM into this directory.
- 3** Run the UPDATES.EXE file that you have downloaded from the Web site by double clicking the file in file manager (or by using Run from the Windows 95 Start Menu). Several update files will expand into the directory, including SETUP.EXE.
- 4** Now run the SETUP.EXE program. Follow the on-screen prompts to install the update.
- 5** When you have finished installing the update, you can delete the files from the temporary directory.
- 6** The next time you run the Encyclopedia, use the "Internet Updates" option from the Search Menu.

Media Results List

The Media Results List shows the number of items in the media list according to the subject and filter chosen.

Media Subject Close Button

Use this button to close the Subject List/

SmartSearch Question

A SmartSearch question can be a word, combination of words, question or paragraph.

Search Drop Down Menu

Events			56 item(s)
from:			
<input type="text" value="1943"/>	AD ▼	Sep ▼	
to:			
<input type="text" value="1945"/>	AD ▼	Dec ▼	
<input type="button" value="begin search"/>			

Consultants for the 1996 Edition

The following were some of the people who dedicated their time and expertise to reading, evaluating and revising the articles in The Canadian Encyclopedia.

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View Legend Button

Click the View Legend Button to view a list of hotspots available in the current hypergraphic. This button only appears when the picture or map contains hotspots.

SmartSearch Results

The SmartSearch Results are ranked in order of importance. The results list includes pictures as well as articles.

Back to SmartSearch Button

Click this button to return to the SmartSearch screen to enter a new question.

Preview Screen

The Preview Screen shows the search terms as highlighted words in the text and automatically takes you to the first match.

