

## **Contents for TIME Man of the Year Help**

[Introduction](#) to the TIME Man of the Year

How To...

[Access and Navigate](#) the TIME Man of the Year

[Use Contents Screen](#)

[Use Menu Bar](#)

[Use Toolbar](#)

Commands

[File](#)

[Edit](#)

[Browse](#)

[Bookmark](#)

[Window](#)

Articles

[About Articles](#)

Graphics and Videos

[Using Browse](#)

[Playing Videos](#)

Search

[Using Search](#)

[Search Hints](#)

[The Word List](#)

Troubleshooting

[System Requirements](#)

[Memory Requirements and Hints](#)

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

[Screen Modes and Video Cards](#)

[Sound Board Problems and Hints](#)

[Video Playback Hints](#)

[User Support](#)

## **System Requirements**

To get the best overall performance while running the 1993 TIME Man of the Year, you need a Multimedia PC (MPC) or equivalent computer which meets the following minimum system requirements:

- 386sx microprocessor or higher
- 3 MB of RAM
- 1 MB of hard disk space
- MPC compliant CD-ROM drive
- Microsoft CD-ROM extensions (MSCDEX) version 2.2 or later
- Video card capable of displaying at least 256 simultaneous colors.
- Windows compatible audio board
- Headphones or speakers attached to the audio board (not the CD-ROM drive)

### **See Also**

[Memory Requirements and Hints](#)

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

[Screen Modes and Video Cards](#)

[Video Playback Hints](#)

[Sound Board Problems and Hints](#)

[User Support](#)

## Sound Board Problems and Hints

### Problem: No Sound

- Other applications that play sounds may interrupt audio in the TIME Man of the Year because your computer cannot play two sounds at the same time. Typically, this is a temporary problem and will correct itself once all applications have been shut down.
- If you are running a screen saver that contains audio, you may need to de-activate the screen saver's sound in order to play audio in the TIME Man of the Year.
- Make sure your sound board is MPC compatible.
- Your speakers must be connected to your sound board and not your CD-ROM player. The TIME Man of the Year does not run with the PC's internal speaker driver, nor does it route sound through the CD-ROM player.
- Make sure that you have properly installed the Windows device drivers that specifically came with your sound board. If you are not sure if your sound board is properly installed, review your sound card documentation. If you are not sure if you have the latest Windows device drivers, contact your sound board's manufacturer.
- Adjust the audio card volume control to the mid-range position. Make sure the sound board's software settings are also set at an audible level. You may also have to adjust the volume control dial located on your speakers.

### Problem: Sound Is Distorted or Choppy

- If the quality of your speakers is poor, you may experience some distortion. If you want to raise the volume but don't want to hear the distortion, one solution is to lower the audio card volume control and use an external amplifier.
- Make sure your speaker cables are moved away from the power supply. This will prevent background static and noise.
- Your software settings for your sound board may be causing distortion. The TIME Man of the Year uses "Wave" audio files. If your sound board's software option for "Wave file input" is set at its maximum, you may hear static and amplified distortion. To change your sound board settings and achieve maximum performance, read the documentation that came with your sound board.
- You may not have the latest audio device drivers for your sound board. Contact the manufacturer of your sound board to obtain the latest Windows device drivers.
- You must have an MPC compliant CD-ROM drive to ensure that the audio does not sound choppy. If you do not have an MPC compliant CD-ROM player, the TIME Man of the Year may experience long pauses when trying to access data off the disc. This may cause the audio to sound choppy and out of sync with the video.
- Please note that sound device drivers are not included in the TIME Man of the Year, nor does the program alter your sound board's device drivers in any way during installation. If you did not receive Windows device drivers for your sound card when you purchased that board, you must obtain the device drivers directly from the manufacturer.

**See Also**

[System Requirements](#)

[Video Playback Hints](#)

[Screen Modes and Video Cards](#)

## Video Playback Hints

### **Problem: No Video Playback**

The TIME Man of the Year uses Microsoft's Video for Windows to play video clips in the program. If you do not have Video for Windows already installed on your hard drive, the TIME Man of the Year will detect this and install it automatically.

If you cannot open any video files or are receiving error messages regarding playback, you should try re-installing Video for Windows directly from the 1993 TIME Man of the Year compact disc. To install Video for Windows directly from the disc:

1. Go into the File Manager and click on the letter of your CD-ROM drive.
2. Select the directory DISK1.
3. Once inside the DISK1 directory, double-click on the file "setup.exe." This will start the Video for Windows installation.
4. Follow the instructions that appear on your screen.

### **Problem: Video Frames Look Grainy**

Since Video for Windows is designed to run in 256 colors or better, you should check to make sure your video card has at least 512 kilobytes of video RAM. If your card supports 256 colors, make sure you have installed the proper video device driver for your specific card.

Please note that video device drivers which support 256 colors are not included in the TIME Man of the Year. If you did not receive Windows device drivers for your specific video card when you purchased your computer or your separately installed video board, you must obtain the device drivers directly from the manufacturer.

### **Problem: Jerky Motion During Video Playback**

You must have an MPC compliant CD-ROM player to play videos. If you do not have an MPC compliant CD-ROM player, the TIME Man of the Year may experience long pauses when trying to access data off the CD, and the videos may appear jerky and too slow.

If you are not sure if your CD-ROM drive is MPC compliant, copy a video from the TIME Man of the Year to your hard drive. Videos have the .AVI file extensions and are located in the \moy\videos subdirectory on the compact disc. Once copied, use the Windows Media Player to play the video off your hard drive. If the video plays smoothly off the hard drive, it is likely that your CD-ROM drive is not MPC compliant. You can also check the documentation that came with your drive, or contact the drive's manufacturer for more information.

### **See Also**

[System Requirements](#)

[Screen Modes and Video Cards](#)

[Sound Board Problems and Hints](#)

[Playing Videos](#)

## **Screen Modes and Video Cards**

The TIME Man of the Year is designed to run in 256 colors. To display 256 colors, you need a graphics card with at least 512 kilobytes of video RAM (i.e. VGA+, SVGA, 8514, TGA, XGA, etc.).

You must also have installed your specific video card's device driver, which allows Windows to display screens in 256 colors. To install this device driver, read your video card documentation and the Windows Set-Up documentation.

Please note that video device drivers which support 256 colors are not included in the TIME Man of the Year. If you did not receive Windows device drivers for your specific video card when you purchased your computer or your separately installed video board, you must obtain the device drivers directly from the manufacturer.

### **See Also**

[System Requirements](#)

[Video Playback Hints](#)

You need an MPC compliant CD-ROM drive to run all TIME Man of the Year features optimally, especially videos. Specifically, your CD-ROM player must have a data transfer rate of 150 kilobytes per second or higher, a 390 ms (or better) data access rate (also called average seek time), and use less than 40% of your computer's CPU bandwidth.

## **Introduction**

Welcome to TIME Man of the Year where you will meet the most influential figures of the 20th century. This CD-ROM contains three major content areas.

The MAN OF THE YEAR section recaptures the historic time cover stories from every Man of the Year issue - from 1927's Charles Lindbergh to 1992's President Bill Clinton.

The PORTRAITS section provides an in-depth look at eleven people most often profiled by TIME. Each Portrait features in-depth articles, videos and a photo essay.

To keep you up-to-date on today's most compelling issues and events, we have included the full text of every issue of TIME for 1992.

Multimedia is changing the way we access information --in libraries, schools, our homes and offices. We hope that the TIME Man of the Year CD-ROM will help you explore new avenues of research and expand your information horizons. We look forward to hearing from you as we develop new ways to keep you on the leading edge of multimedia research.



## CD-ROM Drive Requirements and Hints

### MPC Compliance

You need an MPC compliant CD-ROM drive to run all program features optimally, especially videos. If you do not have an MPC compliant CD player, the TIME Man of the Year may experience long pauses when trying to access data off the CD and the videos may appear jerky and too slow. If you are not sure if your CD-ROM drive is MPC compliant, check the documentation that came with your drive, or contact the drive's manufacturer.

### Error Message -- "Cannot Find TIME Man of the Year"

If the 1993 TIME Man of the Year cannot find the data files it needs to start the program, it will display the message -- "Cannot find the TIME Man of the Year -- Insert Disc." To correct this problem, try the following:

1. Make sure the TIME Man of the Year compact disc is correctly inserted into the CD-ROM player.
2. Check to make sure your CD-ROM drive is plugged in, connected to your computer, and powered on.
3. Make sure the CD-ROM drive letter is active. To ensure the drive letter is active, use the File Manager and select the letter of your CD-ROM drive. If you cannot access the CD-ROM drive from the File Manager, try leaving Windows and rebooting your computer.

### See Also

[System Requirements](#)

[Video Playback Hints](#)

## Memory Requirements and Hints

In general, every time you open a window or application under Windows, it is placed in your system's memory or in a temporary Windows swap file on your hard drive. The windows and/or applications reside in their assigned memory location until you close them.

The 1993 TIME Man of the Year requires approximately 3 MB of RAM to function properly and run smoothly. If you are experiencing some slowness when opening windows in the program or receive an "Out of Memory" error message, you may be experiencing a low memory situation. The following hints may help you avoid running out of system memory:

- Check to ensure that you have at least 3 MB of RAM on your system. To check your system's memory using DOS 5.0, exit Windows and go to DOS. At the DOS prompt, type MEM and press [ENTER]. If you do not have 3 MB of high memory, you will not be able to open many windows in the program, although it will run. The only solutions to low memory (less than 3 MB) problems is to close windows whenever possible, or to add more memory to your computer.
- If you are running Windows in "standard mode," try switching to "386 enhanced mode." This will optimize the Windows environment for best overall performance on a 386 computer. Review your Windows documentation or read the Windows Control Panel help screens for information about 386 enhanced mode.
- If you are already running Windows in "enhanced mode," try creating a permanent Windows swap file on your hard drive. Windows usually creates a temporary swap file, but if your hard disk is full or fragmented, this file may be unavailable. The size of the permanent swap file should be more than 2 MB. Review your Windows documentation or read the Windows Control Panel help screens for instructions about changing your swap files.
- Defragment your hard drive. If you cannot run Windows in enhanced mode, or if you cannot create a permanent swap file, try defragmenting ("cleaning up") your hard drive. This will ensure that Windows has access to it's temporary swap file. Disk defragmentation utilities, such as Norton SpeedDisk, are available from most software resellers.
- Close some windows! If you have many windows open in the TIME Man of the Year, and/or you have other applications running, you may have exceeded your memory limitations and should close down some windows, or exit other programs which may be running.

**See Also**  
[System Requirements](#)

## **User Support**

If you have any questions about the TIME Man of the Year that are not answered in the User's Guide or these Help files, you may call us during the hours of 10 AM to 4 PM Eastern Standard Time at 202-244-4770 to get help from our technical department.

Also, please read the COMPACT PUBLISHING INC. PRODUCT LICENSE AND WARRANTY for procedures for returning a disc you believe may be defective. Please do not return any disc until you have spoken with a technical support representative. We can usually solve the problem.

In order to receive user support, you **MUST** be a registered user. Be sure to mail the user registration card as soon as you open the package!

## **TIME Man of the Year**

Compact Publishing, Inc.  
5141 MacArthur Boulevard, N.W.  
Washington, D.C. 20016

(202) 244-4770

## **The Contents Screen**

The Contents Screen is the first screen that appears when you open the TIME Man of the Year. From this screen, you can easily access the three major content areas of the program -- Man of the Year, [Weekly Issues](#), and [Portraits](#).

### **See Also**

[Accessing and Navigating the TIME Man of the Year Graphical Menus](#)

## **Weekly Issues**

The full text of each issue of TIME Magazine from January 13, 1992 to January 4, 1993.

## **Portraits**

Articles, videos, and photo essays on 11 major TIME Magazine cover subjects of the 20th Century -- Winston Churchill, Albert Einstein, Dwight D. Eisenhower, Henry Ford, Adolf Hitler, John F. Kennedy, Martin Luther King, Jr., Richard Nixon, Franklin D. Roosevelt, Josef Stalin, and the Women's Movement.

## **Accessing and Navigating the TIME Man of the Year**

The Menu Bar and Toolbar provide access to the tools and functions of the TIME Man of the Year software. Graphical Menus and Scroll Bar Menus provide a means to navigate the TIME Man of the Year CD.

### **See Also**

[The Menu Bar](#)

[The Toolbar](#)

[Graphical Menus](#)

[Scroll Bar Menus](#)



## **Graphical Menus**

Graphical menus are graphic screens that present a series of pictorial buttons. An example of a graphical menu is the TIME Man of the Year's [Contents Screen](#).

To use the mouse, move the arrow-shaped cursor to the button you want to select. When the arrow changes to a hand-shaped cursor, that entry can be selected by clicking the left mouse button.

To use the keyboard to select buttons from graphical menus, press [TAB] to move forward through the buttons, press [SHIFT][TAB] to move backwards, and press [ENTER] to make your selection.

NOTE: The button with a dotted line cursor "box" around it has the keyboard focus.

### **See Also**


[Accessing and Navigating the TIME Man of the Year  
Scroll Bar Menus](#)


## Scroll Bar Menus

Scroll bar menus display entries in a hierarchical list.

To manipulate a scroll bar menu with the keyboard, use the [Up/Down] arrow keys to move one entry at a time. Or press the [PgUp/PgDn] keys to go to the next or previous page. A black bar on an entry indicates that the entry can be opened by pressing [ENTER].

When using the mouse, move the cursor to the entry you want to select, and click once with the left mouse button to open it. Click on the bottom or top arrow in the scroll bar to select the next or previous screen. To scroll the list with the mouse, click on the scroll bar marker and drag down to find the entry you want to select, then click on that entry.

Scroll bar menu entries include icons that indicate whether the entry is an article, video, photograph, chart, map, cover, or photo essay. If an entry has a closed book icon , selecting that entry will open a nested list of additional entries. For example, in the 1992 WEEKLY ISSUES menu, each entry includes a closed book icon (representing an entire issue of TIME). Select one of these entries to list the articles in that issue. Notice that the book icon now appears open

. To "close" the book icon, select the issue title again.

### See Also

[Accessing and Navigating the TIME Man of the Year Graphical Menus](#)

## **The Menu Bar**

The Menu Bar appears at the top of the screen and provides access to all the features of the program. Many Menu Bar entries can be accessed through the Toolbar.

## Using the Menu Bar

The Menu Bar appears at the top of the screen and provides access to all the features of the program. Many Menu Bar entries can be accessed through the [Toolbar](#).

You may use either the keyboard or the mouse to select entries on the Menu Bar and from its drop-down menus.

### Using the Mouse

Use the mouse to click on any entry in the Menu Bar. When the drop-down menu appears, click on the specific function you wish to select.

### Using the Keyboard

To select a Menu Bar entry with the keyboard, press [ALT]+the key on the keyboard which corresponds to the underlined letter in the name of the entry you want. Use the [Up/Down] arrow keys to move through the drop-down menu entries, and press [ENTER] to select one. Press [ESC] to deselect the Menu Bar.

### See Also

[File](#)

[Edit](#)

[Browse](#)

[Bookmark](#)

[Window](#)

[The Toolbar](#)















## **The Toolbar**

The Toolbar appears as a series of buttons below the Menu Bar and provides easy mouse access to the most commonly used Menu Bar functions. To select a Toolbar button, click on it once with the left mouse button.

## The Toolbar

The Toolbar provides easy mouse access to the most commonly used Menu Bar functions. To select a Toolbar button, click on it once with the left mouse button.

### The Toolbar Buttons

-  Close the active window
-  Save the contents of the active window
-  Print the contents of the active window
-  Bring up the Search dialog
-  Copy contents of active window to the Clipboard
-  Annotate an article
-  Return to the Contents Screen
-  Go to a list of all videos
-  Go to a list of all photographs
-  Go to a list of all covers
-  Previous item
-  Next item
-  Bookmark a window for future reference
-  Access the TIME Man of the Year help files

### See Also

Browse

## Window

The WINDOW menu lists all open windows, allows you to move back and forth between them, and allows you to arrange their placement on the screen.

The WINDOW menu includes the following items:

**Cascade** places all of the open windows in overlapping style, like offset notecards.

**Tile** places all of the windows in a tiled style, with each window displayed in its own space within the TIME Man of the Year frame window.

**Close All** closes all of the open windows.

Toolbar toggles the toolbar on or off.

See Also  
The Menu Bar

## **Bookmark**

The Bookmark entry on the Menu Bar allows you to mark any window for future reference. Marked windows are listed in this menu. Bookmark also gives you the option to delete previously marked windows.

Bookmark is represented on the Toolbar by the open book with bookmark. If a window is marked, this button is depressed.

### **See Also**

The Menu Bar

The Toolbar

Adding Bookmarks

Deleting Bookmarks



## **Adding Bookmarks**

To place a Bookmark on a window select "Add" from the Bookmark drop-down menu, or click on the open book with bookmark from the [Toolbar](#).

NOTE: The bookmark toolbar button is depressed if the active window is already marked.

### **See Also**

[About Bookmarks](#)

[Deleting Bookmarks](#)

All videos, photos, and covers are referred to as "graphics."

All text entries, including TIME articles, tables, lists, and directories are referred to as "articles."

## **Deleting Bookmarks**

To delete a Bookmark from a window, select "Delete" from the Bookmark drop-down menu, or click on the open book with bookmark button from the [Toolbar](#).

NOTE: The bookmark toolbar button is depressed if the active window is already marked.

### **See Also**

[About Bookmarks](#)

[Adding Bookmarks](#)

## **Printing Articles and Graphics**

Any article or graphic may be printed directly from the TIME Man of the Year by selecting Print from the FILE menu on the Menu Bar or clicking on the printer button in the Toolbar. If your printer cannot print graphics, the Print command is disabled when the active window contains a photo or cover.

All articles and graphics will be printed with the appropriate copyright notice (for TIME Magazine or the Compact ALMANAC) which must be included in any further use of the material. If you neglect to include copyright notices, you could be guilty of plagiarism or copyright violation.

### **See Also**

File

Saving Articles and Graphics

## **Saving Articles and Graphics**

Entire articles and graphics may be saved to a disk (your hard drive or a floppy) by selecting the "Save As" entry from FILE on the Menu Bar or clicking on the disk button in the Toolbar.

When you save an article or graphic, the filename must be no longer than eight characters long with a three character extension (e.g., ARTICLE.TXT or GRAPHIC.PCX).

All articles and graphics will be saved with the appropriate copyright notice (for TIME Magazine or the Compact ALMANAC) which must be included in any further use of the material. If you neglect to include copyright notices, you could be guilty of plagiarism or copyright violation.

### **See Also**

File

Copy

Printing Articles and Graphics

## File

FILE is the first entry on the Menu Bar. To access FILE, click on the word FILE on the Menu Bar or press [ALT] and then [F] on the keyboard.

The FILE drop-down menu includes the following entries.

**Close** [ESC]

To close the active window

**Save As** [F12]

Save an article or graphic entry to your hard drive or a floppy disk  
Go to Saving Articles and Graphics for more information.

**Print** [CTRL+SHIFT+F12]

To print an article or a graphic  
Go to Printing Articles and Graphics for more information.

**Search** [CTRL+S]

To activate the Search function  
Go to Using Search for more information

**Exit** [ALT+F4]

To exit the TIME Man of the Year

## **Edit**

The EDIT entry on the Menu Bar provides functions to copy text and graphics to the Clipboard, to search for specific text within an article, and to create notes to accompany articles.

### **See Also**

Annotate

Copy

Find



## Find

The "Find" dialog allows you to search for specific words within an article. (If you want to search for specific words within all articles, use the SEARCH function instead.) The search can be case sensitive or insensitive and can be limited to whole words.

Select "Find" from the EDIT drop-down menu on the Menu Bar.

Type the word you would like to find in the "Find What" box.

Select the FIND NEXT button to find the first occurrence of that word in the open article.

Continue selecting FIND NEXT to advance through all occurrences of your search word in that article.

Select CANCEL to escape from the Find function.

## See Also

Edit

Search

## **Annotate**

The Annotate menu item located under EDIT on the Menu Bar allows you to create notes to accompany articles. This feature is helpful if you want to record any references to other articles or graphics or copy a bibliographical reference, or save a quotation.

To select Annotate from the Toolbar, click on the paper clip button.

### **See Also**

Adding Annotations

Deleting Annotations

Viewing Annotations

Copying Annotations

Edit

## **Adding Annotations**

1. Select Annotate from EDIT the menu, or click on the paper clip button in the Toolbar.
2. In the Annotate dialog box, type your note. Use [BACKSPACE] to correct any mistakes.
3. When you have finished typing your note, select the "Save" button.

### **See Also**

Annotate

Viewing Annotations

Copying Annotations

Deleting Annotations

## **Viewing Annotations**

When you have annotated an [article](#), the paper clip button will appear next to the article's [header](#).

### **To view your note**

Click the paper clip button next to the article's header, or select Annotate from the EDIT menu.

### **See Also**

[Annotate](#)

[Adding Annotations](#)

[Deleting Annotations](#)

[Copying Annotations](#)

**Header**

Every article includes a "header" that indicates the title of the article and the section of the TIME Man of the Year in which it is located. The header will always appear at the top of the article screen.

## Copying Annotations

You can copy an annotation and paste the text as an annotation to another article.

1. Open the article that contains the note you want to copy.
2. Open the note by clicking on the paper clip button to the right of the article header.
3. Select the COPY button.
4. The note is now copied to the Windows Clipboard.
5. Press the CANCEL button to remove the Annotate dialog box from the screen.
6. Open the article to which you would like to add the note.
7. Select Annotate from EDIT menu, or click on the paper clip button in the Toolbar.
8. Select the PASTE button.
9. Select the SAVE button.

### See Also

Annotate

Viewing Annotations

Adding Annotations

Deleting Annotations

## **Deleting Annotations**

1. Open the article from which you would like to delete the annotation.
2. Select Annotate from the EDIT menu, or click on the paper clip button in the Toolbar.
3. Select the DELETE button in the Annotate dialog box.

### **See Also**

[Annotate](#)

[Adding Annotations](#)

[Viewing Annotations](#)

[Copying Annotations](#)

## **Copy**

Copy in the EDIT menu allows you to copy graphics or selected text to the clipboard.

### **To Copy Text**

1. Select the section of the article to be copied by holding the left mouse button and dragging over the text.
2. Select Copy from the EDIT menu on the Menu Bar or click on the Copy button on the Toolbar.
3. The text is copied to the Windows Clipboard.

### **To Copy Graphics**

1. Open the chart, cover, map, or photo that you would like to copy to the Clipboard.
2. Select Copy from the EDIT menu on the Menu Bar or click on the Copy button in the the Toolbar.
3. The graphic is copied to the Windows Clipboard.

### **See Also**

Save As

Edit



**Clipboard**

The Clipboard stores information that is copied from an application. The copied information may then be pasted into other applications.

## Using Search

The Search feature is a tool to help you find specific articles and graphics. Instead of browsing through the TIME Man of the Year looking for them, you can enter specific words that describe the information you are looking for.

1. Select Search from FILE on the Menu Bar or click on the magnifying glass button in the Toolbar.
2. Type your search words in the search word box. You may enter as many words as you like, separating each with a space.
3. After you have entered the search words you want, click on OK or press [ENTER].
4. If you are satisfied with the number of entries you have found, you can open one by clicking on its title or using the [Up/Down] arrow keys to highlight the entry and pressing [ENTER]. Selecting a title takes you to the first place where a search word appears in that entry. The word will appear highlighted. Use Find (under EDIT on the Menu Bar) to find other occurrences of your search words.
5. Press [ESC] to return to the Search dialog.

### **See Also**

Word List

Search Hints

Find

File

(up to 255 characters total)

## Search Hints

- The more search words you use, the more accurate your search will be in finding exactly those articles or specific topics you are looking for.
- If the entries don't provide the information you're looking for, you can change the search words and repeat the process until you find what you want.
- In Search lists, the titles of all the articles will appear first, followed by the titles of all photos, videos, charts, and maps, in that order. Since any Search will most likely find many more articles than any other type of entry, remember to go to the end of the list to see if there are any graphic entries.
- If your Search resulted in no entries, review those words which were not found and check them against the Word List.
- If the words you entered are too vague or general, Search may yield a much greater number of entries than you want to look through. In that case, you can try new, more descriptive search words.

**See Also**  
[Using Search](#)

## The Word List

The Word List contains every word that occurs in the contents of the TIME Man of the Year. If you type a word, and you're not sure if the word is in the database or if you want to check its spelling, the Word List will automatically display the alphabetically closest word.

1. To replace the word you typed with a word from the Word List, press [TAB] or click on the Word List box, then scroll through the list using the [Up/Down] or [PgUp/PgDn] arrows or the mouse. As you scroll through the Word List, the program automatically replaces the word you typed with the highlighted word.
2. When you are ready to make your selection, press [SHIFT]+[TAB] to return to the search word line (or click there with the mouse).
3. Press [ESC] to return to the Search form without choosing any words from the Word List.
4. At this point you can add more search words or select the OK button to begin your Search

### See Also

[Using Search](#)

[Search Hints](#)

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

## Articles

To move around an article with the mouse, use the scroll bar to move up or down a page at a time. With the keyboard, use the [Up/Down] arrows or [PgUp/PgDn] to advance the page.

You can go directly to the Contents Screen from within an article by selecting "Contents" from BROWSE on the Menu Bar.

### See Also

[Printing Articles and Graphics](#)

[Saving Articles and Graphics](#)

[Browse](#)

[The Contents Screen](#)

[The Menu Bar](#)

## **Browse**

BROWSE entry on the [Menu Bar](#) provides a quick and easy way to look up and view any video, photo, chart, cover, or map. Browse is organized by list in those categories: Videos, Photographs, Covers.

Browse also allows you to quickly return to the Contents Screen from any point in the program by selecting "Contents" from the Browse drop-down menu

### **See Also**

[Contents Screen](#)

[Menu Bar](#)

[Playing Videos](#)

[Saving Articles and Graphics](#)

[Printing Articles and Graphics](#)





## Videos

The TIME Man of the Year contains historical video footage.

Video entries may be accessed from BROWSE on the [Menu Bar](#), or as entries in [TIME Portraits](#).

When you open a video, it will begin to play automatically.

To pause the video while it is playing, click on the "pause" button  or type [CTRL]+[P].

To resume playing, click on the "play" button  or type [CTRL]+[P] again.

You can escape from a video at any time by pressing [ESC].

### See Also

[Browse](#)

[Video Playback Hints](#)

[Screen Modes and Video Cards](#)

[Sound Board Problems and Hints](#)

