

# Contents

The following World Book Help topics are available:

## Display screens

[Article display](#)

[Just Looking display](#)

[Around the World display](#)

[Time Frame display](#)

[World Book Plus display](#)

[Media Resource display](#)

[Tables display](#)

## Getting around

[Navigational control bar](#)

[Dictionary](#)

[Search](#)

[Status bar](#)

## Menu Options

[File](#)

[Edit](#)

[Tools](#)

[Online](#)

[Help](#)

**For Help on Help, press F1 on your keyboard.**

# Glossary

## Article display

- Highlighter
- Hotspots
- Online extras!
- Quick Facts
- Thumbnails

## Around the World display

- Continent map
- Location
- Go to article
- Hotspots
- Legend
- Map display
- Map overlays
- Map search
- Zoom out

## Dictionary

### Just Looking display

- Categories
- Clear
- Content
- Find
- Random

## Help

### Media Resource display

- Media list
- Media playback controls

## Menu Bar

- File
- Print
- Print\_Setup
- Exit
- Edit
- Copy
- Clipboard
- Find
- Find next
- Preferences
- Tools
- Sticky list
- History
- Notepad
- Highlight
- Online
- Connect
- Disconnect
- Configure
- Delete\_downloaded\_files

## Navigational icons

### Print button

### Search

- Wildcards
- Boolean operators
- Use filters
- Filters
- Media
- Filter dialog box

## Status bar

### Sticky note

### Time Frame Display

- Era
- Range selector
- Year beginning

## Web

### World Book Plus display

- Calendar and chronology
- Online libraries

Our century  
Web site addresses  
Web and hard-drive indicators  
World Book icon  
World Book updates  
Tables display

## Navigational control bar

These six icons allow you to quickly navigate within World Book:



Takes you back one screen each time you select it.



Brings up the Article display.



Brings up the Just Looking display.



Brings up the Around the World display.



Brings up the Time Frame display.



Brings up the World Book Plus display.

## **Print button**

Selecting this button displays all print options related to the current display screen. You can choose to print any or all of the options listed.

You can print any of the text in articles and tables, and any of the dictionary entries and maps. You can also print most of the drawings and photographs.

Whenever the Print button is dimmed, the current display is not printable.

## **Active window title**

This is the title bar, which shows the selected option.

## **Active display title**

This area shows the name of the active display.

## **Display area**

This is the main display area for information contained in the World Book Multimedia Encyclopedia.



## **Status bar (informational roll-over bar)**

The status bar displays additional information about the item directly under the mouse cursor.

## Search

Selecting Search opens the search and results window, which is available from all screens. You can use this option to retrieve and narrow down a hit list for a given search.

Search will always open to the most recent search performed so you can continue or expand your last search.

In an article display window, you may click on any word in an article, then drag-and-drop the word over the search tab to start a search.

There are two different searches you can perform:

[Topic search](#)

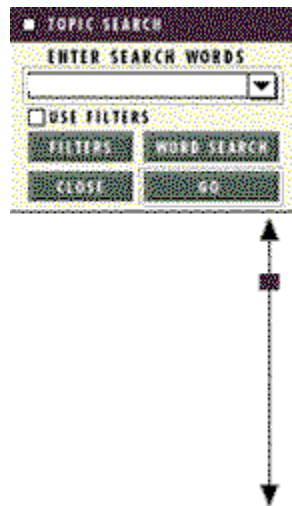
[Word search](#)

## Topic search

Topic Search is an easy way to locate information on general topics. After selecting the Search button on the navigational control bar, check that Topic Search is the current setting.

Type the name of your topic into the Enter Search Words box, then select Go. The program looks for the best match, even if you enter plurals. The article with the most suitable match will display on the screen. The first occurrence of the search term will be highlighted within the article text. If a match cannot be found for your search term, the program automatically performs a word search.

Select an item on the Topic Search dialog box for more information about it.



## **Topic search results box**

Results of your topic search display here. You can double-click a topic from the results list to display a selectable list of media for that topic.

## **Search entry text box**

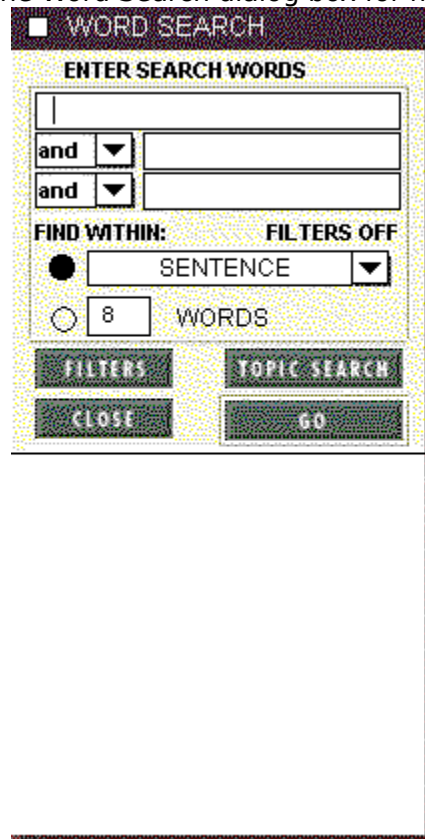
In this field, enter a word or phrase for a topic that you want to look up.

Select the down arrow to display a list of your previous searches. You can select a previous search term and perform the search again.

## Word search

Selecting Word Search brings up the Word Search display, which allows you to find every place a word or phrase occurs. The program looks for the best match, even if you enter plurals. The article with the most suitable match will display on the screen. All occurrences of the search term will be highlighted within the article text.

Select an item on the Word Search dialog box for more information about it.



The image shows a screenshot of a software dialog box titled "WORD SEARCH". The dialog box has a dark title bar with a small square icon on the left. Below the title bar, the text "ENTER SEARCH WORDS" is centered. There is a large empty text input field. Below this field are two rows, each starting with a dropdown menu currently set to "and", followed by a smaller empty text input field. Below these fields, the text "FIND WITHIN:" is on the left and "FILTERS OFF" is on the right. Under "FIND WITHIN:", there are two radio buttons. The first is selected and is followed by a dropdown menu set to "SENTENCE". The second is unselected and is followed by a text input field containing the number "8" and the word "WORDS". At the bottom of the dialog box, there are four buttons: "FILTERS", "TOPIC SEARCH", "CLOSE", and "GO".

## **Word search results box**

Results of your word search display here. You can double-click an article name from the results list to display a selectable list of media for that article.

## Search word entry

Type the word or phrase you want to locate. You can also use [wildcards](#) to find various forms of a word. Use the down arrow to see a list of your previous search words or phrases.



## Word search wildcards

There are two wildcard characters you can use in word search to find various forms of a word:

- ? (question mark) represents a single character
- \* (asterisk) represents one or more characters

Wildcards make it easier to search for more than one form of a word. For example, you can find words that begin with “auto” or locate any reference that ends with “tion.”

The wildcard window appears automatically when you enter a wildcard character in the search entry text box. When the wildcard window appears, use the mouse to select up to 25 words for the search. You can de-select a word by selecting it again, or select Choose None to start over. Select Choose All to select all the words in the list. When there are more than 25 words to choose from, the Choose All button will be dimmed. To begin your search, select the Go button.

Here are some examples of wildcard searches:

- |       |   |
|-------|---|
| *form | Finds form, reform, conform, etc.           |
| form* | Finds form, former, formerly, forming, etc. |
| f?rm  | Finds farm, form, and firm                  |
| f??m  | Finds farm, film, foam, etc.                |
| f?rm* | Finds forming, farmable, firmer, etc.       |

Do not use a wildcard character at both the beginning and end of a word. For example, ?arm? or \*tion\* will not match any words in the program.

## Boolean operators

You can combine terms in the three text entry fields by using the words “And”, “Or” and “Not” to specify the parameters of your search. These operators tell World Book how words must appear to be counted as hits. Here are some examples:

The search term **Canada and lake** finds hits whenever the words “Canada” and “lake” occur in the same sentence.

The search term **Kennedy and (John or Jack)** finds hits wherever the word “Kennedy” and either “John” or “Jack” occur in the same sentence. Parentheses tell World Book how to evaluate the terms that are connected by “or.”

The search term **Kennedy not president** finds hits wherever the word “Kennedy” occurs in a sentence that does not also contain the word “president.”

You can abbreviate the three operators by entering:

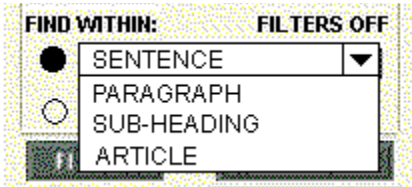
**&** (and), **|** (or), **!** (not)

The abbreviated form of the above search terms would be **Canada & lake**, **Kennedy & (John | Jack)**, and **Kennedy ! president**.

World Book normally looks for words in the same sentence. You can change the search proximity to paragraph, heading, or article by selecting “Find Within” and highlighting a different selection.

## Find within

In Word Search, “Find within” refers to proximity or how close together words must be to be counted as a “hit.” The default proximity is sentence. For example, for the search **South Pole** and **snow**, the words South Pole and snow must appear in the same sentence.



You can change the proximity to limit the search to a paragraph, article, heading, or word. When you broaden the proximity, you probably will increase the number of “hits” for your search. It is also possible that more of the hits will not be relevant to your research.

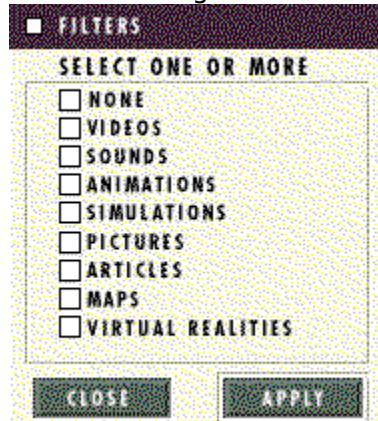
## **Filters On/Off**

This status indicator shows whether Filters is On or Off.

## Filters

This option brings up the Filters display, which allows you to limit a search to specific media types. You can either select each option that you want to include in your search, or you can choose “None” to turn off the search filter. Unless you change the setting, it will automatically be set to None.

Select an item on the Filters dialog box for more information about it.



## **Apply**

Selecting this button will save your filter selections and close the Filters display. The Filters On/Off status indicator on the Search dialog box will show Filters On.

## **Media**

The media option lets you choose any of the following media types:

- Pictures
- Videos
- Animations
- Simulations
- Maps
- Virtual realities

## **Filter dialog box**

This is the list of media types that you can select from to filter your search.



## **Close**

Select this button to shut an open display window.

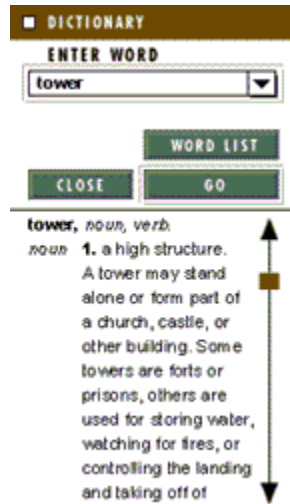
**Go**

Select this button to begin your search, dictionary word lookup, or other function.

# Dictionary

Selecting the Dictionary button displays the Dictionary options. You can then enter a word to look up or display a word list. You can also quickly view the definition for a word when on the Article display by double-clicking the word or by dragging-and-dropping the word over the dictionary tab.

Select an item on the Dictionary dialog box for information about it.



## **Enter word**

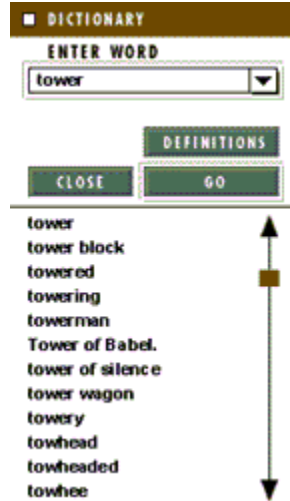
Use this field to type in a word that you want defined. You can also select the down arrow to display a selectable list of words that have been previously defined.

## **Down arrow (previous entries)**

Select this arrow to display a list of previous entries. You can select any item on the list.

## Definition/word list

This button toggles between Definition and Word List. When you select the Word List button, you'll see an alphabetical list of dictionary words. When you select the Definition button, you'll see the definitions.



## **Word list**

Selecting the Word List option will display the dictionary word list here. You can select any word from this list to view the definition.

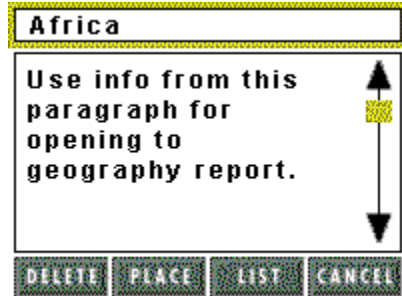
## **Definition**

Selecting the Definition option will display the definition of the word here.



## Sticky note

Selecting this button displays the sticky note dialog box, where you can create, revise, delete and rename sticky notes. Select an item for more information about it.



## **Create a sticky note**

You can create a sticky note by selecting this button.

## **Rename a sticky note**

When you create a new sticky note, a sticky note name will automatically be assigned. You can change the name of the sticky note by typing in the new name.

## **Sticky note indicator**

Selecting this indicator will display an existing sticky note. The sticky note indicator will appear on the screen whenever a sticky note exists. In the Article display, you can move the sticky note indicator and attach it to any section of an article.

## **Sticky note text entry**

You will enter content for a new sticky note here, as well as view and change content for an existing sticky note. There is no limit to the amount of text you can enter.

## **Sticky list display**

A list of your existing sticky notes appears in this area. Selecting a sticky name from the list will display the sticky note.

## **Delete a sticky note**

Select a sticky note, then select the Delete button to remove the selected sticky note from the sticky list.

## **Place a sticky note**

Selecting Place will close an open sticky note. When you place a sticky note, the sticky note indicator will reappear.



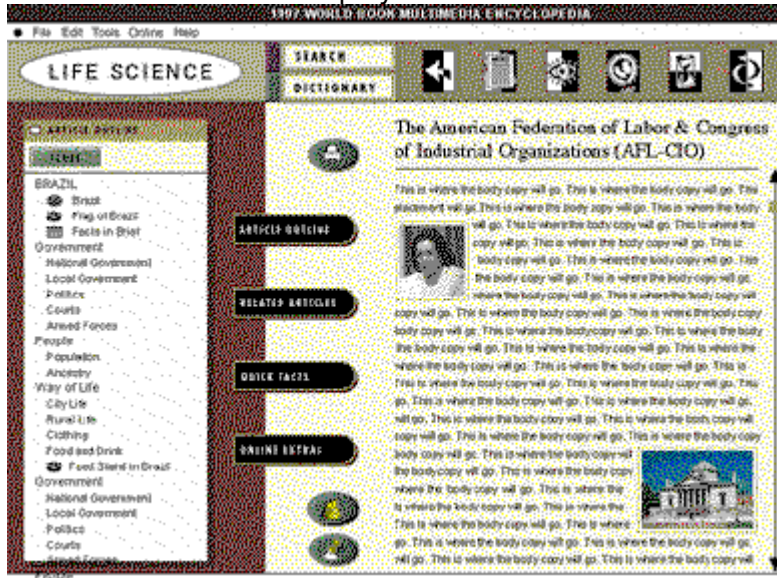
## **Cancel**

Selecting this button closes the sticky note without saving any changes.

# Article Display

Use the Article display to view articles, related information and media thumbnails, such as video and pictures.

Select an item on the Article display for more information about it.



## **Related content window**

Dictionary, search, related articles, and other options and associated content will display in this window.

Selecting the Close button will shut this window.

## Article tabs

Selecting an Article tab displays content related to the given article in the [Related Content window](#).

If the Article Tab button is dimmed, there is no related content associated with the current article.

## **Article outline**

Select this button to display the outline of an article (including subheadings and media elements). Then, you can select an item in the outline to position the article at that selection.

The outline includes icons that represent media type. Selecting an item that has media associated with it will show the media in the Media Resource display. If the item is a map, selecting it will display the map in the Around the World display.

## **Related articles**

Selecting this button displays a list of articles related to the current article. To open the Related Article in the Article window, select it from this list.

If the Related Articles button is dimmed, there are no related articles associated with the current article.

## **Quick facts**

Select this button to display a list of tables associated with the current article. You can select any item on the list to view it in the Table Viewer.

If the table fills more than one screen, use the scroll bar at the right to bring the rest of the table into view.

Some tables have many columns and are wider than the screen. Use the scroll bar below the table to bring more columns into view.

If the Quick Facts button is dimmed, there are no tables associated with the current article.

## **Table viewer**

This window allows you to view a table from Quick Facts.



## **Online extras**

Selecting this option displays a list of the following extra information from the Web (even if you're not connected):

- Online Library articles
- Our Century articles
- World Book Updates articles
- World Book Recommended Web Sites

This button is available only when extra information exists for the current article. Each item on the list is grouped by type and has a graphic icon to indicate if the article is on the Web or on the hard drive. Some of the extra information on the Web can be downloaded onto your hard drive at your request.

If an item is on the Web, it will automatically download and display in the Article display window. If you aren't connected online, a dialog box will display, asking if you want to connect.

## **Thumbnail**

Thumbnail pictures display to show availability of associated media. You will see thumbnails embedded in the Article text and also on the Just Looking display and Time Frame display.

Selecting a map thumbnail shows the map within the Around the World display.

Selecting a media thumbnail shows the picture, video, animation, simulation, or virtual reality within the Media Resource display. If the media are on the second World Book Multimedia Encyclopedia compact disc, you will receive a message asking you to change the disc.

## **Article text blurb**

Text blurbs display to show availability of associated articles. Selecting a text blurb will display the article in Article display.

## **Hotspots**

Hotspots are indicated by a different text color and, when selected, provide cross references. You can select hotspot text in an article to jump to another article. If you select a hotspot date, you will jump to Time Frame to view information about that date.

## **Highlighter**

You can select the highlighter button to turn it on and off. When on, you can select text while holding down the mouse button. When you have selected all the text you want to highlight, release the mouse button. The selected text will be highlighted.

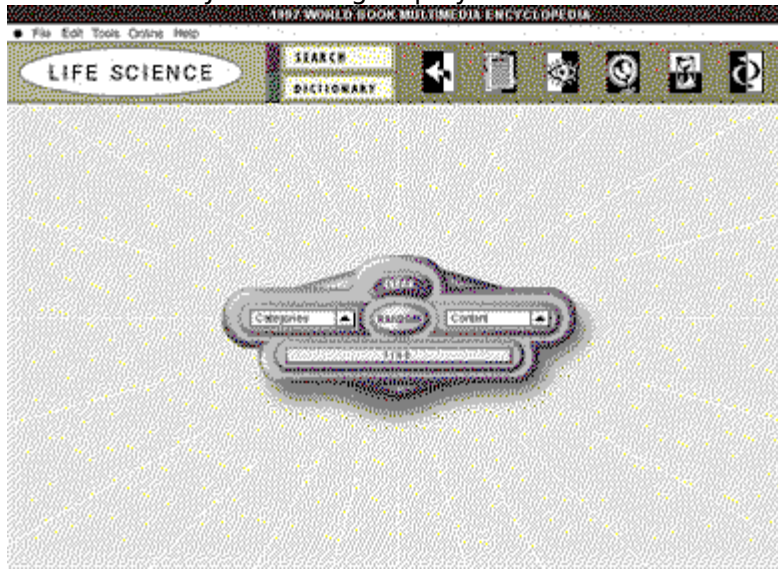
To clear all highlights, you may use the Clear All Highlights feature in the Tools menu. To clear only the highlights in the current article, use the Clear Article Highlights feature.

## Just Looking Display

The Just Looking display is where you can browse through any content in the World Book encyclopedia.

When the display first appears, the “Random” button will be activated. You will see a sampling of text and media [thumbnails](#) on the screen.

Select an item on the Just Looking display for information about it.



## **Find**

Selecting this option will open the Word Search feature.

## Random

This option displays a random sampling of [thumbnails](#) in the viewing area.



## **Content**

This option allows you to select one of the following content areas:

- Alphabetical list of all content
- Media
- Articles
- Online Libraries
- Our Century articles
- World Book Update articles
- Web Sites

## **Category**

This option allows you to narrow down a list by selecting from the following categories:

- Geography
- History
- Humanities
- Industry/Technology
- Life Science
- Physical Science/Math
- Recreation
- Social Science

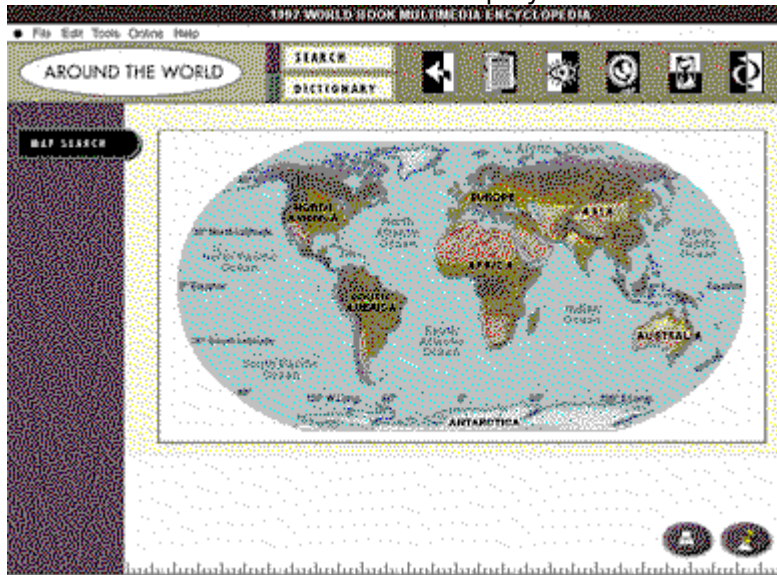
## **Clear**

Select this button to remove thumbnails from the viewing area.

## Around the World Display

Around the World opens with a map of the world. You can select from the seven continents to learn more about them. You can also learn more about a country, state, province, city, or town.

Select an item on the Around the World display for information about it.



## **Around the World hotspots**

Article and map links are indicated by hotspots. You can recognize when the mouse is over a hotspot because the mouse cursor will change. When you position the cursor over a hotspot linked to an Article, the cursor shape will resemble a miniature text page. When you position the cursor over a hotspot linked to a map, the cursor shape will resemble a compass.

Selecting a hotspot will display the related article or map.

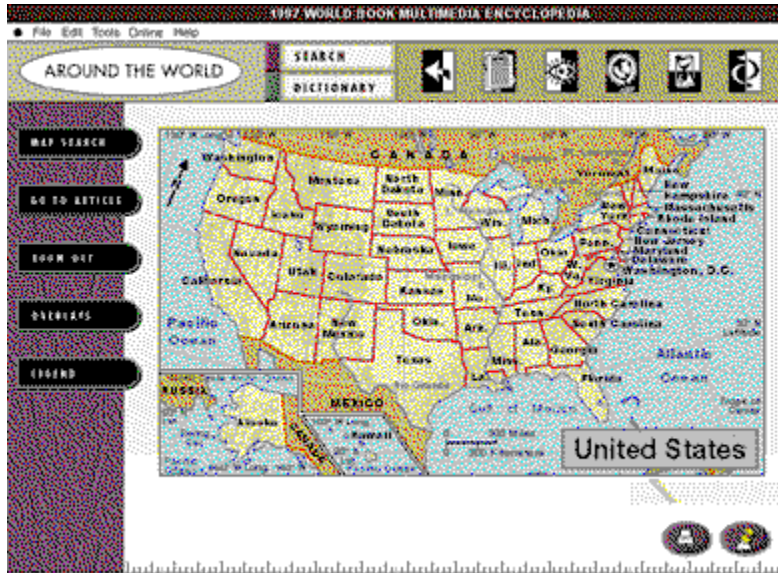
## **Continent map**

Selecting a continent or country will display a map of the selected continent or country. You can select a country or city from the map or select Map Search if you want to see a specific place.

## Map display

Selecting a continent displays the continent map, where you can then select a specific country, province, or state.

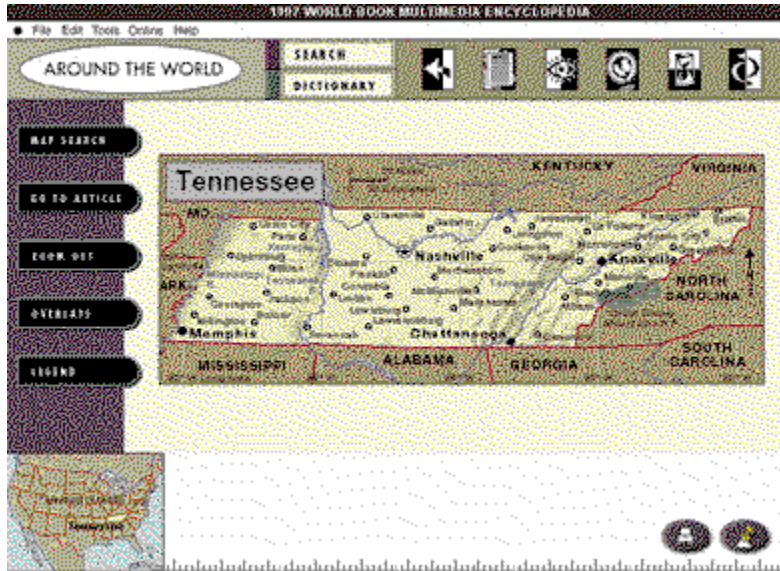
Choose an item for more information.



## State map

Selecting an area displays a closer view of that area. You can then select any hotspots that appear on the map for a specific city or town.

Choose an item for more information.





## **Map locator**

This option shows you where you are in relation to a continent or country. On a world map, the continent will be highlighted. On a continent map, the country will be highlighted.

## Map overlays

Select this button to choose one of the following overlay maps to display:

- Average January temperature
- Average July temperature
- Average yearly precipitation
- Population density
- Physical map
- Land use
- Mineral resources
- Combined land use/mineral resources

## **Legend**

When you select the Legend button, the Legend window will display a list of symbols and explanations for the current map or chart.

## Map search

Selecting map search displays this dialog box. You can view a map by either typing in the name of the place or by selecting the name from the alphabetical list.

When you type letters in the text entry field, the alphabetical list will automatically reposition to display places with the closest spelling of the entered letters.

Select an item on the Map Search dialog box for information about it.



## **Map list**

Displays a list of all the maps from which you can select.

## **Enter location**

You can type in the name of a state, city, province, city or town.

## **Zoom out**

Each time you select this button, you move up one level in the map structure.

## **Go to article**

When you select this option, the current display will close and a related article will appear in the Article display.





## Range selector

Use the range selector to set viewing increments to one of the following:

- Year
- Decade (10 years)
- Century (100 years)
- Millennium (1000 years)
- Era

For example, selecting decade will provide an increase of 10 years, such as from 1920 to 1930, 1940, etc. Selecting century will provide an increase of 100 years, and selecting millennium will provide an increase of 1000 years.

When you select Era, the [Era List](#) will become active, and the Range Selector and Year Beginning options will become inactive. The Era List will display a list of various time periods from which you can choose.

## **Era list**

Selecting this option displays a list of time periods, such as the age of prehistoric animals, from which to choose. This option becomes active after you select Era from the Range Selector.

## **Year beginning**

This option allows you to set a beginning date using the four digit controls and to also designate either A.D. or B.C.

If you have already set the range selector, certain numbers on the beginning date will be frozen on zero. For example, if you set the range selector to decade (10 years), the last digit will automatically set to zero. If you set the range selector to century (100 years), the last two digits will both automatically set to zero.

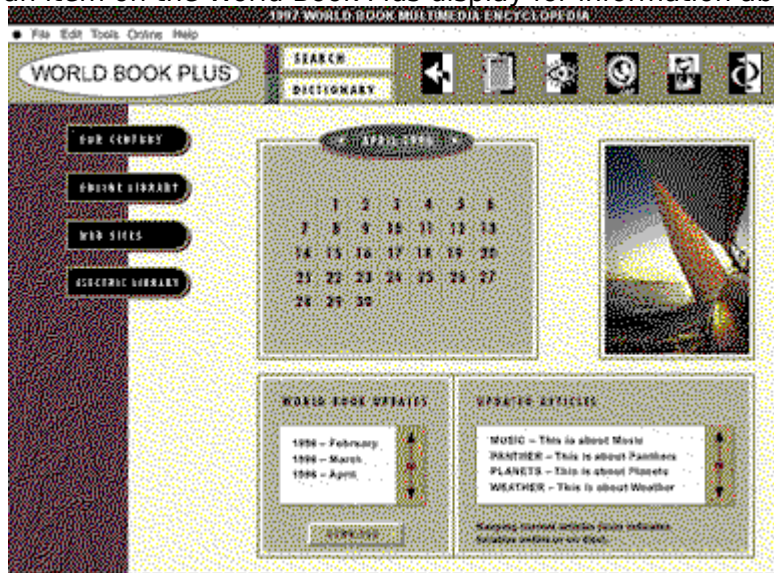
You can specify the time period by selecting either A.D. or B.C. Unless changed, it will automatically set to A.D.

If you select Era from the Range Selector, this option will be inactive.

## World Book Plus Display

This display consists of articles, special reports and timely information from the yearly annuals published by World Book, along with new material.

Select an item on the World Book Plus display for information about it.



## **Electric library**

Connects to Infonautics' Electric Library, an easy-to-use resource of thousands of magazines, newspapers, and pictures.

## **World Book icon**

Selecting this option gives you an online update of what is available and what is downloaded. There are three settings for the World Book Plus icon:

- [Connect](#)
- [Disconnect](#)
- [Downloading](#)

## **Calendar and chronology**

Each month of the year has a calendar and picture. You can view the current month, or any previous months. Selecting a date on the calendar will display a list of events pertaining to that date.



## **Our century**

Selecting this button displays the list of articles. You can select a title from this list to view that article in the Article display.

## **Online Library**

Clicking on this button will display the list of articles available in the Online Library.

## **Online Library window**

Online Library titles will display here. You can select an article title from this list to view that article in the Article display.

## **Web site addresses**

Selecting this button displays a list of World Book recommended [Web](#) sites.  
Selecting an item will start the Web Browser.

## **Web and hard-drive indicators**

When you select articles that belong to the Online Library, Our Century or World Book Updates, they are downloaded from the Web into your cache directory and then displayed in the article window. At the end of a session, these articles are automatically saved into your save directory. You can delete downloaded files by using the delete downloaded files option from the online pull-down menu.

Each item available from the World Book Plus option has an indicator to show whether it is on the Web or the hard drive. The World Book Plus icon shows you when you are connected to the Internet, disconnected from the Internet, and when files are being downloaded from the Internet.

## **Web**

World-wide network of computers (through phone lines and modems).

## **World Book updates**

Each month, World Book provides access to articles on current events that occurred during the month.

When you select the Update button, it will dial the online connection (if you're not already connected) and display the months to download onto your computer. Only the months that you have not yet downloaded onto your computer will display. The update button will automatically change to Download All.

If you want to choose individual months, you can select the ones you want to update. The Download All button will then change to Download.

After downloading, the downloaded articles will display in the Updated Articles list. You can select any article from the list to display it in the Article display.

## **Updated articles**

You can select any article on this list to view it in the Article display.

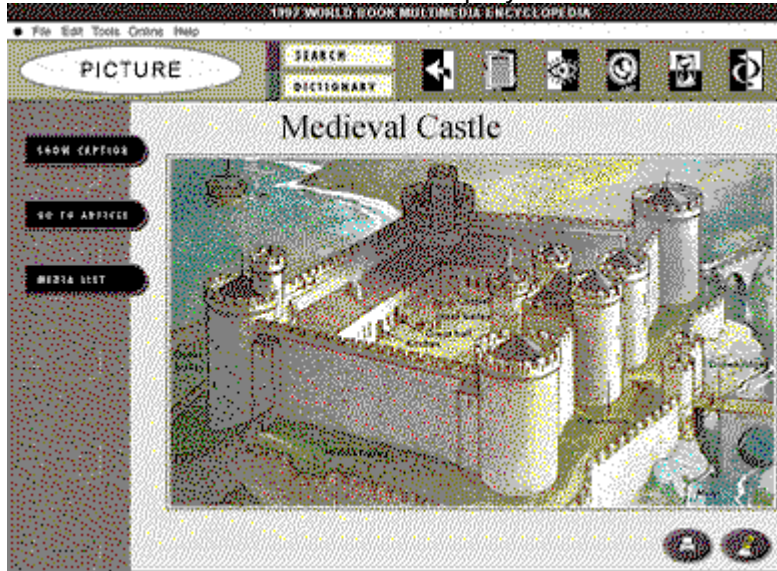


## Media Resource Display

You can access the Media Resource display from the Article, Time Frame, and Just Looking displays.

All video, pictures, [Virtual Realities](#) (VR), and other media display on this screen.

Select an item on the Media Resource display for information about it.



## Media playback controls

You can control media playback by selecting Play, Stop, and Volume Control.

**Play** -- begins the video or animation.

**Stop** -- halts playback of the video or animation.

**Volume control** -- increases and decreases the audio level. Note: some videos do not have any audio. In this case, the volume control will be greyed out.

## **Media display area**

Video, animation, pictures, and other media appear within this window.

## **Show caption**

This button works like a toggle switch to show or hide the caption.

## **Media list and type**

The list of related media displays here. You can select from this list to view available video, pictures, animations, [Virtual Realities](#), or simulations. The graphic next to each item on the list identifies the type of media.

Some of the available media is on the second World Book CD. When you select a video or animation that is on the second CD, you will be asked to change to that CD.

## **Virtual Realities (VR)**

Virtual Reality presentations let you move through pictures, see 360 degree views, and rotate objects. Simply select the VR thumbnail, and the presentation will display on the screen.

To move through the picture, hold down the mouse button and move the cursor across the VR in all directions.

Certain VR screens have multiple views. To change to another view, locate the yellow arrow in the VR. The direction of the arrow indicates where the next position will be. Click the arrow to see the new view. To move closer, select the "up" arrow. To move further away, select the "down" arrow.

## Media list

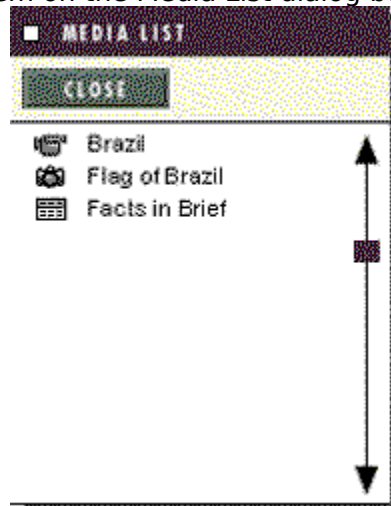
This option is available anytime you open a Media Display screen . The list you see is determined by where you are when you open the screen.

From an Article Display, the list shows all related media for the current article.

From a Time Frame, the list shows all related media for the current time frame.

And from Just Looking, the list shows all your media selections in the current frame.

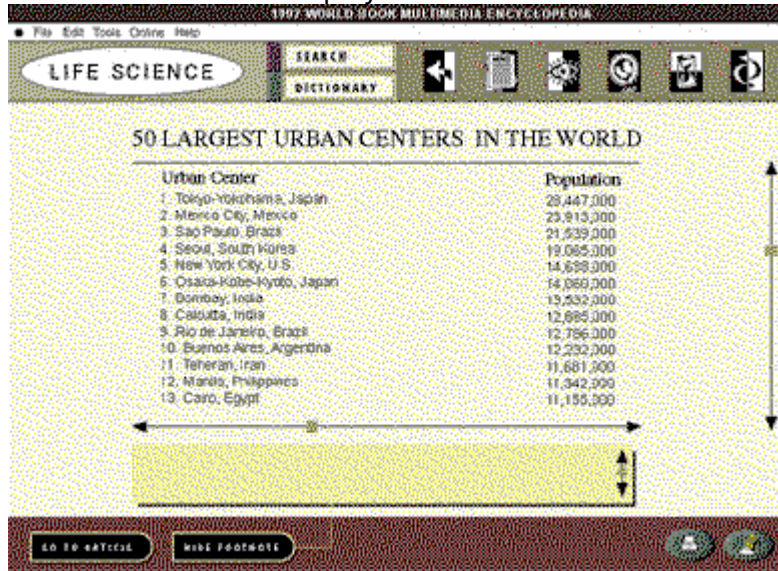
Select an item on the Media List dialog box for information about it.



## Tables Display

This display lets you view additional information on a subject and appears in table format.

Select an item on the Table display for information about it.



The screenshot shows a software interface for a multimedia encyclopedia. At the top, there is a menu bar with 'File', 'Edit', 'Tools', 'Online', and 'Help'. Below the menu bar is a navigation area with a 'LIFE SCIENCE' button, a 'SEARCH' field, and a 'DICTIONARY' button. The main content area displays a table titled '50 LARGEST URBAN CENTERS IN THE WORLD'. The table has two columns: 'Urban Center' and 'Population'. The data is as follows:

Urban Center	Population
1. Tokyo-Yokohama, Japan	29,447,000
2. Mexico City, Mexico	23,913,000
3. Sao Paulo, Brazil	21,539,000
4. Seoul, South Korea	19,085,000
5. New York City, U.S.	14,698,000
6. Osaka-Kobe-Kyoto, Japan	14,089,000
7. Bombay, India	13,532,000
8. Calcutta, India	12,885,000
9. Rio de Janeiro, Brazil	12,786,000
10. Buenos Aires, Argentina	12,232,000
11. Teheran, Iran	11,681,000
12. Manila, Philippines	11,342,000
13. Cairo, Egypt	11,155,000

At the bottom of the interface, there are buttons for 'Go to #17034' and 'Web Footnote', along with some small icons.



## **Show/hide footnote**

Use this button to display or hide footnotes.

## **Footnote**

Footnotes display here when you select the Show Footnote button.

## Menu Bar

The menu bar consists of five options from which to choose. Selecting any option will display a menu with more choices. Select an option on the menu bar for information about it.

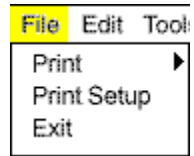
---

● File Edit Tools Online Help

---

## File

When you select File from the menu bar, you will see this drop-down menu, along with three options. Select any option for more information about it.



## **Print**

The print option is available either by selecting Print from the menu bar or by selecting the Print button on the screen.

You can print any of the text in articles and tables, and all of the dictionary entries and maps. You can also print most of the drawings and photographs.

When you select Print, a dialog box will appear with a list of print options from which you can select. The print options will be specific to the display you are on. After choosing your print options, select the "Print" button on the dialog box to begin printing.

You can limit print options by selecting Edit from the menu bar and then selecting Preferences.

Whenever the Print button is dimmed, the current display is not printable.

## **Print setup**

When you select this option, the print setup dialog box will appear. You can then change the setup of your printer by choosing the appropriate selections.

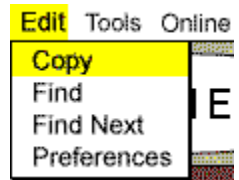
## **Exit**

Select this option to exit the World Book encyclopedia program. If you accessed Internet, you will be asked if you want to save accessed Internet items.

## Edit

This drop down menu gives you the option to copy, paste, select all, find, and find next. It also allows you to set your own edit preferences.

Select an item for information about it.





## **Copy**

Use this option to copy any currently selected text onto the clipboard. Simply highlight what you want to copy, then select the Copy option. You can paste copied text into many common word processing programs.

You may also copy some pictures, maps and diagrams. These are copied into the clipboard for use in paint programs.

## **Clipboard**

The clipboard is a temporary storage area you can use for moving or copying graphics and text from one place to another. Highlight what you want to place on the clipboard, then select the Clipboard option.

## **Find (Search)**

Selecting this option will open the Word Search feature.

## **Find next**

This option works only when a Word Search has been done. Selecting Find Next will take you to the next instance of the word found by the Word Search.

You can also use Find Next to see the next instance of a “hit” in a Time Frame screen.

## Preferences

This option allows you to select preferences for the following:

### File Location

- CD-ROM drive
- Sticky note location
- Temporary files location
- Use alternate multimedia location

### Printing

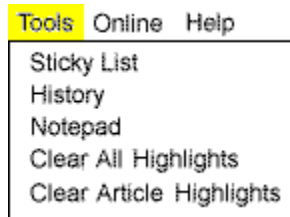
- Maximum number of pages in printout
- Disable graphics printing
- Limit print length

### Multimedia

- Disable video/animation
- Disable sound clips

## Tools

This option displays a drop-down menu. Select an item for information about it.



## **Sticky list**

Selecting this button displays a list of your existing sticky notes, along with various sticky note options.

## **History**

This option brings up a list of the last 50 places you've visited in the World Book Multimedia Encyclopedia.



## **Notepad**

Selecting this option starts the Notepad program and allows you to paste or write in Notepad.

## **Clear all highlights**

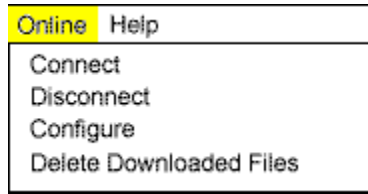
This option enables you to quickly erase all the highlights you've made.

## **Clear article highlights**

This feature clears all highlights in the current article.

## Online

This drop down menu allows you to connect and disconnect from an online service (from your own online service or one provided on compact disc).



## **Connect**

This option will connect you to your Internet provider and lets you know when this connection is made.

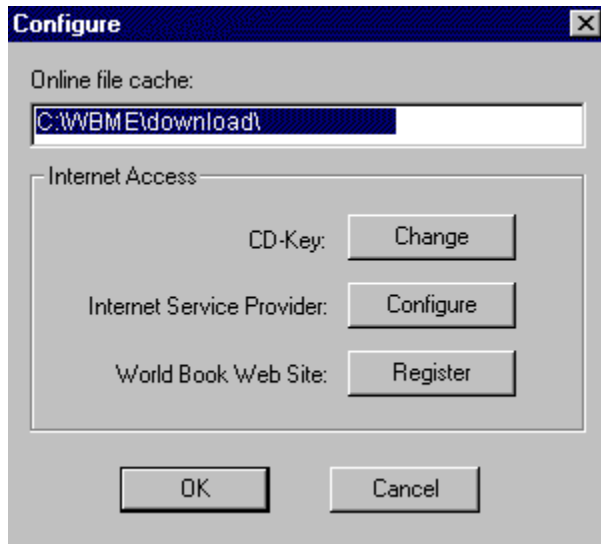
## **Disconnect**

This option will disconnect you from your Internet provider and notifies you when this disconnection is made.

## Configure

Selecting this option brings up a dialog box that allows you to perform several functions.

You can change your download directory (online file cache), change your CD Key, configure your system and register online.



## **Save directory**

This shows the name of the directory where [downloaded](#) files are saved.



## Cache directory

This shows the name of the directory where downloaded files are [cached](#).

## **Cache**

Cache (pronounced əkash) is computer memory with very short access time used for storage of frequently used instructions or data.

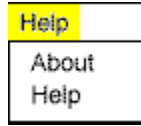
## **Delete downloaded files**

Use this option to delete files that have been downloaded from the Internet.

## Help

This drop-down menu gives help using the World Book Multimedia Encyclopedia, as well as information about the program.

Select an item on the help menu for information about it.



## **Help (menu bar)**

Help is available from the menu bar and by selecting the <F1> key on your keyboard.

Selecting <F1> provides help related to the currently displayed screen.

## **About**

This option displays World Book Multimedia Encyclopedia program information, version number and copyright information.

## **Download Directory**

Selecting this option shows the default directory (online file cache) for downloaded files and allows you to select a different download directory.

## **CD Key**

Lets you change the CD Key.



## **Register**

Lets you register user information online.

## **Configure ISP**

Once you have installed your Internet Service Provider (ISP) and set up your account, you need to configure World Book with your ISP.

To configure your ISP, please follow these steps:

Open the World Book Multimedia Encyclopedia. Select "configure" from the drop down online menu at the top of the window. When the window appears, select "configure" next to Internet Service Provider in the center of the window. You'll see a new window called "Configure ISP" which lists several Internet Service Providers. Select the ISP you will be using by clicking once on the title. The system will autoconfigure for the ISP you have selected. You'll see a screen that gives you the default settings. You may want to enter your ISP password in order for World Book to use it. If you want to keep the remaining default settings, click on "save." This returns you to the previous screen where you should click "save" again. You will return to the Configure ISP window. Select OK.

To change any of the default settings, click on any of the ellipses. For example, to select a different browser, click on the ellipse inside the web browser section. The program will open up a directory where you can make an alternative choice. Click "save" and follow the directions above.

Note: Not all ISPs are supported in World Book. In order to use other ISPs, choose "direct internet connection" from the "Configure ISP" window. You will then need to launch your ISP outside of World Book.

Windows 95 users: Many ISP's, such as Microsoft Network, use the Windows 95 dialer. To configure, choose "Select Windows 95 dialer."

