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For details on how to use Help, press F1.

Quick Help for the Tableau

The contents of *Compton's Interactive Encyclopedia* are presented in a tableau screen, which can display three kinds of information viewers.

The **Article Viewer** displays encyclopedia articles, along with information icons that lead to related information.

The **Media Viewer** displays the multimedia contents, such as pictures, videos, slide shows, animations, and sounds.

The **Find Viewer** displays the contents of the encyclopedia by title or topic.

To change the layout of the tableau:
Click on the **Tools** button on the Control Bar and choose **Change Layout**.   Then click on the layout you want.

To toggle between full screen–size viewers and the tableau-size viewers:
Click on the **Full Screen** button in the upper right corner of the viewer's title bar.   In full-screen size, this button changes to the **Small Screen** button.   Click on the **Small Screen** button to return to the small tableau viewer.

To toggle between a full-screen viewer and the other viewers:
Press F6 to switch between the Find, Media, and Article Viewers.

To see a viewer menu:
Move your cursor over the down arrow button in the upper left corner of the viewer's title bar, or click on it or the title bar.   The menu stays open until you choose an option or click off the menu.

For more information, see:
The Tableau
The Viewers

Quick Help for the Find Viewer

The Find Viewer displays the contents of the encyclopedia by title or topic.   It also displays the results of search requests, a list of bookmarks you've created, a list of items that you've viewed before, and a list of items related to the currently displayed article in the Article Viewer.   Use the Find Viewer to find articles, multimedia, and other information and to display them in the other viewers.

To enlarge the viewer to full-screen size:
Click on the **Full Screen** button in the upper right corner of the viewer's title bar.   Press F6 to see the other viewers, or click on the **Small Screen** button in the upper right corner of the viewer's title bar to return to the tableau.

To see the viewer menu:
Move your cursor over the down arrow button in the upper left corner of the viewer's title bar, or click on it or the title bar.   The menu stays open until you choose an option or click off the menu.

To display information in the other viewers:
Double-click on an item in a list or choose **Get Item** from the viewer menu to display the item highlighted in the list.

To display information by title:
Choose **List of Contents A–Z** from the **Find** button on the Control Bar to display an alphabetical list of the titles of the encyclopedia's contents.   Use the drop-down menu to choose the type of information you want to display in the list—from everything in the encyclopedia to subsets of it, such as all articles and facts, or just tables.   Enter a title in the text box to scroll the list of titles to find a specific item, or use the scroll bar to browse through the titles.   To display an item, double-click on its title, or click on its title to select it and choose **Get Item** from the viewer menu.   (See List of Contents A–Z.)

To search for keywords in the encyclopedia's contents:
Choose **Word Search** from the **Find** button on the Control Bar when you have a question but are not sure where to find the answer.   Type a word or phrase to describe a topic or question in the text box and click on the **Search** button.   By default, the entire encyclopedia is searched unless you click on **More Options** to narrow the search.   The program searches for the keywords in your request and creates a list of related items.   The titles toward the top of the list are most likely to contain the information you want.   Double-click on an item to open it or click on its title to select it and choose **Get Item** from the viewer menu. (See Word Search.)

To print search results:
Choose **Print** from the viewer menu or click on the **Print** button on the Control Bar when the search results are displayed in the viewer.

To display information by topic:
Choose **Topic Tree** from the **Find** button on the Control Bar to see the contents of the encyclopedia as a set of topics and subtopics.   Double-click on a folder icon to open the topic and see a list of subtopics and articles.   Double-click on a subtopic (indicated by a folder icon) to see more subtopics or articles. Double-click on an article (indicated by an article icon) to open the article, or click on its title to select it and choose **Get Item** from the viewer menu.   (See Topic Tree.)

To display bookmarked items:
Choose **Bookmark List** from the **Find** button on the Control Bar to see a list of the bookmarks you've created.   (To create a bookmark for an item in the Media or Article Viewer, choose **Bookmark** from the

viewer menu.)   To return to a bookmarked item, double-click on an item in the list.   (See <u>Bookmark List</u>.)

To display a list of previously displayed items:
Choose **Previous Items** from the **Find** button on the Control Bar to see a list of the last items you've opened in your recent exploration of the encyclopedia.   Double-click on an item in the list to display it again.

For more information, see:
<u>Quick Help for Find</u>
<u>Find Viewer</u>
<u>Find Viewer Menu Options</u>
<u>Find</u>

Quick Help for the Media Viewer

The Media Viewer displays the pictures, videos, slide shows, animations, sounds, tables, and other multimedia in the encyclopedia.

To enlarge the viewer to full-screen size:
Click on the **Full Screen** button in the upper right corner of the viewer's title bar.   Press F6 to see the other viewers, or click on the **Small Screen** button in the upper right corner of the viewer's title bar to return to the tableau.

To see the viewer menu:
Move your cursor over the down arrow button in the upper left corner of the viewer's title bar, or click on it or the title bar.   The menu stays open until you choose an option or click off the menu.

To control videos, slide shows, animations, and sounds:
Use the VCR-style buttons to rewind to the beginning, rewind a short distance, fast forward a short distance, play, and stop.   (These functions describe the buttons from left to right.)

To change the size of a picture in the Media Viewer:
Choose **Show Actual Size** and **Fit in Viewer** from the viewer menu to alternate between the picture's actual size and the size that best fits within the viewer.   If the picture is larger than the viewer, the cursor changes to a hand as you move it across the picture.   Click and drag the cursor to move other parts of the picture into view.   Or click on the **Full Screen** button to display more of the image.

To change the playback size of a video, a slide show, or an animation:
Choose **Choose Playback Size** from the viewer menu to change the playback size.   At the maximum size, the clip begins playing automatically.   Click anywhere to stop the playback.

To copy and print pictures, text, and tables:
Use the **Copy** and **Print** options in the viewer menu.   Items are copied to the Windows clipboard and can be pasted in other applications.   Text and tables (*not* pictures) can be copied and pasted in the program's Notebook.

For more information, see:
Media Viewer
Media Viewer Menu Options

Quick Help for the Article Viewer

The Article Viewer displays the articles in the encyclopedia.   Most articles contain information icons that link to multimedia and other information in the encyclopedia.

To enlarge the viewer to full-screen size:
Click on the **Full Screen** button in the upper right corner of the viewer's title bar.   Press F6 to see the other viewers, or click on the **Small Screen** button in the upper right corner of the viewer's title bar to return to the tableau.

To see the viewer menu:
Move your cursor over the down arrow button in the upper left corner of the viewer's title bar, or click on it or the title bar.   The menu stays open until you choose an option or click off the menu.

To see the definition of a word in an article:
Double-click on a word in the article to open the dictionary/thesaurus in the Media Viewer.   (See Dictionary/Thesaurus.)

To see related multimedia or information:
Click on an information icon that appears in the article.   Or click on the **Related Items** button to see a list in the Find Viewer of articles, multimedia, and cross-references that relate to the currently displayed article.   Double-click on an item to display it.

To jump to a cross-reference article:
Click on the blue underlined text.   This text, along with the words "See" or "See also," indicates an article related to the current one.

To see an outline of the current article:
Choose **Outline** from the viewer menu to see the article's outline in the Find Viewer. Outlines list the headings and subheadings of the article.   Double-click on a heading to go to that section of the article, or select it and click on the **Go to Selected Section** viewer button.

To highlight text in an article:
Select the text you want to highlight and choose **Highlight Selected Text** from the viewer menu.   Marking text in color helps you remember the information and find it again.   Choose **Remove Highlight from Text** to remove the color highlighting.   Choose **Highlight Options** to change the color of the highlighting, to scroll the article to the next highlighted text, or to clear the entire article of highlighting.

To change the size of text in an article:
Choose **Choose Font Size** from the viewer menu to select the relative text size you want.

To create a bookmark in an article:
Choose **Bookmark** from the viewer menu to create a bookmark at the place in the article at the top of the Article Viewer.   To see the list of bookmarks you've created and to return to a bookmarked item, choose **Bookmark List** from the **Find** button on the Control Bar.   (See the Bookmark List for information on using bookmarks.)

To find a specific word in an article:
From the viewer menu, choose:

> **Find a Word or Phrase** to enter a word or phrase and search for it in the article.

Find Again to find the next occurrence of a given word or phrase in the article.

Find Search Highlight to find the next occurrence of the keyword you used in Word Search. Keywords from a search are displayed in green in the article.

(See <u>Word Search</u> for information on conducting word searches to find articles.)

To copy text in an article:
Select the text you'd like to copy.   From the viewer menu choose:

Copy Text to copy the selected text to the Windows clipboard for pasting in other applications (or in the program's Notebook).

Copy Text to Find to copy the selected text to the Word Search text box in the Find Viewer.   Click on the **Search** button or press ENTER to search the contents of the encyclopedia for the copied words.

Copy Text to Word Processor to open the default word processor—or the one you identified in <u>Preferences</u>—and paste the selected text.

To print text in an article:
Choose **Print** from the viewer menu or click on the **Print** button on the Control Bar to print the complete article.

For more information, see:
<u>Article Viewer</u>
<u>Article Viewer Menu Options</u>

Quick Help for Find

Use the **Find** button on the Control Bar to browse the entire contents of the encyclopedia and find information.   You can search by title, word, or topic to find the information you are looking for and to retrieve bookmarked items and items you've displayed before.

To display information:
Double-click on an item to open it or click on its title to select it and choose **Get Item** from the viewer menu.

To find information by title:
Choose **List of Contents A–Z** from the **Find** button on the Control Bar to display an alphabetical list of the titles of the encyclopedia's contents.   Use the drop-down menu to choose the type of information you want to display in the list—from everything in the encyclopedia to subsets of it, such as all articles and facts, or just tables.   Enter a title in the text box to scroll the list of titles to find a specific item, or use the scroll bar to browse through the titles.   (See List of Contents A–Z.)

To find information by keywords:
Choose **Go to Word Search** from the **Find** button on the Control Bar to search for keywords or phrases in the encyclopedia's contents.   Type a word or phrase in the text box to describe a topic or question and click on the **Search** button.   By default, the entire contents of the encyclopedia is searched unless you click on **More Options** to narrow the search.   The program searches for the keywords in your request and creates a list of related items.   The titles toward the top of the list are most likely to contain the information you want.   (See Word Search.)

To search only specific kinds of information:
In List of Contents A–Z, use the drop-down menu to choose the type of information you want to search—from everything in the encyclopedia to subsets of it, such as all articles and facts, or just tables.

In Word Search, click on the **More Options** button.   Then click on the type of information you want to search from those listed at the bottom of the screen—from everything in the encyclopedia to subsets of it, such as all articles and facts, or just tables.   Click on the **Search** button to start the search.   You are returned to Word Search where the results of the search are displayed.   (See More Search Options.)

To narrow your search for keywords:
In Word Search, click on the **More Options** button to narrow your search using search operators.   Type a word you want to search for in the first text box.   If you want to search for additional words or exclude related words, choose an appropriate search operator—AND, OR, NOT, ADJ, and NEAR—using the drop-down menus.   Then type the additional words in the following text boxes to build a search query.   Click on the **Search** button to start the search.   You are returned to Word Search, where the results of the search are displayed.   (See More Search Options.)

To print search results:
Choose **Print** from the viewer menu or click on the **Print** button on the Control Bar when the search results are displayed in the viewer.

To find information by topic:
Choose **Topic Tree** from the **Find** button on the Control Bar to see the contents of the encyclopedia as a set of topics and subtopics.   Double-click on a folder icon to open the topic and see a list of subtopics and articles.   Double-click on a subtopic (indicated by a folder icon) to see more subtopics or articles.   Double-click on an article (indicated by an article icon) to open the article.   (See Topic Tree.)

To find bookmarked items:
Choose **Bookmark List** from the **Find** button on the Control Bar to see a list of the bookmarks you've created.   (To create a bookmark for an item in the Media or Article Viewer, choose **Bookmark** from the viewer menu.)   To return to a bookmarked item, double-click on an item in the list.   (See Bookmark List.)

To find previously displayed items:
Choose **Previous Items** from the **Find** button on the Control Bar to see a list of the of the last items you've opened in your recent exploration of the encyclopedia.   Double-click on an item in the list to display it again.

For more information, see:
Find Viewer
Find Viewer Menu Options
Find

Quick Help for the Atlas

Use the **Atlas** button on the Control Bar to explore maps of the world and link to related articles. The atlas includes a world map and maps of continents, regions, countries and dependencies, and states and provinces as well as historical and thematic maps.

To zoom in and out on a map:
Click on a place name when the pointer becomes a magnifying glass to zoom in on an area of a map. Click on the button at the bottom of the viewer named for a map to zoom out from a map. (You cannot zoom out from the world map.)

To resize a map:
Click on the **Resize** button at the bottom of the viewer to toggle between the map's actual size and the size that best fits within the viewer. If the map is larger than the viewer, the cursor changes to a hand as you move it across the map. Click and drag the cursor to move other parts of the map into view. Or click on the **Full Screen** button in the upper right corner of the viewer's title bar to display more of the map.

To find a map:
Click on the **Find a Map** button at the bottom of the viewer. Then use the drop-down menu to choose a category of maps, such as country maps or all maps, to display a list of place names in the list box. Type a name in the text box to scroll the list of place names, or use the scroll bar to browse through the place names. Double-click on a place name in the list to display that location on the map.

To move to a neighboring map:
Click on the place name of a neighboring continent, country, or region when the pointer becomes an arrow circling the globe.

To view related historical or thematic maps:
Click on the **Related Maps** button, if available, and choose the map you want to see from the list that appears.

To display an article related to a map:
Click on a place name on the map when the pointer becomes a book icon with an arrow. An article about that location appears in the Article Viewer.

For more information, see:
<u>Atlas</u>

Quick Help for the Timeline

Use the **Timeline** button on the Control Bar to display a timeline that includes important events, people, and eras or trends throughout world history.

To move forward or backward in time:
Drag the small box in the horizontal scroll bar along the top of the window to move forward or backward in time by large amounts.   Click on the scroll bar to the right or left of the scroll box to move forward or backward in time by one full screen.   Click on the arrows at either end of the scroll bar to move forward or backward in time by small amounts.

To see all the events for the displayed time period:
Use the vertical scroll bar to move up and down to see all the timeline elements for the currently displayed time period.

To see more information about an event:
Move the cursor over a timeline element to see the date an event happened and a brief description of it. Click on a timeline element to link directly to related information in the encyclopedia.

To group events by U.S. history or world history:
Click on the **Select Topic** button and choose **U.S. History**, **World History**, or both.   Each topic appears on the timeline in a different color and in its own window.   Use the topic window's vertical scroll bar to see all of the topic's timeline elements for events in the currently displayed time period.   When both topic windows are visible, use a window's **Full Screen** or **Small Screen** buttons to change the size of the view, and use its close box to close the window.

To change the timescale:
Click on the **Timescale** drop-down menu to display a list of timescales in which to view the timeline. Click on the timescale you want, such as **Years**, **Decades**, **Centuries**, **Thousands**, or **Auto**.   When you choose **Auto**, the timescale automatically changes to the most appropriate scale for the current position in time, and it continues to adjust as you scroll backward and forward through time.

To find a specific event:
Click on the **Search** button and type a word or phrase in the text box to describe the event, person, or era you are looking for.   Then click on the **Search** button.   The program searches the timeline for the keywords in your request and creates a list of related items.   The items toward the top of the list are most likely to contain the information you want.   Use the scroll bar to browse through the list.   Double-click on an item to go to the appropriate month or year on the timeline.

To go directly to a specific year:
Click on the **Go To Year** button to view a specific year on the timeline.   Enter a year in the text box and click on **A.D.** or **B.C.** to indicate how far in the past you want the timeline to display.   Then click on the **Go To Year** button to view the selected year or time period on the timeline.

For more information, see:
<u>Timeline</u>

Quick Help for Internet

Use the **Internet** button on the Control Bar to find information on the Internet.   Choose the options described below from the **Internet** menu.

To use the Monthly Updater:
Choose **Monthly Updater** to download updates and automatically merge them with the contents of the encyclopedia.   Click on the monthly update(s) shown in black that you wish to download, and click on **Download Updates**.   To view any of the new items, double-click on their names in the list box on the Monthly Updater screen.   (See Monthly Updater.)

To use the Internet Directory:
Choose **Internet Directory** to review brief descriptions of Web sites.   Web sites are grouped thematically in topic categories.   Click on a broad category that interests you, and then continue choosing more specific topics.   When you click on a topic with an online icon, a pop-up viewer displays a listing of one or more related Web sites that includes a title, description, and target age group.   Click on the Web site title to go to that Web site.   (See Internet Directory.)

To go to Find Neighborhood Resources:
Choose **Neighborhood Resources** to go online and find resources in your own neighborhood.   Click **OK** on the warning screen to go online.   Choose a resource from the drop-down menu, such as "aquariums." Then type the name of your city or town and state in the text boxes, or just enter your zip code.   If you like, you can enter your street address as well.   Click on the **Search** button to get a list of appropriate resources.   (See Find Neighborhood Resources.)

To go to the Electric Library:
Choose **Electric Library** to go online and gain access to thousands of newspapers, periodicals, books, newswires, photos, and more.   Click **OK** on the warning screen to go online.   Click on the pencil at the bottom of the screen, and then type a question or keyword(s) in the text box.   Click on the **Go!** button to get a list of references related to that topic.   (See Electric Library.)

To go to Ask the Librarian (Deluxe version only):
Choose **Ask the Librarian** to go online and send research questions to the Compton's reference team and receive help with your research.   Click **OK** on the warning screen to go online.   Submit your question using the form provided and within two business days you will receive a personalized e-mail response from the Compton's reference team.   The response will contain a list of specific resources that should help you in researching your topic.   This service is subject to limitations in peak time periods.   (See Ask the Librarian.)

To go to the Compton's Web site:
Choose **www.comptons.com** to go online and visit the Compton's Web site.   There you'll find educational activities, technical support, and information on other Compton's products.   Click **OK** on the warning screen to go online.   Click on the icons on the screen, or use the toolbar to find the information you want. (See www.comptons.com.)

For more information, see:
Internet

Quick Help for Special

Use the **Special** button on the Control Bar to use the following special program features.   Choose the options described below from the **Special** menu.

To use Explore:
Choose **Explore** to investigate four thematic environments that are fun and educational.   Double-click on an environment to go there.   Then click on "hot spots"—you've found one when a text label appears or the cursor changes shape—to display an article, hear a sound, see a picture, or watch a video or an animation.   Click anywhere outside the item viewer to close it.   Click again on the same hot spot to discover something new, or move on to another hot spot.   To return to the encyclopedia's tableau screen, click on the **Exit to Encyclopedia** button in the bottom right corner of the screen.   (See Explore.)

To use ShowMaker:
Choose **ShowMaker** to create multimedia shows by combining and arranging information you find in the encyclopedia into scripts.   Use articles, pictures, videos, animations, slide shows, sounds, atlases, star maps *(Windows 95 users only)*, and tables.   You can also create titles and other screens of text with borders and colored backgrounds, and you can even record your voice to narrate the show.

For an overview of ShowMaker, see the on-disc tutorial and preview some of the sample shows.   Choose **View ShowMaker Tutorial** or **Open Sample Shows** from the Show Script viewer menu, or click on the **Tutorial** or **Sample Shows** buttons at the bottom of the screen.   (See ShowMaker.)

To use the Planetarium *(Windows 95 users only):*
Choose **Planetarium** to view stars, constellations, planets, galaxies, and nebulae on a map of the night sky. You can also view the movement of celestial objects across the sky.

> To locate an object, use the drop-down menu to choose the kind of object you want to find.   Then enter its name in the text box, or use the scroll bar to browse through the list.   Double-click on a name to center and display that object on the map.

> To get more information on an object, click on the name of a constellation or on other objects or labels.

> To zoom in or out on the map, click on the **Zoom In** or **Zoom Out** button or choose the zoom options from the viewer menu.

> To display (or remove) objects on the map, choose **Display** from the viewer menu and choose any combination of display options from this menu.   Choose **Stars** from the Display menu to change the size and intensity of stars on the map.

> To view the movement of objects across the sky, choose **Set Up Time Lapse** from the viewer menu. Set the time interval to indicate how often you want a "snapshot" taken of the night sky—every year, month, day, hour, minute, or second, or for any time interval you want.   Then determine how long you want each snapshot displayed.   Choose **Start Time Lapse** to see the movement of objects. Click on the **Stop Animating** button to stop the display of snapshots.

(See Planetarium.)

To play the Star Quest Game:
Choose **Star Quest Game** to play an astronomy game in which your mission is to locate a constellation. You then find and photograph an astronomical object in that constellation using a high-tech telescope called a "starpod."

1. Search the night sky for the constellation that flashes on the star chart by clicking on the starpod's arrow buttons on the right side of the screen. When you find the constellation, center it in your view and click on the magnifying glass button to enlarge the view.

2. Study the star chart to locate the target object and use the arrow buttons again to center the object in your view. When you find it, click on the camera button to photograph it and see a close-up of it. The photograph then appears in your personal album.

3. Start a new quest by clicking on the next empty slot in the album.

(See Star Quest Game.)

To use Recent Events:
Choose **Recent Events** to see an article with accompanying images about historic events that have happened within the last two years. Use the control buttons in the viewer to control the presentation. (See Recent Events.)

To use On This Date:
Choose **On This Date** to learn about notable birthdays or events that happened on a specific date in history. Use the up and down arrows to change the month and the day, or click the cursor in the date box and type in any date you choose. (See On This Date.)

To use Exploring Questions:
Choose **Exploring Questions** to read fascinating questions that are answered in encyclopedia articles. Click on **Next** to see another question. Click on **Previous** to see the preceding question. Click on "Discover the Answer" in underlined blue text to find the answer to a question. (See Exploring Questions.)

To use Picture Tours:
Choose **Picture Tours** to browse through all of the pictures in the encyclopedia or through pictures related to a specific category. To change the category, choose **Select Tour** from the viewer menu, and then click on a category. Use the control buttons in the viewer to control the presentation. (See Picture Tours.)

For more information, see:
Special

Quick Help for Tools

Use the **Tools** button on the Control Bar to help you process what you've researched using *Compton's Interactive Encyclopedia*.   Choose the options described below from the **Tools** menu.

To use the Dictionary/Thesaurus:
Choose **Dictionary/Thesaurus** to look up definitions and synonyms of words.   Use the buttons at the top of the viewer to switch between the dictionary and thesaurus.   Type a word in the viewer's text box and press ENTER to see the word's entry.   To move among the entries, click on **Previous** to display the previous entry and **Next** to display the next entry.   (See Dictionary/Thesaurus.)

To use a Word Processor:
Choose **Word Processor** to open a word processor file where you can paste text and pictures and type notes as you use the encyclopedia.   This option opens the word processor specified in Preferences.   (See Word Processor.)

To use the Notebook:
Choose **Notebook** to open the program's built-in word processor.   The Notebook opens on top of the tableau so that you can easily type notes, copy and paste text, or record your research while you use the encyclopedia.   Use the toolbar buttons or viewer menu options to format text and save your Notebook files.   (See Notebook.)

To use Make Shortcut *(Windows 95 users only):*
Choose **Make Shortcut** to create a shortcut icon on the Windows desktop for the current screen.   (See Make Shortcut.)

To use Change Layout:
Choose **Change Layout** to choose an alternate tableau configuration.   Click on one of the three configurations to change the location and size of the viewers.   (See Change Layout.)

For more information, see:
Tools

The Tableau

The tableau screen contains the four main components of the *Compton's Interactive Encyclopedia* environment: the Find Viewer, the Media Viewer, the Article Viewer, and the Control Bar that runs across the top of the screen.   Here you can search for information, read articles, and view multimedia (including pictures, videos, slide shows, and animations) simultaneously.   For instance, you might use the Find Viewer to search the contents of the encyclopedia and find an article on cattle, scan the article in the Article Viewer, and display a picture in the Media Viewer to learn about cattle ranching.

Tableau Layout

You can change the default location and size of the viewers by clicking on the **Tools** button on the Control Bar and choosing **Change Layout.**   Click on one of the alternate layouts to change the tableau.   See Change Layout for more information.

For details on the tableau components, see:

The Viewers
The Find Viewer
The Media Viewer
The Article Viewer
The Control Bar

The Viewers

Each of the tableau viewers gives you a "window" into the different kinds of information contained in the encyclopedia.

Any time you want to see more of the information in a viewer, click on the **Full Screen** button in the upper right corner of the viewer's title bar. The viewer will expand to fill the entire screen.   When some items, such as the dictionary/thesaurus, are displayed in the full-screen viewer, additional features are offered that are not available in the smaller tableau viewer.   When you are displaying a full-screen viewer, press F6 to switch between the Find, Media, and Article Viewers.   To return to the small tableau viewer, click on the **Small Screen** button.

Viewer Menus

Each viewer in the tableau has a menu of options that affect that viewer. To see the menu options available for the item displayed in the viewer, move your cursor over the down arrow button in the upper left corner of the viewer's title bar, or click on it or the title bar.   The menu stays open until you choose an option or click off the menu.

In addition, some viewers have buttons that let you work with the viewer in different ways, such as the buttons for controlling sounds and videos in the Media Viewer.   To see a description of a button, move your cursor over it.

For details on the viewers, see:
The Tableau
The Find Viewer
The Media Viewer
The Article Viewer

The Find Viewer

The Find Viewer is where you search for information in the encyclopedia.   Here you can search for titles, words, topics, and multimedia, as well as related items that are associated with the currently displayed article in the Article Viewer.   The Find Viewer is also where the <u>Planetarium</u> and article outlines appear.

When the Find Viewer displays **List of Contents A–Z,** all of the encyclopedia's articles and multimedia are listed in alphabetical order, so you can go directly to an article, a picture, or another item by title.   When **Word Search** is displayed, you can search for specific words contained in articles and other text.   The Find Viewer displays these tools and others for finding the information you want.   See <u>Find</u> for more information.

For an explanation of the Find Viewer's menu options, see:
<u>Find Viewer Menu Options</u>

Find Viewer Menu Options

To see the menu options available for the item displayed in the viewer, move your cursor over the down arrow button in the upper left corner of the viewer's title bar, or click on it or the title bar.   Each viewer has unique menu options.   The most common menu options are listed below.

Go to Full Screen/Go to Small Screen
Choose these options to toggle between the full screen–size viewer and the smaller-size tableau viewer. Choosing either option functions identically to clicking on the **Full Screen** or **Small Screen** button in the upper right corner of the viewer's title bar.

Get Item
Choose **Get Item** to display the item highlighted in the list.

Print Search Results
Choose **Print** to print the list of items in the viewer.

Go to Word Search
Go to List of Contents A–Z
Choose these options to switch between the program's two main search features.   Choosing either option works in the same way as clicking on the button of the same name at the bottom of the viewer.

Start New List
Open Saved List
Save Current List
Remove Item from List
When the Bookmark List is displayed in the viewer, use these options to work with the bookmarks you've created.   Bookmarks mark your place in the Media and Article Viewers so that you can easily return to the displayed item anytime you like.   (See Media Viewer Menu Options and Article Viewer Menu Options for information on creating bookmarks.)   These options let you save lists of bookmarks under topic names so they are easier to find.   To view a bookmarked item, double-click on its name in the list. See Bookmark List for more information.

The Media Viewer

The Media Viewer displays pictures, videos, slide shows, animations, sounds, maps, flags, and tables, as well as the <u>Atlas</u> and <u>Picture Tours</u>.   It also displays certain kinds of text, such as <u>dictionary/thesaurus</u> entries.

When the viewer displays a video, a slide show, an animation, or a sound, it includes controls much like the ones on your VCR or tape player.   When you open one of these items, the clip begins playing automatically.   Use the control buttons to stop the playback and to move quickly from one part of the clip to another.   Or click and drag the indicator on the Position Bar to move to another place in the clip.

The following are the control buttons in the Media Viewer:

The **Position Bar and Indicator** shows the current position in the sequence.   Click and drag the indicator to move to another place in the clip.

Click on **Rewind to the Beginning** to go to the beginning of the clip.

Click on the **Rewind** button to return to a previous frame in the clip.

Click on the **Fast Forward** button to move quickly forward through a clip.

Click on the **Play** button to begin playback.

Click on the **Stop** button to stop playing the clip.

For an explanation of the Media Viewer's menu options, see:
<u>**Media Viewer Menu Options**</u>

Media Viewer Menu Options

To see the menu options available for the item displayed in the viewer, move your cursor over the down arrow button in the upper left corner of the viewer's title bar, or click on it or the title bar.   Depending on the item displayed in the viewer, the following menu options may be available.

Go to Full Screen/Go to Small Screen
Choose these options to toggle between the full screen–size viewer and the smaller-size tableau viewer. Choosing either option works in the same way as clicking on the **Full Screen** or **Small Screen** button in the upper right corner of the viewer's title bar.

Copy
When a picture, text, or a table is displayed, choose **Copy** to copy the item (or selected text) in the viewer to the clipboard.   You can then paste the item in the Notebook (for text and tables only), a word processor, or another application.

Print
When a picture, text, or a table is displayed, choose **Print** to print the item in the viewer.

Bookmark
Choose **Bookmark** to create a bookmark for the current item so you can return to it easily.   To see the list of bookmarks you've created and to return to a bookmarked item, choose **Bookmark List** from the **Find** button on the Control Bar.   See <u>Bookmark List</u> for more information.

Choose Playback Size
When a video, a slide show, or an animation is displayed, the **Choose Playback Size** option lets you change the playback size.   At the maximum size, the clip begins playing automatically.   Click anywhere to stop the playback.

Show Actual Size/Fit in Viewer or Resize
When a picture is displayed, **Show Actual Size** and **Fit in Viewer** alternate between the picture's actual size and the size that best fits within the viewer.   When an atlas map is displayed, **Resize** works the same way. If the picture or map is larger than the viewer window, the cursor changes into a hand as you move it across the image.   Click and drag the cursor to move other parts of the image into view.   Or choose **Go to Full Screen** from the viewer menu to display more of the image.

The Article Viewer

The Article Viewer is where you'll read articles, use icons to access multimedia, and follow cross-references to related articles and other information.

Icons are small graphics within articles that you click on to open related information in the other viewers. Click on the **Picture** icon, for example, to see a picture related to the topic discussed in the article.   Some icons lead to music, videos, and other multimedia; others display additional text; others take you online to related Web sites, and yet others open the Atlas, Timeline, and dictionary/thesaurus.   The kinds of icons you'll find in articles are listed in <u>Information Icons</u>.

In many articles, you'll see underlined words in blue, representing a cross-reference to another article in the encyclopedia or to related text information.   Click on the blue text to display a related article in the Article Viewer or in a pop-up viewer.   To return to the original article, click on the **Back** button on the Control Bar.

> If the cursor is over an icon or cross-reference text, it changes into a hand.   If it is over text, it changes into an I-beam.

If you come across a word you don't know, double-click on it to see its definition.   You can even double-click on a word within a definition to learn what it means.   Double-clicking on any word—*except* colored cross-reference text and hot links to the World Wide Web—in an article or a caption automatically opens the dictionary/thesaurus in the Media Viewer.

Click on the **Related Items** button to see a list of articles, multimedia, and other cross-references that relate to the currently displayed article.   When you click on **Related Items,** the list appears in the Find Viewer. Double-click on an item to display it.

For an explanation of the Article Viewer's menu options, see:
<u>**Article Viewer Menu Options**</u>

Article Viewer Menu Options

To see the menu options available for the item displayed in the viewer, move your cursor over the down arrow button in the upper left corner of the viewer's title bar, or click on it or the title bar.   The following menu options may be available.

Go to Full Screen/Go to Small Screen
Choose these options to toggle between the full screen–size viewer and the smaller-size tableau viewer. Choosing either option works in the same way as clicking on the **Full Screen** or **Small Screen** button in the upper right corner of the viewer's title bar.

Copy Text
Choose **Copy Text** to copy text you've selected to the Windows clipboard.

Copy Text to Find
To perform a search on a word or phrase in an article, select it and choose **Copy Text to Find**.   The text appears in the Word Search text box in the Find Viewer.   Click on the **Search** button or press ENTER to start the search.

Copy Text to Word Processor
To copy text to the word processor, select it and choose **Copy Text to Word Processor.**   The default word processor or the one you have identified in <u>Preferences</u> opens and the text is pasted into it.

Print
Choose **Print** to print the text of the displayed article.

Highlight Selected Text
Remove Highlight from Text
Highlight Options
Choose **Highlight Selected Text** to highlight text in a color so you can remember the information or find it again.   Choose **Remove Highlight from Text** to remove the color from the selected text.   Choose **Highlight Options** to change the color, scroll to the next highlighted text, or clear the entire article of highlighting. Choose the option you want from the submenu that appears.

> In the Article Viewer, click the right mouse button to quickly access the **Highlight Selected Text, Remove Highlight from Text, Copy Text, Copy Text to Word Processor,** and **Print Article** options.

Outline
Choose **Outline** to see a list of the article contents, including headings and subheadings.   When you choose **Outline,** the outline appears in the Find Viewer.   Double-click on a heading to go to that section of the article, or select it and click on the **Go to Selected Section** viewer button.

Bookmark
Choose **Bookmark** to create a bookmark at the current section of an article so you can return to it easily. To create a bookmark at a specific point in an article, scroll the article until the place you want to mark is at the top of the window, and then choose **Bookmark.**   To see the list of bookmarks you've created and to return to a bookmarked item, choose **Bookmark List** from the **Find** button on the Control Bar.   See the <u>Bookmark List</u> for more information.

Find a Word or Phrase

Find Again
Find Search Item
Choose **Find a Word or Phrase** or **Find Again** to find a specific word or phrase in the current article.   If
you opened the article from Word Search in the Find Viewer, **Find Search Item** finds the next instance of a
keyword from your search request.   Keywords from a search are displayed in green in the article.

Choose Font Size
To change the size of the text in articles, choose **Choose Font Size.**

The Pop-Up Viewers

The program contains several pop-up viewers that appear on top of the tableau.   These include viewers for Previous Items, On This Date, Exploring Questions, Notebook, and Facts (short text articles).   All viewers contain a Close box or Close button, and most include other options as well.   For example, the viewers for On This Date and Exploring Questions contain the option to display the viewer each time you start the program.   The Facts viewer includes a viewer menu with options for copying text, copying text to a word processor, printing text, and creating a bookmark.   (See Article Viewer Menu Options for information on these menu options.)   The Notebook viewer includes a viewer menu and toolbar.

The Information Icons

As you explore the articles in *Compton's Interactive Encyclopedia,* you'll encounter many kinds of data: text, sound, animations, maps, tables, and more. Every piece of information in the encyclopedia can be found in the lists that appear in the Find Viewer, such as the List of Contents A–Z and the Topic Tree. Or you can access the related text and multimedia from within the articles as you read them. Here is a list of icons that lead to different types of data.

Animation leads to a short animated sequence.

Article opens a text article.

Atlas opens the Atlas to a location related to the article.

Dictionary/Thesaurus opens the dictionary/thesaurus.

Fact opens a short, informative article on a related topic.

Flag displays the flag of the country or state in the article.

More About/Take Another Look/Sidebar displays more information about an idea discussed in the article.

New Text opens a new text item added to the encyclopedia using the Monthly Updater feature.

Planetarium Link opens the Planetarium and displays the object indicated in the night sky.

Picture leads to an illustration or a photograph related to the text. Use the scroll bars to read through the caption.

When you see blue underlined text in an article, click on it to go to another encyclopedia article.

Slide Show leads to a slide show related to the article.

Sound lets you hear a sound, quotation, or musical selection related to the article and see its description.

Table/Chart lets you view a table related to the article.

Timeline displays a view of the timeline that is related to the article.

Video shows a video about the subject of the article.

Web Site connects you to the Web site indicated. Also, Web addresses appear in blue underlined text, and you can click on them to be connected.

The Control Bar

Use the buttons on the Control Bar at the top of your screen to access all the program features.   For more details on a button, see <u>Contents</u> to find its name.   When you move your cursor over a button in the Control Bar, you'll see a description of the button.   Click on a button to access the feature or to open a list of options.

Use **<u>Find</u>** to access options that help you find information in the encyclopedia.   You can search the encyclopedia's contents for specific titles, words, or topics.   You can also retrieve items you've marked with bookmarks and display any item you opened in your recent exploration of the encyclopedia.

Use **Back** to display the last item or screen you were looking at in the encyclopedia.

Use **<u>Atlas</u>** to explore maps and learn about the world.   Click on a location on a map to zoom in for a close-up view.   Click on a place name to see an article about that place.

Use **<u>Timeline</u>** to discover facts about important events, people, eras, and trends throughout world history.   Historical information is organized by topic and shown on the timeline as pictures, icons, text, and era banners.   Click on a timeline element to link to related information in the encyclopedia.

Use **<u>Internet</u>** to connect to the Internet and download updates to the encyclopedia, view a list of relevant local resources, check out a library of hundreds of newspapers and magazines, and ask questions of the Compton's reference team *(Deluxe version only)*.   You can also browse an offline directory of Web sites and link to a site by clicking on its title.   And you can access Compton's Web site for educational activities, technical support, and information on other Compton's products.

Use **<u>Special</u>** to explore the special features of *Compton's Interactive Encyclopedia.*   You can visit four thematic Explore environments for facts and fun, visit a planetarium and learn about the night sky *(Windows 95 users only)*, play the Star Quest astronomy game *(Windows 95 users only)*, and create your own multimedia shows with text and graphics.   You can also read an informative article about recent historic events and see accompanying images, learn about notable birthdays or events that occurred on a specific date in history, and research answers to fascinating questions.   You can even take a picture tour related to a topic or browse through all the pictures in the encyclopedia.

Use **<u>Tools</u>** to help you process what you've researched using *Compton's Interactive Encyclopedia.*   From here, you can access a dictionary/thesaurus, open your favorite word processor, use the program's Notebook for word processing, create a shortcut icon on the Windows desktop to return to a screen *(Windows 95 users only)*, and change the layout of the viewers.

Use **Print** to print text and graphics.   A dialogue box lets you choose to print one of the items currently displayed.

Use **<u>Help</u>** to view a guided tour of the program, access help topics, and set program preferences.   You can also see a list of people who created the program, its copyright and trademark information, and its version number and system requirements.

Use **Exit** to exit the program and return to the Windows desktop.

Find

The options available from the **Find** button on the Control Bar allow you to browse the entire contents of the encyclopedia and find the information you want.   You can search the contents alphabetically by title (**List of Contents A–Z**) or by specific concepts, words, or phrases (**Word Search**).   You can also browse through a list of topics and subtopics (**Topic Tree**) to find what you're looking for or retrieve articles and multimedia that you've marked with a bookmark (**Bookmark List**) or viewed before (**Previous Items**).

For details on the Find options, see:

List of Contents A–Z
Word Search
Topic Tree
Bookmark List
Previous Items

List of Contents A–Z

Choose **List of Contents A–Z** from the **Find** button on the Control Bar (or click on the **Go to List of Contents A–Z** button in the Find Viewer when Word Search is displayed) to display an alphabetical list of the titles of the encyclopedia's contents, such as articles, pictures, videos, sounds, and other information. Use the drop-down menu to choose the type of information you want to display in the list—from everything in the encyclopedia to subsets of it, such as all articles and facts, or just tables.   Enter a title in the text box to scroll the list of titles to find a specific item, or use the scroll bar to browse through the titles.   If no article title begins with the word you typed, the next word in alphabetical order will be highlighted.

If the title is too long to fit in the viewer, move the cursor over it to extend the text beyond the viewer. To open an article, see a picture or video, hear a sound, or display other types of information, double-click on its title, or click on its title to select it and choose **Get Item** from the viewer menu.

> If you are not sure how a subject is listed, type the first few letters into the text box.   The list moves to show the items that begin with those letters.

> The topic you want to research might not be the main subject of an article in the encyclopedia, or it might be different from the title of the information you want to find.   If there is no information with the title you want, click on the **Go to Word Search** button to search the encyclopedia contents for the specific word or phrase that describes your topic.   See Word Search.

> Icons in the left margin of a title list indicate the media type.   For a complete list of icons, see Information Icons.

For details on word searches, see:
Word Search

Word Search

Choose **Word Search** from the **Find** button on the Control Bar (or click on the **Go to Word Search** button in the Find Viewer when List of Contents A–Z is displayed) when you have a question but are not sure where to find the answer.   Type a word or phrase in the text box to describe a topic or question and click on the **Search** button.   By default, the entire encyclopedia is searched unless you click on **More Options** to narrow the search.   The program searches for the keywords in your request and creates a list of related items.   The titles toward the top of the list are most likely to contain the information you want.   Double-click on an item to open it.

> Icons in the left margin of a search results list indicate the media type.   For a complete list of icons, see <u>Information Icons</u>.

When you open an article, it opens to the section where your search topic first appears in the text.   The words from your search request appear in green throughout the article.   To find the next word in green, choose **Find Search Item** from the Article Viewer menu.

When you want to return to a previous search, use the Search drop-down menu to see a list of your last search requests.   Click on a search request to enter it in the text box, then click on the **Search** button to begin the search process.

> If the search results list does not contain the articles or multimedia you want, try a new search using synonyms to describe your topic.

For details on more Word Search options, see:
<u>More Search Options</u>

For details on title searches, see:
<u>List of Contents A–Z</u>

More Search Options

If you want to narrow your search of a topic, click on the **More Options** button in Word Search. These options let you define your topic more concisely than in Word Search, resulting in fewer, more specific articles and media items that most closely match your search criteria.

In the More Options window, type a word you want to search for in the first text box. If you want to search for additional words or exclude related words, choose an appropriate search operator using the drop-down menus. Then type the additional words in the following text boxes to build a search query.

    AND means you only want to search for an encyclopedia item that contains both the first word *and* the second word. For example, if you want to find articles on flightless birds, your search query would read: birds AND flightless.

    OR means you want to search for an item that contains either the first word *or* the second word. For example, if you want to find articles on either hurricanes or typhoons, your search query would read: hurricanes OR typhoons.

    NOT means you want to exclude a related topic from your search. For example, if you want to find articles on pollution but have already researched acid rain, your search query would read: pollution NOT acid rain.

    ADJ means you only want to search for an item that contains the first and second word *adjacent* to each other. For example, if you want to find articles on the Black Forest, your search query would read: Black ADJ Forest.

    NEAR/4, NEAR/9, NEAR/16 means you want to find the first and second words within 4, 9, or 16 words of each other. For example, if you want to find articles on heart disease, your search query might read: heart NEAR/16 disease.

Then click on the type of information you want to search from the list at the bottom of the screen—from everything in the encyclopedia to subsets of it, such as all articles and facts, or just tables. When you're ready to start the search, click on the **Search** button. You are returned to Word Search, where the results of the search are displayed.

Topic Tree

Choose **Topic Tree** from the **Find** button on the Control Bar to see the contents of the encyclopedia as a set of topics and branching subtopics.   Browse through the topic lists to discover areas of interest.   Start with a broad subject and narrow your view to a specific aspect by exploring related subtopics.

Each topic on the first list of the tree has a folder beside it, indicating that each topic has related subtopics and articles.   Double-click on the folder to open the topic and see a list of subtopics and articles. Subtopics are indicated by folder icons, which can also be opened to show more subtopics or articles. Article titles are marked with article icons.   To open an article, double-click on it.

> When a subtopic contains only a list of articles, you have exhausted the list of subtopics in a subject area.

Bookmark List

Choose **Bookmark List** from the **Find** button on the Control Bar to see a list of the bookmarks you've created.   (For information on creating bookmarks, see the <u>Media Viewer Menu Options</u> and <u>Article Viewer Menu Options</u>.)   To return to a bookmarked item, double-click on an item in the list.   From the viewer menu, you can save the current bookmark list, start a new list, or open an existing list.   To delete a bookmark, click on it and choose **Remove Item from List** from the viewer menu, or press DELETE.   To change a bookmark title, first click on it in the list.   Then click on its name in the text box, type the new name in the text box, and press ENTER.

Previous Items

Choose **Previous Items** from the **Find** button on the Control Bar to see a list of the last items you've opened in your recent exploration of the encyclopedia.   Double-click on an item in the list to display it again.

Atlas

The **Atlas** button on the Control Bar displays an interactive atlas that lets you find places in the world by location and name.   Use the atlas to find locations on a world map; maps of continents, regions, countries and dependencies, and states and provinces; and historical and thematic maps.

When you first click on the **Atlas** button, a world map appears.   If you click on an atlas icon in an article or in the Find Viewer, the atlas opens to the specified location.

To move the map in the viewer, click and drag when the pointer becomes a hand.   To resize the map, click on the **Resize** button to toggle between the map's actual size and the size that best fits within the viewer.   To move to a neighboring continent, country, or region, click on its place name when the pointer becomes an arrow circling the globe.   To zoom in on an area of a map, click on a place name when the pointer becomes a magnifying glass.   A map of that area is then displayed.   To zoom out from a map (other than the world map), click on the button named for a map, if available.   For example, if the map of Asia is displayed, click on the **World** button to zoom out to the world map.   If the map of India is displayed, click on the **Asia** button to zoom out to the continent of Asia.

To display an article related to a location on a map, click on a place name when the pointer becomes a book icon with an arrow.   An article about that location appears in the Article Viewer.   To see historical or thematic maps related to the currently displayed map, click on the **Related Maps** button, if available, and choose the map you want to see from the list that appears.

When you want to find a specific place on a map by name, search for it on a map or click on the **Find a Map** button.   In the Find a Map window, use the drop-down menu to choose a category of maps, such as country maps or all maps, to display a list of place names in the list box.   Then type a name in the text box to scroll the list of place names, or use the scroll bar to browse through the place names.   Double-click on a place name in the list to display that location on the map.

> Each city in the atlas is identified by its place name, but its true geographic location is indicated by a small dot.   Capitals of countries are indicated by stars within circles.   In the United States, capitals of states are indicated by large dots within circles.

> Not all place names are shown at every zoom level.   Which names appear depends on how they can best be shown.   For example, names of continents and oceans are shown on the world map. Names of countries and cities are shown on maps of countries.

Timeline

The **Timeline** button on the Control Bar lets you explore information about important events, people, and eras or trends throughout world history, from 10,000 B.C. to the present.   Use the timeline to discover when a particular event occurred, the order in which a series of events happened, and which events were happening at the same time.

The timeline has a horizontal scroll bar along the top of the window that shows the complete span of time, a portion of which can be viewed on the timeline below.   The small box in the scroll bar represents the position in time that is currently shown in the timeline.   Drag the box to move forward or backward in time by large amounts.   Click on the scroll bar to the right or left of the box to move forward or backward in time by one full screen.   Click on the arrows at either end of the scroll bar to move forward or backward in time by small amounts.

The pictures, icons, text, and era bars on the timeline mark specific events you can explore.   Use the vertical scroll bar to move up and down to see all the timeline elements for the currently displayed time period.   Move the cursor over a timeline element to see the date an event happened and a brief description of it.   Click on a timeline element to link directly to related information in the encyclopedia. For example, clicking on a picture will display a picture with an article in a pop-up viewer.   Clicking on other elements presents pictures, music or sound, slide shows, animations, charts, tables, maps, and articles.   Some era bars may also link to lists of events from that era that in turn link to articles, sound, and other types of media.   Click on any blue underlined text in an article to open a related article.

For details on changing what's displayed on the timeline, see:
Display Tools

For details on searching for a specific event, person, or era on the timeline, see:
Search Tools

Display Tools

You can change what's displayed on the timeline by using the scroll bars, by choosing different topics, or by changing the timescale.

Click on the **Select Topic** button to choose U.S. history, world history, or both topics.   Each topic appears on the timeline in a different color and in its own window.   Both topic windows can be displayed on the timeline at once.   Use the topic window's vertical scroll bar to see all of the elements for events in the currently displayed time period.   When both topic windows are visible, use a window's **Full Screen** or **Small Screen** buttons to change the size of the view, and use its close box to close the window.   (When only one topic window is visible, the window remains in full-screen view, and it cannot be closed since one topic must always be visible.)

Click on the **Timescale** drop-down menu to display a list of possible timescales in which to view the timeline.   Click on the timescale you want, such as **Years, Decades, Centuries, Thousands,** or **Auto.** When you choose **Auto,** the timescale automatically changes to the most appropriate scale for the current position in time, and it continues to adjust as you scroll backward and forward through time.   The automatically chosen timescale is displayed in parentheses next to **Auto** in the Timescale drop-down menu box.   For example, if the current position in time is 1990, the Timescale drop-down menu box displays **Auto (Years).**

If you choose a timescale other than **Auto,** the visible portion of the timeline may not contain any events. For example, if the current position in time is 10,000 B.C. and the current timescale is set to **Years,** no timeline elements may be visible.   A message box (which can be turned off so that you won't see it again) appears, suggesting that the timescale be changed to either **Auto** or a more appropriate one.

For details on searching for a specific event, person, or era on the timeline, see:
Search Tools

Search Tools

Click on the **Search** button when you are looking for a specific event, person, or era in history.   Type a word or phrase to describe it in the text box and click on the **Search** button.   The program searches the timeline for the keywords in your request and creates a list of related items.   The items toward the top of the list are most likely to contain the information you want.   Use the scroll bar to browse through the list, and double-click on an item to go to the appropriate month or year on the timeline.

Click on the **Go To Year** button to view a specific year on the timeline.   Enter a year in the text box and click on **A.D.** or **B.C.**   Then click on the **Go To Year** button to view the selected year or time period on the timeline.

For details on changing what's displayed on the timeline, see:
Display Tools

Internet

The options available from the **Internet** button on the Control Bar give you access to Internet resources. Offline, you can browse a list of Web site descriptions and link to a site by clicking on its title (**Internet Directory**).   You can connect to the Internet and download updates to the encyclopedia (**Monthly Updater**), view a list of relevant local resources (**Find Neighborhood Resources™**), check out a library of hundreds of newspapers and magazines (**Electric Library™**), ask the Compton's reference team research questions *(***Ask the Librarian™—****Deluxe version only)*, and visit the Compton's Web site for educational activities, technical support, and information on other Compton's products (**www.comptons.com**).

When you first choose an Internet option, you will be asked to identify your online access provider. Choose the one you want to use from the list displayed.   If you click on **Other,** you can identify another application by using the **Browse** button to find it and/or the Path and Title text boxes to identify it.   Or you can use the default Internet browser identified in the user's setup in Windows 95.   Click on **OK** to go online.

For details on the Internet options, see:
Monthly Updater
Internet Directory
Find Neighborhood Resources
Electric Library
Ask the Librarian
www.comptons.com

Monthly Updater

Choose **Monthly Updater** to download updates to the contents of the encyclopedia, including new articles, photos, and other information.   Information is downloaded in dated monthly "packets" and merged into the encyclopedia.   Click on the packet(s) shown in black that you wish to download and click on **Download Updates.**   If you are using the Deluxe version of the program, you will automatically receive free subscriptions through September 1998.   Otherwise you will be asked to sign up for a $19.95 subscription fee to receive monthly updates through September 1998.   Once the packet(s) are downloaded, they are automatically merged with the encyclopedia database.   To view any of the new items, double-click on their names in the list box on the Monthly Updater screen.

Using "Download Manually"

To manually download a monthly packet, use a Web browser to access the Compton's Monthly Updater page at **http://www.comptons.com/cgi-bin/cie.pl?umfd,umfd**. Select a monthly packet and download the packet file into the **\updates** folder that is included in the *Compton's Interactive Encyclopedia* folder on your hard drive.   For example, if you installed your program files into the folder \Program Files\ Compton's Home Library\CIE98, place monthly packet files in the folder \Program Files\Compton's Home Library\CIE98\updates. Then, return to the encyclopedia and click on **Merge Updates.**

Once you have successfully merged a packet into the encyclopedia, you can view and search the items by choosing **Monthly Updater Packets** in the Find viewer.

Internet Directory

Choose **Internet Directory** to review brief descriptions of Web sites before going online.   Web sites are grouped thematically in topic categories.   Click on a broad category that interests you, then continue choosing more specific topics.   When you click on a topic with an online icon, a pop-up viewer displays a listing of one or more related Web sites that includes a title, description, and target age group.   Use the listings to look up information available on the Internet, then click on the Web site title to go to that Web site.

You can also access the Internet Directory by choosing **Internet Directory** from the drop-down menu in the Find Viewer.

Find Neighborhood Resources

Choose **Neighborhood Resources** to go online and quickly find resources in your own neighborhood or any town you want. Resources include museums, libraries, art galleries, civic organizations, and zoos. Click **OK** on the warning screen to go online. Choose a resource from the drop-down menu, such as "aquariums." Then type the name of your city or town and state in the text boxes, or just enter your zip code. If you like, you can enter your street address as well. Click on the **Search** button to get a list of appropriate resources. If you entered your street address, you have the option of getting a map and door-to-door directions to each place on the list.

Electric Library

Choose **Electric Library** to go online and gain access to hundreds of newspapers, periodicals, books, and newswires and thousands of photos.   Click **OK** on the warning screen to go online.   Then click on the pencil at the bottom of the screen to visit the Electric Library.   Type a question or keyword(s) in the text box and click on the **Go!** button to get a list of references related to that topic.   To access the references, you are asked to sign up for a free 30-day trial period, valid through December 1998.   If you take advantage of the free trial period, you will automatically be billed at a monthly rate after 30 days unless you cancel your subscription.   For more information on using the Electric Library, use the vertical table of contents or the horizontal tool bar.

Ask the Librarian *(Deluxe Version Only)*

Choose **Ask the Librarian** to go online, send research questions to the Compton's reference team, and receive help with your research.   Click **OK** on the warning screen to go online.   Submit your question using the form provided, and within two business days, you will receive a personalized e-mail response from the Compton's reference team.   The response will contain a list of specific resources that should help you in researching your topic.   This service is subject to limitations in peak time periods.

www.comptons.com

Choose **www.comptons.com** to go online and visit the Compton's Web site.   There you'll find educational activities, technical support, and information on other Compton's products.   Click **OK** on the warning screen to go online.   Click on the icons on the screen or use the toolbar to find the information you want.

Special

The options available from the **Special** button on the Control Bar give you access to special program features.   You can explore four thematic environments (**Explore**), create multimedia shows with text and graphics (**ShowMaker**), visit a planetarium (**Planetarium**—*Windows 95 users only*), and play an astronomy game (**Star Quest Game**—*Windows 95 users only)*.   You can also read an informative article about recent historic events and see accompanying images (**Recent Events**), learn about notable birthdays or events that occurred on a specific date in history (**On This Date**), and research answers to fascinating questions (**Exploring Questions**).   You can even take a picture tour related to a topic, or browse through all the pictures in the encyclopedia (**Picture Tours**).

For details on the Special options, see:
Explore
ShowMaker
Planetarium
Star Quest Game
Recent Events
On This Date
Exploring Questions
Picture Tours

Explore

Choose **Explore** from the **Special** button on the Control Bar to investigate four thematic environments that provide a captivating way to integrate learning with fun.

When the screen for selecting environments appears, choose one by double-clicking on it or click once to highlight it, then click on **OK.**   Once you've arrived in your new surroundings, move the pointer around to discover "hot spots."   When the pointer is over a hot spot, a text label appears or the cursor changes shape.   Click on a hot spot to see what it reveals—you might go to an article, hear a sound, see a picture, or watch a video or an animation.   Click anywhere outside the item viewer to close it.   Click again on the same hot spot to discover something new, or move on to another hot spot.

To change environments, choose **Explore** again and select a new environment.   To return to the encyclopedia's tableau screen, click on the **Exit to Encyclopedia** button in the bottom right corner of the screen.

> To learn more about an item displayed in an environment, click on **Exit to Encyclopedia** while the item is onscreen. The tableau screen appears with the item in the appropriate viewer.   In the tableau, you can access related items; resize, print, or copy the item; or create a bookmark.

For details on the Explore environments, see:
Explore Environments

Explore Environments

Madcap Music Store
Browse through a variety of music and sounds.   Listen to bird songs, arias, and hymns, plus classical and contemporary music.   Explore the world map to find music from different lands and cultures.   Click to find mystery sounds.   Can you identify them all?

Compton's Newsroom
Click on an object for news, and then click again for an update.   Read an article about recent events and learn about media techniques and technology that bring you news and information.   You'll find information on sports, weather, traffic, film, and the environment in the Compton's Newsroom.

Compton's Skyship
As captain of this ship, your mission is to travel through our solar system, collecting facts and exploring space phenomena.   Explore videos, charts, and photographs on your journey.   Click on an object aboard ship and prepare to learn.   Check your screens often, since they change as you go.

Wild and Free
Click on an object and view ocean life from 300 feet below the surface, or see a humpback whale feeding. Click again and see snow-covered slopes, surf in huge waves, soar on a hang glider, see a tidal wave, hear wild animals, watch dolphins play, and even go to the moon.   As you explore, think about our relationship to nature.   How do we use the forces of nature?   What can we do to preserve our surroundings?

ShowMaker

ShowMaker allows you to create multimedia shows and presentations by combining and arranging information you find in *Compton's Interactive Encyclopedia*—articles, pictures, video clips, animations, slide shows, sounds, atlases, star maps *(Windows 95 users only),* and tables.   You can also create titles and other screens of text, which you can decorate with borders and colored backgrounds.   For the finishing touch, you can even record your voice to narrate the show.

To access ShowMaker, choose **ShowMaker** from the **Special** button on the Control Bar.

Creating a show is easy.   You gather or create the components of your show and place them into a script. Your show can contain any combination of these four kinds of elements:

Items from the encyclopedia such as articles, pictures, videos, sounds, maps, and tables.   You can "collect" items from the encyclopedia by creating bookmarks, or you can select them directly from the ShowMaker screen.

Title screens, which are screens of text that you create.

Extra sounds, which you can record or add from another source.

Extra pictures, such as art you've created in a paint program, photos you've scanned, or pictures you've gathered from other sources.

For an overview of ShowMaker, see the on-disk tutorial and preview some of the sample shows included with the program.   Choose **View ShowMaker Tutorial** or **Open Sample Shows** from the Show Script viewer menu.

For details on using ShowMaker, see:
The Show Script Viewer
The Building Blocks Viewer and Preview Viewer
TitleMaker
Sounds and Narration
Pictures from Other Sources
Timing
Saving Your Script
Viewing a Show
Copying Shows to a Floppy Disk
Deleting Show Scripts and Custom Sounds
Tips for Creating Shows
ShowMaker Shortcuts

The Show Script Viewer

Show Script is a list of the items in your presentation, in the order that they will appear onscreen.   You determine how long each item in the show remains on the screen.   You can also determine whether the whole show plays automatically, or whether your audience controls when to go to the next screen.   You'll probably change your mind a few times as you create a show, so you can add, move, or remove items from your script at any point in the process.

To start a new script, choose **Start New Script** from the ShowMaker menu.   To add an item to your script, follow the instructions in Building Blocks Viewer and Preview Viewer.

New items are added above the highlight in the Show Script list.   If you want to place a new item between two items that are already in the script, make sure the second item is highlighted.   Then follow the instructions for adding items.

To remove an item from the script, highlight the item in the Show Script list, and then click on the **Remove** button.   To change the order of items, highlight an item in the Show Script list, and then click the **Up** or **Down** arrow buttons below the Show Script list.

The Building Blocks Viewer and Preview Viewer

You can use any encyclopedia items, such as pictures, videos, music and sounds, articles, facts, and atlas and planetarium screens, in your show.   There are two ways to collect encyclopedia contents for your presentation.

You can access the encyclopedia contents from within ShowMaker by clicking on the **Select Media** button in the Building Blocks viewer.   Click on the type of media you want to see listed in that viewer.   Then double-click on an item in the list to display it in the Preview viewer.   To add an item to your script, highlight it and click on the **Add to Script** button.

You can also access the encyclopedia contents by using your bookmark list.   As you research a topic in the encyclopedia, create a bookmark for each text article, picture, video, music and sound, map, and other media you want to include in your script.   Then access your bookmark list in ShowMaker by clicking on the **Select Media** button in the Building Blocks viewer and choosing the bookmark list you want to use. The bookmarks in that list appear in the Building Blocks viewer.   Double-click on an item in the list to display it in the Preview viewer.   To add an item to your script, highlight it and click on the **Add to Script** button.   Using bookmarks in the encyclopedia is a quick, efficient way to gather materials for your show.

> Click the right mouse button on an item listed in the Building Blocks viewer for quick access to the **Preview** and **Add to Script** options.

TitleMaker

A title is a screen of text that you create yourself.   It can be the name of your show, important facts, or any other text that you want to display during your presentation.

To create a new title screen, click on the **TitleMaker** button at the bottom of the Show Script viewer. Enter the text of the screen into the text box.

You can enhance the appearance of the title screen using the following options in the TitleMaker window. The Preview box reflects your choices and shows how the text will look.

Set Fonts—Choose a font, style, and size for your text, then click **OK**.

Text Alignment—You can align text both horizontally and vertically on the screen.   Click on **Left, Center,** or **Right** to align text horizontally; click on **Top, Center,** or **Bottom** to align text vertically.

Border—Use the drop-down Border Styles menu to see a list of border styles.   Click on one of the borders to choose it.

Colors—Choose a color for the background, border, or text by clicking the appropriate option and then clicking on a color from the color palette.   Be sure to select contrasting colors for text and background so your audience can read your titles.

Click on **OK** when you are satisfied with the appearance of your title screen.   It appears in the Show Script list as the next item.

A title screen can be changed at any time.   Select the title screen in the Show Script list and click on the **Edit** button in the Show Script viewer.

Sounds and Narration

In addition to sounds and music from the encyclopedia, your show can include sounds from other sources (any file in *.wav* format) and recordings you create.   To add sounds from the encyclopedia to your script, follow the instructions for using the Building Blocks viewer.

You can play encyclopedia sounds and your own recordings over any items in your script that do not already contain sound—for example, pictures, tables, and title screens.   No sound or narration can be added to videos, slide shows, or animation sequences.

To play your sound while displaying a picture or title screen, see the instructions under Timing.

To create your own recordings in ShowMaker, you'll need a microphone connected to the sound card in your computer.   The mixer software that controls the sound levels will also have to be adjusted correctly for recording.

Recording and Saving Your Own Sounds and Narration

Click on the **Sound Recorder** button in the Show Script viewer to make your own recording.

When the sound recorder appears, click on the **Record** button and start recording.   When you finish recording, click on the **Stop** button.   If your recording equipment is working properly, you should see a red "sound wave" move as you speak into the microphone.

To hear what you have recorded, click on **Play**.   If you are not satisfied with your recording, click on **Record** and record another "take."   Remember to click on **Stop** when you finish recording.

When you are satisfied with your recording, click on the **Save As** button and give your narration a title, and then click on **OK.**   Click on **OK** to return to the ShowMaker script.   Your new sound appears in the Show Script list.

Your narration appears in the script with the name you typed when you saved the file.   To change the name in the script, highlight the narration and click the right mouse button.   Choose **Name** from the pop-up menu, enter a new name that will help you remember what this narration or sound is, and click on **OK.** The new name appears in the Show Script list.   Changing the name in the script does not change the file name on your system.

To change a narration file in your Show Script list, highlight the file and click on the **Edit** button.   Click on the **Record** button to record over the previous recording.

Adding Sounds from Other Sources

If you have sounds or recordings on your hard drive or a floppy disk and you want to add them to your show, click on the **Sound Recorder** button.   To access sound files, click on the **Browse** button in the Sound Recorder window and select the drive and directory where your files are stored.   (You'll recognize sound files by their *.wav* extension.)   Select the file that you want to add and click on **OK.**   You can preview the sound in the Sound Recorder window.   Click on **OK** to add the sound to your script.

Removing a Recorded Sound from the Script

Click on the name of the sound you want to remove from the Show Script list, and then click on **Remove**. The sound will be removed from your script but not from your hard drive.   For directions on removing sounds from your hard drive, see Deleting Show Scripts and Custom Sounds.

Pictures from Other Sources

In your ShowMaker show, you can add pictures from sources other than the encyclopedia, such as pictures you have scanned or artwork you have created in a paint or draw program.   You can add any file in *.jpg* or *.bmp* format.

Adding a Picture
Click on the **Picture** button in the Show Script viewer.   Choose the directory where your graphic file is stored, and click on the file name to preview it.   Click on **OK** to add it to your Show Script list.   Use the right mouse button to give the picture a name.

Timing

Click on the **Timing** button to specify how long each item in your show will appear on the screen.   If you do not specify a time after adding an item to the script, the program automatically keeps the item on the screen for six seconds, except for sounds, which are set at *Don't Wait* (see below). Choose a playing time from the following choices:

Seconds—Enter the number of seconds you want the item to stay onscreen.

Wait—Click on this option to give the viewer as much time as he or she wants to look at each item.

If, for example, you've included an encyclopedia article in your show, you'll want to give the viewer as much time as necessary to finish reading.   The viewer must click the mouse button to go to the next item.

Don't Wait—Click on this option to display the next item immediately.   This is necessary if, for example, you want music to play at the same time a title or picture is on the screen.

Wait for Sound to Finish—Click on this option to keep a picture or title on the screen until the preceding sound finishes.

Timing Examples

Let's say you want some piano music to begin and continue playing while a picture of a flower is being displayed.   You would configure the playing time like this:

> **Musical Instrument:** Piano   *Don't wait*
>
> **Picture:**   Rose   *Wait for Sound to Finish*

In another instance, let's say you want narration over a large colored photo.   It may take longer for your system to find the picture than to find your narration.   Consequently, the narration may begin before the picture appears onscreen.   With the following time configuration, the picture is displayed and then the narration begins.   The picture must be placed in the script again under the narration so it remains on the screen until the narration finishes.

> **Picture:**   *1 Second*
>
> **Narration:**   *Don't Wait*
>
> **Picture:**   *Wait for Sound to Finish*

Saving Your Script

To save your script, choose **Save Current Script** from the ShowMaker menu.   If this is the first time you are saving your script, type a name in the dialogue box, and then click on **OK.**

Remember to save your script often!   And to make sure your file is being saved to your hard drive, select the drive in the Save dialogue box.

Viewing a Show

Previewing a Show in Progress

You can preview the show you are creating at any time.   If you want to see the show from the beginning, select the first item in your Show Script list.   Then click on the **Play Show** button in the Show Script viewer.

If you want to preview only part of the show (from the middle, for example), select the item in the Show Script list where you want the preview to begin, and then click on the **Play Show** button.

Click on the **Close** button to return to the ShowMaker screen.

Viewing Existing Shows

Choose **Open Saved Script** from the ShowMaker menu to see a list of shows you have saved.   Click on the name of the show you want to view, and then click on **OK.**   The script of the show you chose appears in the Show Script viewer.

Select the first item in your Show Script list and click on the **Play Show** button in the Show Script viewer to see the show.

Viewing Sample Shows

ShowMaker comes with sample shows to give you some ideas for creating shows of your own.   Click on the **Sample Shows** button at the bottom of the ShowMaker screen to see these shows.   Choose the name of the show you would like to see, and then click on **OK.**   The script appears in the Show Script window. Click the **Play Show** button to see the sample show.

> You can make changes to a sample show, such as adding or rearranging items, and then save your new version on your hard drive or a floppy disk.

Playing Sample Shows on Slower Computers

Sample shows are optimized for different computers.   If you're using a slower computer, choose shows with an asterisk (*) next to the name.   Shows without asterisks are optimized to play on faster computers.

If you play a show that is not optimized for your computer, you may find that the pictures and sound are not synchronized, or the presentation may play too fast or too slowly.

Many factors can affect your computer's performance, such as the amount of memory (RAM) available, the number of fonts loaded, the number of applications open, or the speed of the different hardware components of your system.   Consult the documentation that came with your computer system to learn how to optimize your system.

Copying Shows to a Floppy Disk

ShowMaker shows can be copied to a floppy disk so that you can move them to another computer. Consult your Windows documentation for details on how to copy files.

Deleting Show Scripts and Custom Sounds

If you want to delete shows, you must delete the files from the directory in which you saved them. Find and delete files with the *.shw* extension.

If you want to delete sounds that you recorded within ShowMaker, delete files with the *.wav* extension.

Consult your Windows documentation for specific instructions on deleting files.

Tips for Creating Shows

The way your computer system's components are set up to work together (its configuration) can greatly affect the speed at which ShowMaker shows play. Everyone's system configuration is a little different, so as you create a show, experiment with different combinations of items and playing times in your script list. Try to find the best arrangement for your own computer system—some combinations of sounds and pictures will work while others won't.

Creating Shows on Slower Computers

With slower computer systems, ShowMaker shows need to be created a little differently. Slower computers can't process data as rapidly as faster systems, which usually means that pictures take longer to load and display on the screen. Synchronizing sounds and pictures so they play at the same time might also be difficult.

You may also find that if you display a series of pictures at the same time as you play music or a narration, the sound may not play smoothly. Here are some ways to avoid this problem:

> If you are using sounds from the encyclopedia or sounds you have recorded yourself, display only one picture for each sound. Don't display many pictures while playing a sound, or the sound will stop and start as each picture changes. It's always best to set the playing time for the picture in the script list at "1 second," and then add the sound, giving it a "Don't wait" playing time. Now add the same picture again, giving it a "Wait for sound to finish" playing time. Your sound and picture should now play more smoothly.

> If you want music to play at the same time a series of pictures is displayed, choose a MIDI file instead of a recorded sound. MIDI files are much smaller than recorded sound files and won't cause the sound to stutter.

ShowMaker Shortcuts

The ShowMaker screen offers two sets of shortcuts to help you create shows more efficiently.

In the Building Blocks viewer, move the mouse to an item and click the right mouse button.   A pop-up menu appears, offering shortcuts to preview and add the item to the script.

In the Show Script viewer, click the right mouse button to see a pop-up menu.   This menu offers shortcuts to preview, edit, change the timing, rename, move up, move down, and delete the selected item.   Click on an option to select it.

Planetarium *(Windows 95 Users Only)*

Choose **Planetarium** from the **Special** button on the Control Bar to see an unobstructed view of the night sky in your area or any area in the world and identify stars, constellations, planets, galaxies, and nebulae. You can also view the movement of astronomical objects across the night sky for any time interval you set.

When you first choose **Planetarium,** you are asked to enter the name of your city so that the program can display the night sky in your area.   If the name you enter does not appear highlighted in the list box, enter the name of the nearest large city.   When you find your city, click on its name in the list to see its time zone and latitude and longitude coordinates.   Then click on **OK.**   Later, if you want to see the night sky from another location, such as from a city in another hemisphere, choose **Set Location** from the viewer menu.

The Planetarium shows the night sky in your area at the current time (if you are using the program at night) or at dusk (if you are using the program during daylight hours).   The date and time appear at the top of the map.   To change the day and time, choose **Set Time** from the viewer menu.   You can enter any date and time you want and modify the time zone.   To reset the clock to the current time, click on the **Now** button.

To locate an object on the map, use the drop-down menu and choose the kind of object you want to find— constellation, planet, star, comet, or Messier object (star cluster, nebula, or galaxy).   Or choose **Locate** from the viewer menu, where the sun and moon are also listed.   Then enter the object's name in the text box to scroll the list of place names, or use the scroll bar to browse through the names.   Double-click on a name in the list to center and display that object on the map.

To learn more about a constellation, click on any constellation name to view an article about it in the encyclopedia. To learn more about other objects on the map, click on the object or its label. A dialogue box will appear with information about that object; for planets and some other objects, you can connect from here to a related article in the encyclopedia.

For details on the Planetarium's display options, see:
Display Options

For details on viewing the movement of celestial objects across the sky, see:
Time Lapse

Display Options

To see the map in greater detail, click on the **Zoom In** button or choose **Zoom In** from the viewer menu. Click on the **Zoom Out** button or choose **Zoom Out** from the viewer menu for a broader look at the map. You can also click and drag the pointer on the map to enclose an area inside an outline rectangle, then release the mouse button to center and zoom in on the area you selected.   The compass-like direction window shows the portion of the night sky currently displayed; click on this control to change the part of the sky being viewed.

To display (or remove) objects on the map, choose **Display** from the viewer menu.   You can choose any combination of display options from this menu.

When you choose **Constellations** from the Display menu, you can choose to show **Labels,** the names of the constellations; **Figures,** the stars connected by green lines to show their outlines (**Show Outlines** button); or **Boundaries,** the area the constellation includes, shown by red lines.   When you choose **Stars** from the Display menu, the <u>Star Display</u> dialogue box appears, allowing you to change the appearance of stars on the screen and in printouts.

You can also choose to show the names of stars, Messier objects, and planets; <u>ascension/declination lines</u>, which define the position of an object in the sky), with or without a grid; and <u>objects below the horizon</u> (objects normally hidden from view).   You can also display (or remove) the object locator controls, which include the small circular map and object locator list along the left side of the Planetarium window.

For details on viewing the movement of celestial objects across the sky, see:
<u>Time Lapse</u>

For details on printing a star chart, see:
<u>Print Star Chart</u>

Star Display

The Star Display dialogue box allows you to change the appearance of stars on the screen and in printouts. You can change the size and intensity of stars, based on their <u>magnitude</u> and intensity, by using the **Modify Star Sizes** and **Modify Star Intensities** buttons.   ("Intensity" refers to the grayscale colors used to display stars at each magnitude.)

If the Star Display settings have been changed and you want to restore the original settings, click on the **Default Settings** button.

For details on printing a star chart, see:
<u>**Print Star Chart**</u>

Print Star Chart

When you choose **Print Star Chart** from the Planetarium's viewer menu, the resulting dialogue box displays a preview of the printed page. (Star charts are tailored to fit one printed page.) To change the appearance of the printout, click on the **Modify Stars** button. The Modify Stars dialogue box is similar to the Star Display dialogue box, except that the stars are printed black on a white background instead of white on black as shown onscreen. Use the up and down arrows to change the size and appearance of stars, based on their <u>magnitude</u> and intensity. ("Intensity" refers to the grayscale colors used to display stars at each magnitude.)

When the preview reflects the printout you want, click on **Print** to start printing. To close the Print Star Chart dialogue box without printing, click on **Cancel.**

Magnitude

The magnitude of a star refers to its brightness as seen from Earth.   A star of magnitude 1 (also known as a star of the first magnitude) is very bright, while a star of magnitude 5 (of the fifth magnitude) is relatively dim to the naked eye.   Objects dimmer than magnitude 6 or so are invisible to the naked eye. Note that the greater the magnitude value, the dimmer the object appears.   For comparison, the sun has magnitude -27, the full moon is -12, the brightest star Sirius is -1.6, and the photogenic galaxy M51 (near the Big Dipper) has magnitude 8.

Mathematically, a change in magnitude by one unit corresponds to a change in brightness by a factor of 2.51.   Therefore, an object of magnitude 0 is brighter than an object of magnitude 5 by a factor of 2.51 to the fifth power = 100.

Ascension/Declination Lines

Right ascension lines, like lines of longitude on the globe, describe the angular distance (in hours) of an object east and west of its position at the time of the vernal (spring) equinox.   (One hour is equal to 15 degrees.)   *Declination lines*, like lines of latitude on the globe, describe the angular distance (in degrees) of an object north and south of the celestial equator.   Objects north of the equator are positive numbers (up to 90º); objects south of the equator are negative numbers (down to -90º).

To change the display settings for ascension and declination lines, choose **Display** from the viewer menu and select **Ascension/Declination Lines**.

Objects Below the Horizon

The planetarium usually restricts your view to points above the horizon of the selected location. However, by choosing **Objects Below the Horizon** you can view any point in space below the current horizon. This feature is useful for seeing what stars have just set and which ones are about to rise.   It is also handy for seeing objects that otherwise would never rise at the selected location.

Objects Below the Horizon is automatically chosen whenever you search for an object that does not rise at the selected location.

Time Lapse

You can see the movement of celestial objects across the night sky by taking "snapshots" of the sky at different intervals of time.   These snapshots, or "stills," are then presented in steps, one after the other, as in a slide show.

First choose **Set Up Time Lapse** to indicate how often you want the snapshot taken.   You can take a snapshot every year, month, day, hour, minute, or second, or for any time interval you want.   You can also determine how long you want each new still displayed.   For example, to see an almost continual movement of objects in real time, enter 1 in the Second text box and 0 in the other text boxes in the Time Step group, and 1 in the Seconds Per Step text box.   To see how the night sky will look at the same time of day each month, enter 1 in the Month text box in the Time Step group.   Then choose **Start Time Lapse** to see the movement of objects.   As each new still is displayed, the date and time at the top of the map change for each snapshot displayed.   Click on the **Stop Animating** button to stop the display of snapshots.

For details on the Planetarium's display options, see:
Display Options

Star Quest Game *(Windows 95 Users Only)*

Choose **Star Quest Game** from the **Special** button on the Control Bar to play an exciting astronomy game that introduces you to the wonders of space exploration and astronomy.   As a Star Quest astronomer, your mission is to locate a constellation and then find and photograph an astronomical object in that constellation using a high-tech telescope called a "starpod."   Once you've photographed the target of your quest, watch as the fuzzy object in the sky develops into a beautiful image of a galaxy, nebula, star, or other celestial body.   Photographs from all your successful quests are collected in a personal album.

How to Play

When you start a quest, you'll see a drawing of a mythical figure associated with the target constellation, along with a poem that conveys some of the myth that has developed around it and a bit of its history.

Search the night sky for the constellation that flashes on the star chart by clicking on the starpod's arrow buttons on the right side of the screen.   Hold down the mouse button to quickly change the view of the sky.   When you find the constellation, center it in your view and click on the magnifying glass button to enlarge the view.   A message on the starpod tells you if you've found the correct constellation.

Study the star chart to locate the target object and use the arrow buttons again to center the object in your view.   When you find it, click on the camera button to photograph it.   If you located the correct object, you'll see a close-up of it.

When you successfully complete a quest, you'll see the photograph of the target object in your personal album. To see the photograph at full size and read its caption, click on it in the album.   To repeat a previously completed quest, hold down CTRL and click on the photograph.

To start a new quest, click on the next empty slot in the album.   The quests are arranged in sequence so that each quest builds on the knowledge acquired in the previous one.   Quests can be played in any order, but starting a quest out of sequence can be difficult if you are not already familiar with the sky.

For details on displaying the star chart, see:
Star Chart

For details on the starpod controls, see:
Starpod Controls

The Star Chart

Before the game begins, the star chart shows you the constellation you need to find.   Later, it shows you the target object you need to find.   To see the chart again during play, click on the **Chart** button on the starpod controls.   Match the stars you see in the sky from your starpod with the star patterns shown in the star chart.   This helps you navigate the starpod toward your constellation or target object.   Seasoned players check their position often against the chart to keep from straying too far from the mark and running out of time.

The Starpod Controls

Use the starpod controls to help you navigate the night sky and find the constellation and target object of your quest.

Constellation/Season
This display alternates between the name of your target constellation and the season.

Message
Check the message display for important instructions and hints throughout the game.

Local Time
At the beginning of a quest, the local time is the time when the target constellation becomes visible in the night sky.   Because different constellations appear at different times, local time at the start of the game also varies.   Once you begin playing, however, local time advances in real time.

Time Remaining
Check the time remaining display while playing to see how much time you have left to find your target object or constellation.

Right Ascension and Declination
The right ascension and declination show the astronomical coordinates of the point in the sky currently centered in the starpod view.

Position Indicator
The circular position display shows the portion of the night sky that the starpod is currently viewing. The compass points indicate direction, and the moving rectangle shows the portion of the sky you are currently seeing through the starpod.

Direction Controls
Click on the up, down, left, and right arrows of the direction controls to move your starpod view. Clicking on the up arrow tilts the starpod back, moving your view further and further above the horizon until you are facing straight up.   Clicking on the down arrow moves your view closer to the horizon until the starpod is absolutely level, aimed directly at the horizon.

Magnifying Glass/Camera
The magnifying glass button appears only during the first leg of the mission.   Once you think you've found the target constellation, click on the magnifying glass button to enlarge your view and find out if you have the correct constellation in sight.   If you try to magnify the wrong constellation, a message tells you so.   When you magnify the correct constellation, you immediately begin the second leg of your mission.

In the second leg of the mission, the camera button replaces the magnifying glass button.   Scan the constellation to find the target object, and click on camera to photograph it.

Quest
Click on the **Quest** button to review the image and poem that describes your target constellation.

Chart
Click on the **Chart** button to see a labeled star map for quick reference whenever you need help.

Help

Click on the **Help** button to review the introductory information on Star Quest.

Quit
Click on the **Quit** button to return to the tableau.

Recent Events

Choose **Recent Events** from the **Special** button on the Control Bar to see an article about historic events that have taken place within the last two years.   Accompanying images appear in the Media Viewer and play automatically.   Use the control buttons in the viewer to control the presentation.

On This Date

Choose **On This Date** from the **Special** button on the Control Bar to learn about notable birthdays or events that occurred on a specific date in history.   Use the up and down arrows to change the month and the day, or click the cursor in the date box and type in any date you choose.

Click on the **Show Events** button to see important events that happened on the displayed date.   Click on the **More Birthdays** button to see a list of famous people born on that date.

To see On This Date each time you start the program, click on **Show at Startup**.

Exploring Questions

Choose **Exploring Questions** from the **Special** button on the Control Bar to see fascinating questions, which are answered in encyclopedia articles.   Click on **Next** to see another question.   Click on **Previous** to see the preceding question.

To find the answer to a question, click on "Discover the Answer" in blue underlined text.   The article that contains the answer is displayed in the Article Viewer.

To see Exploring Questions each time you start the program, click on **Show at Startup**.

Picture Tours

Choose **Picture Tours** from the **Special** button on the Control Bar to browse through all of the pictures in the encyclopedia or through pictures related to a specific category, such as the Arts, Communication, or Earth.   The pictures advance automatically.   Use the control buttons in the viewer to control the presentation.

To change the category of pictures displayed, choose **Select Tour** from the viewer menu, and then click on the category that interests you.

Tools

The options available from the **Tools** button on the Control Bar give you the tools you need to process the information you have gathered from the program.   You can access the dictionary/thesaurus (**Dictionary/Thesaurus**), open any word processor (**Word Processor**), use the program's built-in word processor (**Notebook**), create a shortcut icon on the Windows desktop to return to a screen (**Make Shortcut** —*Windows 95 users only*), and change the layout of the tableau (**Change Layout**).

For details on the Tools options, see:
Dictionary/Thesaurus
Word Processor
Notebook
Make Shortcut
Change Layout

Dictionary/Thesaurus

Choose **Dictionary/Thesaurus** from the **Tools** button on the Control Bar to look up words using the *Webster's New World Dictionary,* Third College Edition and the New Revised Edition of *Webster's New World Thesaurus.* Or double-click on a word in an article or a caption to access this feature. The dictionary/thesaurus appears in the Media Viewer. Use the buttons at the top of the viewer to switch between the dictionary and thesaurus.

When you open the dictionary/thesaurus from the **Tools** button on the Control Bar, type a word in the viewer's text box and press ENTER to see the word's definition. When you double-click on a word in text to open the dictionary/thesaurus, the word appears in the viewer's text box and its definition is displayed. To see a thesaurus entry, click on the **Thesaurus** button at the top of the viewer.

In the full-screen view, the dictionary features a scrolling list of words and an alphabetical Position Bar with a selector. Drag the selector to move quickly to another letter section in the dictionary or thesaurus.

To move among the entries in the dictionary or thesaurus, click on **Previous** to display the previous entry, and click on **Next** to display the next entry.

Word Processor

Choose **Word Processor** from the **Tools** button on the Control Bar to open a word processor file where you can paste text and pictures and type your own thoughts and notes as you use the encyclopedia.   Under Windows 3.1, the word processor feature opens the Microsoft Write application.   Under Windows 95, the word processor opens WordPad.   To choose a different application, choose **Preferences** from the **Help** button on the Control Bar and change the **Text** setting.   (See Preferences.)

Notebook

Choose **Notebook** from the **Tools** button on the Control Bar to open the program's built-in word processor. The Notebook opens on top of the tableau so that you can easily type notes, copy and paste text, or record your research while you use the encyclopedia.   Use the toolbar buttons or viewer menu options to format text and save your Notebook files.

For an explanation of the Notebook's menu options , see:

Notebook Menu Options

For an explanation of the Notebook's toolbar buttons see:

Notebook Toolbar Buttons

Notebook Menu Options

To see the menu options available for the Notebook, move your cursor over the down arrow button in the upper left corner of the viewer's title bar, or click on it or the title bar.   The following menu options are available.

New
Choose **New** to start a new Notebook file.   The toolbar button for this option shows a blank document page.

Open
Choose **Open** to open an existing Notebook file.   The toolbar button for this option shows an arrow from the hard drive to a document page.

Save
Choose **Save** to save the current Notebook file in *.rtf* or *.txt* format, which can be opened by most word processors.   The toolbar button for this option shows an arrow from the document page to the hard drive.

Save As
Choose **Save As** to save the current Notebook file to a new location or under a different file name.

Find
Choose **Find** to search for one or more words in text.

Replace
Choose **Replace** to find and replace one or more words in text.

Next
Choose **Next** to find the next instance of the selected word.

Fonts
Choose **Fonts** to change the font and size of the selected text, as well as its style, effects, and color.

Print
Choose **Print** to print the current Notebook file.   The toolbar button for this option shows a document page in a printer.

For an explanation of the Notebook's toolbar buttons see:

Notebook Toolbar Buttons

Notebook Toolbar Buttons

The buttons on the Notebook toolbar represent most of the options available from the Notebook menu. The order the buttons appear from left to right is given below.

New
Click on **New** to start a new Notebook file.   This button shows a blank document page.

Open
Click on **Open** to open an existing Notebook file.   This button shows an arrow from the hard drive to a document page.

Save
Click on **Save** to save the current Notebook file.   This button shows an arrow from the document page to the hard drive.

Print
Click on **Print** to print the current Notebook file.   This button shows a document page in a printer.

Undo
Click on **Undo** to undo the last change you made in the Notebook file.   This button shows a "U-turn" arrow.

Cut
Click on **Cut** to remove selected text from the Notebook file.   This button shows a pair of scissors.

Copy
Click on **Copy** to copy text you've selected in the Notebook file.   This button shows an arrow between two document pages.

Paste
Click on **Paste** to insert text you've copied into the Notebook file.   This button shows an arrow from the clipboard to a document page.

Bold *(Windows 95 users only)*
Click on **Bold** to change the selected text to bold type.   If the selected text is already bold, this option returns the text to normal.   This button shows a bold "B."

Italic *(Windows 95 users only)*
Click on **Italic** to change the selected text to italics.   If the selected text is already italicized, this option returns the text to normal.   This button shows an italicized "I."

Underline *(Windows 95 users only)*
Click on **Underline** to underline the selected text.   If the selected text is already underlined, this option removes the underlining.   This button shows an underlined "U."

Strikeout *(Windows 95 users only)*
Click on **Strikeout** to insert a strikeout line through the selected text.   If the selected text already has a strikeout line through it, this option removes the line.   This button shows a strikeout line through "S."

For an explanation of the Notebook's menu options , see:

<u>Notebook Menu Options</u>

Make Shortcut *(Windows 95 Users Only)*

Choose **Make Shortcut** from the **Tools** button on the Control Bar to create a shortcut icon for the current screen.   Whenever you want to return directly to that screen, click on the corresponding shortcut icon on the Windows desktop.

Change Layout

Choose **Change Layout** from the **Tools** button on the Control Bar to choose an alternate tableau configuration.   You can configure the tableau in three ways.   The view you see when you first open the program is the "default" configuration: a small Find Viewer in the top left, a small Media Viewer below it, and a large Article Viewer on the right.   Click on one of the alternate layouts to change the tableau.

The middle configuration displays a large Find Viewer on the left of the screen, with small Media and Article Viewers on the right.

The bottom configuration displays two large viewers only, the Find Viewer on the left and the Article or Media Viewer on the right.   To toggle between the Article and Media Viewers, press F6.

For details on the tableau viewers, see:
The Viewers
The Find Viewer
The Media Viewer
The Article Viewer

Help

The options available from the **Help** button on the Control Bar provide information on running the program.   You can view a guided tour of the program (**Guided Tour**), access help topics (**Help Topics**), and set program preferences (**Preferences**).   You can also see a list of people who created the program, its copyright and trademark information, and its version number and system requirements (**About CIE**).

For details on the Help options, see:
Guided Tour
Help Topics
Preferences
About CIE

Guided Tour

Click on **Guided Tour** to watch and hear a description of the main features of *Compton's Interactive Encyclopedia.*   Click on **Loop** to set the guided tour to play continuously.   Click on **Exit** or press ESC to exit the tour.

Each time you start the encyclopedia, you are asked if you want to see the Guided Tour unless you deselect **Show at Startup**.

Help Topics

Choose **Help Topics** from the **Help** button on the Control Bar anytime you want quick, simple instructions on how to use the program features.   See your Windows documentation for details on the Windows help feature.

Preferences

Choose **Preferences** from the **Help** button on the Control Bar to change the program settings that affect start-up, sound, and media; your Internet connection; and text on the screen.   Click on one of the tabs near the top of the Preferences window to display the options for the kind of settings you want to change. Click on options to select and deselect them.   Click on the **Default Settings** button to reset the options to their default settings.

The Start-up options let you set the program to skip the opening screen and music while the program is loading, display <u>On This Date</u> and <u>Exploring Questions</u> during start-up, and save your place when you exit the program.

The Sound & Media options let you control the sound effects when a button is clicked as well as the sound in the <u>Explore</u> feature and <u>Star Quest Game</u>.   You can also set your MIDI device driver and specify a delay between pictures during the <u>Picture Tours</u>.

The Internet options let you change your online service provider and remove the **Internet** button from the Control Bar.   (See <u>Internet</u>.)

The Text options let you change the default word processor that opens when you choose **Word Processor** from the **Tools** button on the Control Bar.   They also let you change the relative size of text in the tableau viewers.   (See <u>Word Processor</u>.)

An "x" or a check mark in a check box means that an option is activated. No "x" or check mark indicates an inactive option.

About CIE

Choose **About CIE** from the **Help** button on the Control Bar to learn about the people who created *Compton's Interactive Encyclopedia* and provided content and software tools.   Copyright and trademark information also appears here.   To see the program's version number and a list of the program's system requirements compared with your system, hold down CTRL when you choose **About CIE** from the **Help** button menu.

Quick Help for Swapping CDs

The Deluxe edition of *Compton's Interactive Encyclopedia* has two CD-ROMs.   Each CD contains the text for all articles. Disc 1 contains pictures and multimedia for science, math, and technology articles. Disc 2 contains pictures and multimedia for all other articles.

If you're working on one CD and the information you're looking for is on the other CD, you will be asked to switch CDs. Simply switch CDs and then click on **OK.**

When you're researching a single topic, you will rarely be asked to switch CDs.   If you are browsing the encyclopedia, you may be asked to switch CDs more often.

You'll see Disc 1 when you open the jewel case. Lift the right side of the center of the case to find Disc 2.