TIME ALMANAC

1993

QuickTime™

MAC

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User's Guide

The TIME Magazine Compact ALMANAC

1993 Multimedia Edition for Macintosh®

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Credits: Articles
Congressional Directory: Congressional Quarterly
The Weather: Weatherwise Magazine. By Doug LeComte.
State Vital Statistics and Governments: The Council of State Governments
State Economies: Financial World Magazine
Campaign buttons courtesy of Political Americana, Washington, D.C.

Credits: Video & Photos
Library of Congress
National Archives
AFP
Washington Post, by D.C. Public Library
White House
Franklin D. Roosevelt Library
Dwight D. Eisenhower Library
John F. Kennedy Library
Lyndon B. Johnson Library
National Archives, Nixon Project
U.S. Geological Survey
Archive Films
Bettman Archive
AP/Wide World
Henry Ford Museum
Boeing Company Archives
American Jewish Archives
MIT Museum
Embassy of Israel
NASA
NBC News Archives
Barbara Kinney
University of South Carolina NewsFilm Library
Department of Defense Still Media Records Center
Niels Bohr Library, American Institute of Physics
Lotte Jacobi Archives, University of New Hampshire

Credits: Software
QuickTime, Version 1.6, ©1993 Apple Computers, Inc.
The Word Solution Engine, ©1993 DataPak Software, Inc.
THINK Class Library, Symantec Corp.
PCX Programmer's Toolkit, PCX Effects & GX Text, ©1991 Genus Microprogramming, Inc.

Table of Contents

The TIME Magazine Compact ALMANAC

Welcome to the TIME Magazine Compact ALMANAC—the most comprehensive news and current events reference source in any medium. The TIME ALMANAC contains 20,000 articles, over 60 minutes of video, and 1,000 photos, charts, covers, and maps. Colorful graphic menus, customized search and retrieval software, and hypermedia links make it easy to navigate this wealth of information.

This 1993 edition of the TIME ALMANAC features the full text of TIME Magazine from 1989 through January 4, 1993. In addition, the HIGHLIGHTS and PORTRAITS sections provide a panoramic view of 20th century history through unique collections of TIME Magazine articles dating back to 1923, plus photos and historical videos. And we've updated the two ALMANAC sections with the latest information we can find, including the 1992 CIA Factbook and the new Directory of the 103rd Congress.

Multimedia is changing the way we access information—in libraries, schools, our homes, and business offices. We hope that the TIME ALMANAC will help you explore new avenues of research and expand your informational horizons. We look forward to hearing from you as we develop new ways to make the TIME ALMANAC the most complete and compelling source for finding what you want to know about today's world.

MACINTOSH Minimum System Requirements:

You need the following minimum system requirements to install this program:

- Macintosh with 8-bit color monitor (256 color display)
- System 6.07 or later
- CD-ROM drive
- 2 Megabytes of RAM.

To run videos, you must have at least:

- System 7.01 or later
- 4 Megabytes of RAM.

Installation

1. Place the TIME ALMANAC CD in your CD-ROM drive.
2. You must install QuickTime to play the videos. If you already have QuickTime installed on your hard drive, skip to item 4.
3. To install QuickTime, drag the QuickTime icon to your System Folder. Your computer will tell you that extensions must be installed in the Extensions Folder. Allow your computer to install QuickTime in the Extensions Folder on your hard drive.
4. Double-click on the TIME ALMANAC icon that appears on your desktop.

And two ALMANAC sections with extensive articles, tables, and maps:

UNITED STATES Complete profiles and census data on the people, government, economy, and environment of each of the 50 states, illustrated with full-color state maps.

WORLD The complete CIA World Factbook plus U.S. State Department notes on more than 200 countries, illustrated with full-color maps.

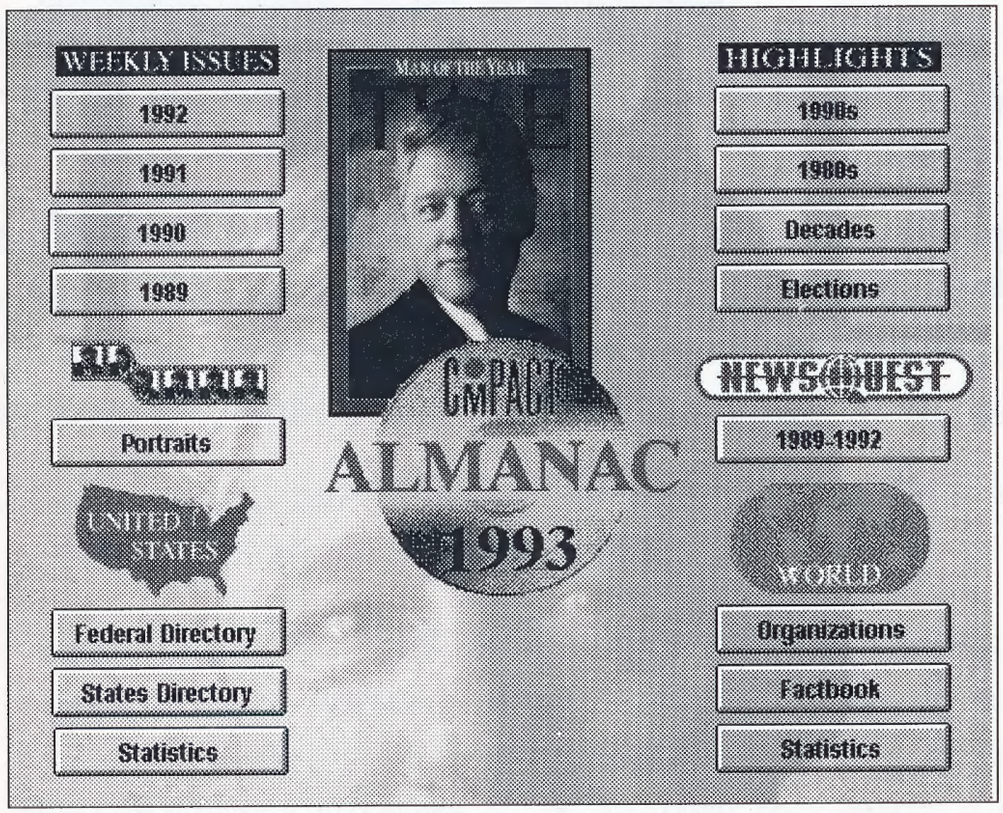

Figure 1 *The Contents Screen*

Using Menus

Menus provide pathways to the contents of the program, through the Contents Screen, and to the tools and functions of the program, through the Menu Bar.

There are two types of content menus in the program: graphical menus such as the Contents Screen, ELECTIONS, and TIME PORTRAITS menus, and menus with lists of entries in text form with a scroll bar at the right of the window.

Graphical Menus

Graphical menus present a series of pictorial entries (Figure 2). To open an entry from a graphical menupoint to the entry with the arrow-shaped cursor and click once.

From the Contents Screen, for example, you can click on the TIME PORTRAITS button. When you select this entry, another graphical menu will appear. Click on the cover that shows the TIME PORTRAIT you would like to open. The next window that opens will be a scroll bar menu.

Figure 2 *An example of a graphic menu: The TIME PORTRAITS menu*

Scroll Bar Menus

Scroll bar menus allow you to move down a list of text entries one entry at a time or by screen (Figure 3). Menu entries that appear in bold are headings and cannot be selected.

Some scroll bar menus contain lists of folders which will take you to the contents of that section (Figures 4).

You will notice that many scroll bar menus include entries with the designations :video, :photo, :map, etc. The Einstein TIME PORTRAITS menu, for example, includes the entry: Einstein and the Atomic Bomb:Video (Figure 3). Selecting this entry will take you directly to the video.

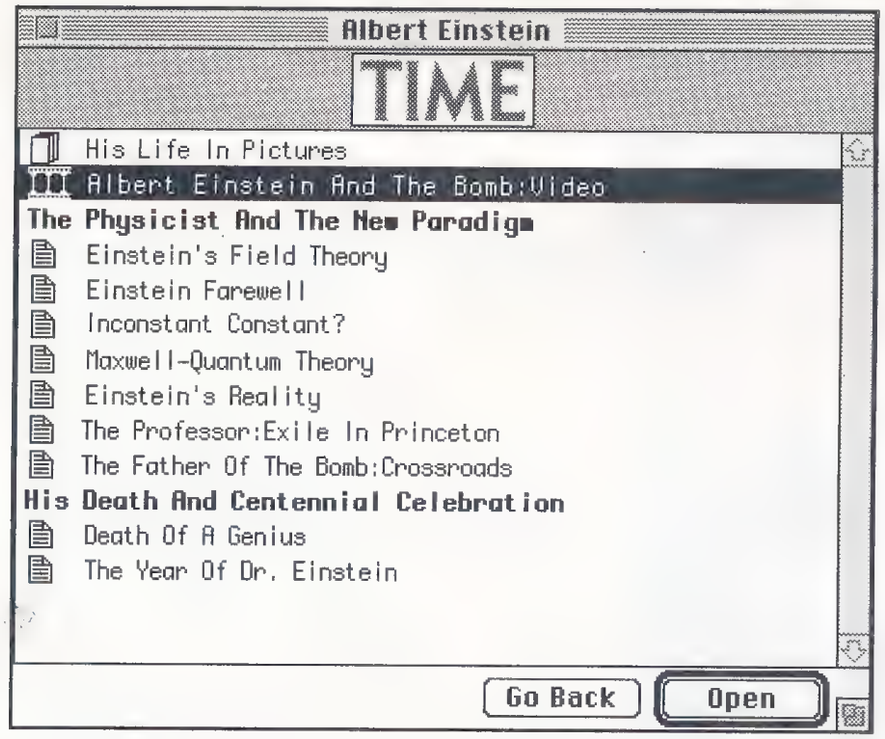

Figure 3 *An example of a scroll bar menu: The Einstein Portrait menu*

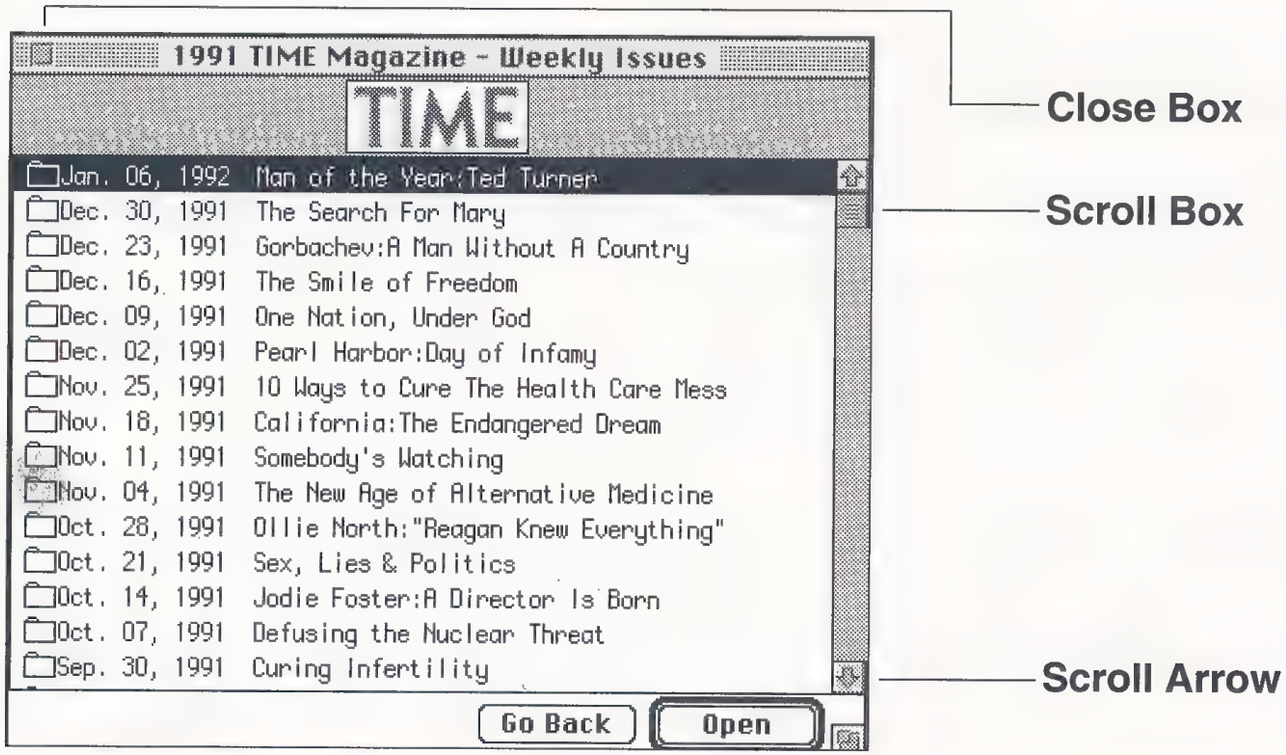

Figure 4 *An example of a scroll bar menu with folders: The 1991 TIME Weekly Issues menu*

To open an entry from a scroll bar menu, move the arrow-shaped mouse cursor to the entry you want to select, and click once to highlight the entry. Click on the OPEN button to open the highlighted entry. You can also open an entry by double-clicking on it.

To scroll the list with the mouse, click on the up or down scroll bar arrow or click on the scroll box and drag down to find the entry you want to select, then click on that entry.

To close a window, select CLOSE WINDOW from FILE on the Menu Bar (Command-W) or click on the close box in the upper left corner of the window.

The Menu Bar—A Quick Overview

The Menu Bar, which appears at the top of the screen, provides access to all the features of the program (Figure 5).

Figure 5 *The Menu Bar*

Use the mouse to click on any entry in the Menu Bar. When the pull-down menu appears, hold down the mouse button and scroll down to the specific function you want to select. Release the mouse button when the entry you want is highlighted.

File	To close windows, print articles and graphics, and save notes, marked articles, and file preferences.
Edit	To copy text and graphics to the Clipboard, and to cut and paste text.
Search	To enter key words to find specific articles or graphics.
View	To find graphic entries.
Notes	To mark articles, make notes, and list and print your notes and marked articles.
Text	To change the font used to display the text in the open article.
Windows	To move between open windows and access Help.

The Menu Bar commands are discussed in detail later in this guide.

Articles and Links

Articles

All text entries, including TIME articles, tables, lists, and directories are referred to here and in the program as "articles." All videos, photos, charts, maps, and covers are referred to as "graphics."

To move around an article, click on the up or down scroll bar arrow, or drag the scroll box along the scroll bar.

Links

Many articles contain Links to other articles, videos, photos, charts, and maps. Links allow you to go directly to related material, without having to browse or search for the connections. An article has one or more Links available when the Links button appears at the bottom of the window.

Many article Links include their own Links to other articles, videos, photos, charts, and maps. This network of related materials serves as a "map" of a major issue, event, or trend, tracing its evolution from the perspective of different points in time, from the 1920s to the present. There are never more than two levels of Links.

Graphics and Videos

VIEW on the Menu Bar provides a quick and easy way to look up and view any video, photo, chart, cover, or map (Figure 6). When you select one of these categories from the View pull-down menu, you may then select a specific graphic entry from the list that follows. Graphics, including videos, are also available from the TIME PORTRAITS, TIME HIGHLIGHTS, and ALMANAC menus, article LINKS, and the SEARCH function.

Figure 6 *The VIEW pull-down menu*

SHOW COVER WINDOW allows you to show or hide the TIME cover graphic associated with the active window. When this item is grayed out, either the cover is already showing, or the active window does not include a cover (e.g., ALMANAC entries). Showing and hiding covers, and their placement on the screen is also controlled through the PREFERENCES entry under FILE on the Menu Bar.

Photo Essays

All of the TIME PORTRAITS include a photo essay entry (see Figure 3, page 6). When you open a photo essay, two arrows appear at the bottom of the window. Clicking on the right arrow will open the next photo in the essay; clicking on the left arrow will take you to the previous photo.

Videos

When you open a video, it will begin to play automatically. The video window includes a play control bar which allows you to adjust the volume; play, pause, or stop the video; and move forward or backward through the video (Figure 7). When the video is playing, a "pause" button replaces "play."

You can copy a video, or any part of a video, and paste it into a QuickTime ready application by using the COPY command.

To copy the entire movie to the clipboard, press Command-W, then copy from the edit menu. To copy part of the movie, drag the slider with the shift key down, then copy.

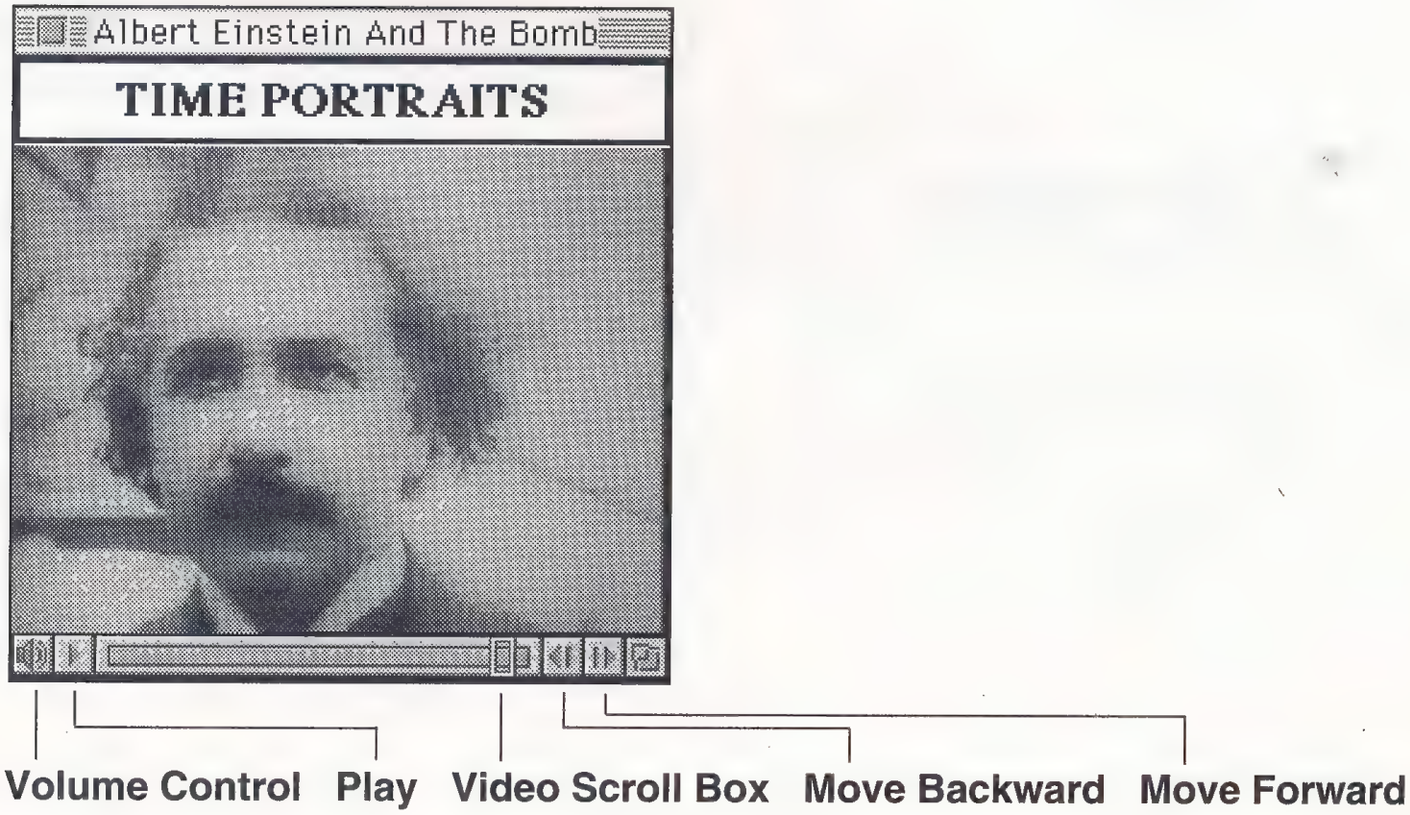

Figure 7 *A Quick Time video window*

File

FILE is the first entry on the Menu Bar. From the FILE pull-down menu you can close, print, or save the contents of the active window or exit the program (Figure 8). FILE also includes commands to save your notes and marked articles and print them.

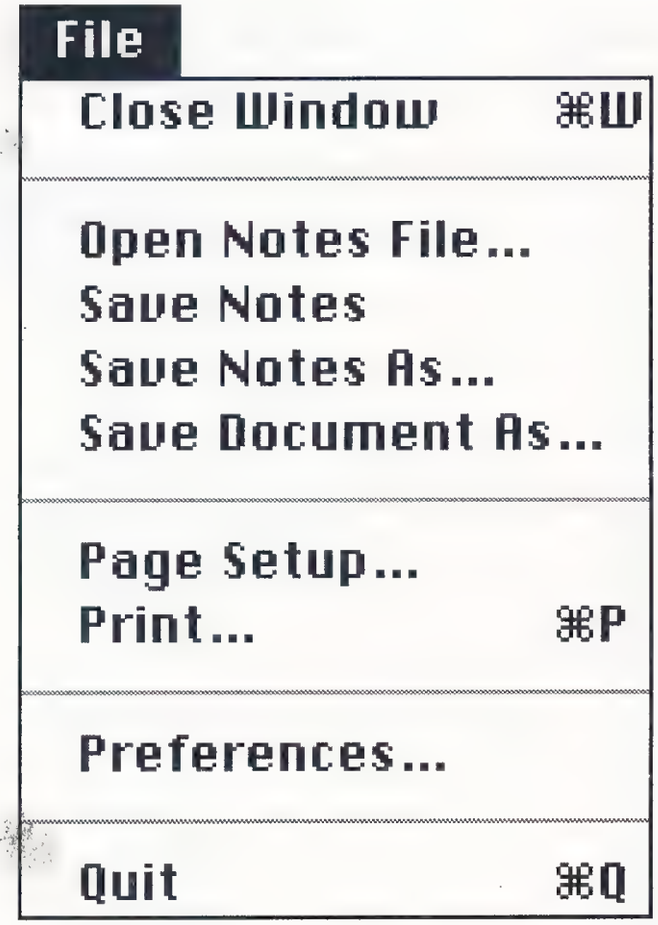

Figure 8 *The FILE pull-down menu*

When you use the SAVE AS command to save an article or graphic entry, the program will save it as a TeachText file.

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

PREFERENCES allows you to control the placement of cover graphics and to change the font in which article text appears (Figure 9).

Before you end a TIME ALMANAC session, you should decide if you want to save your notes and marked articles. Each time you select SAVE NOTES, you will replace your previous NOTES file. If you do not want to replace the file, use the SAVE NOTES AS command. You can save as many different NOTES files as you like.

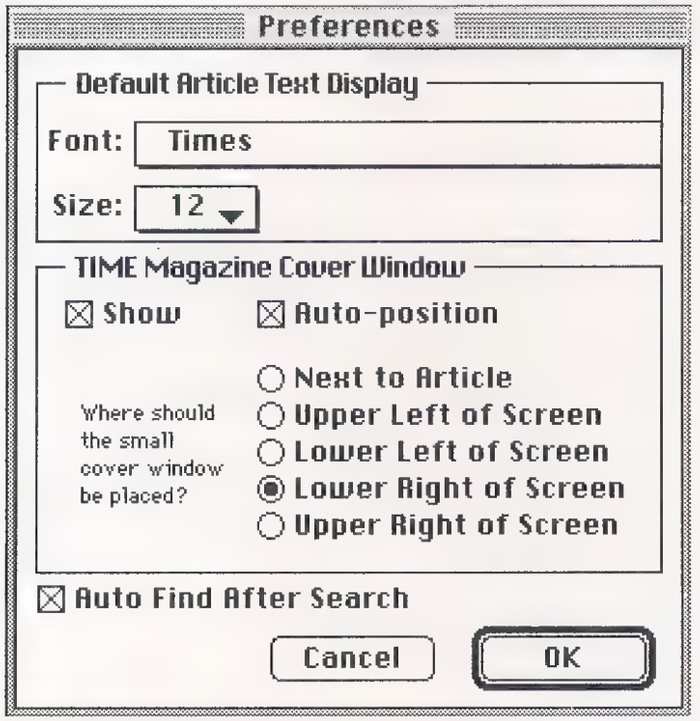

Figure 9 *The PREFERENCES dialog box*

This feature is convenient if you are working on a number of different research projects, or if many students are using the same copy of the TIME ALMANAC. The program will create an icon in the TIME ALMANAC folder for each of your NOTES files. Double-clicking on one of these icons will open the TIME ALMANAC with that set of Notes and Marks. You can also open a specific set of Notes from within the ALMANAC by selecting OPEN NOTES FILE.

You may search on up to six words—the more words you use, the more accurate your search will be in finding exactly those articles or specific topics you are looking for.

After you have entered the search words you want, select whether you want to search ALL the entries in the program or just those which appeared in TIME or those in the ALMANAC section.

Click on the SEARCH button. The program first identifies how many times each word appears in the articles or graphics. Then it identifies the number of times all the words appear in the same entries (Figure 13).

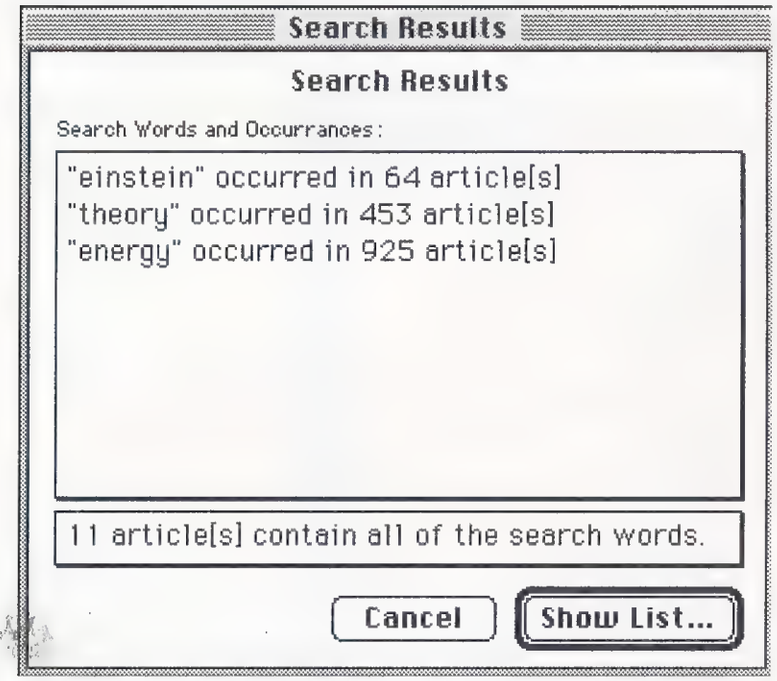

Figure 13 *Search Results*

Select SHOW LIST to see the list of entries containing all of your search words. If you are satisfied with the entries you have found, you can open one by double-clicking on its title or clicking on the title once to highlight the entry and then clicking on the OPEN button (Figure 14).

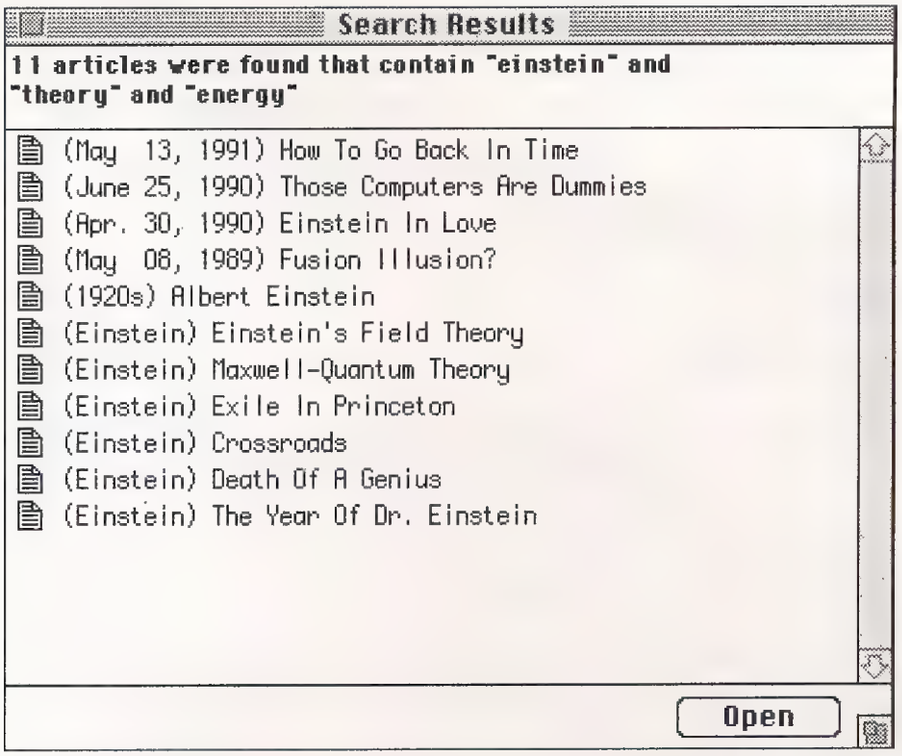

Figure 14 Search Results

Selecting a title takes you to the first place where a search word appears in that entry. The word will appear highlighted. Use the SEARCH AGAIN function (from the SEARCH pull-down menu) to find other occurrences of your search words. To SEARCH for any other word in the current article, use SEARCH ARTICLE.

In Search lists, the titles of all the articles will appear first, followed by the titles of all photos, videos, charts, and maps, in that order. Since any Search will most likely find many more text articles than any other type of entry, remember to go to the end of the list to see if there are any graphic entries.

If your Search resulted in no entries, you should review those words which were not found. If you haven't done so already, you may want to

check them against the Word List to see if you misspelled them. Or you may want to replace them with other words you are sure are in the database (check the Word List).

Using the Word List

The Word List contains every word that occurs in the contents of the TIME ALMANAC. (It does not include words from menus or NewsQuest, or unimportant words such as a/an, in, the, etc.) As you type your search words, the Word List automatically displays the alphabetically closest words. If the highlighted word is the one you want, select it by double-clicking on it or clicking on it once to highlight it and then clicking on the COPY WORD button. If you don't want the highlighted word, select another word, scrolling with the [Up/Down] or [PgUp/PgDn] arrows or the mouse until the word you want is highlighted.

Narrowing a Search

The more search words you use, the more accurate your search will be in finding exactly those articles or specific topics you are looking for. If the words you entered are too vague or general, the Search may yield a much greater number of entries than you want to look through. In that case, you can try new, more descriptive search words. You can try new combinations of words as often as you like, reviewing the number of occurrences, sampling the articles, and refining the words to find exactly the entries you need.

Search cannot locate numbers in their numerical form (i.e., 1, 2, 3...), but it can find them in text form (i.e., one, two, three...) if they occur that way in an article. Dates in numerical form (i.e., 1989, 1923) cannot be found via Search. Text headings of numerical tables can be located.

Taking the NewsQuest Quiz

NewsQuest challenges your knowledge of people and events in the news. Each quiz consists of a series of 20 questions drawn from the articles in TIME from 1989 through 1992. Getting the answers to the questions right is only part of the challenge. Your ultimate goal for each quiz is to identify the author of a TIME Magazine quotation, which is revealed letter by letter in the "Quote" box at the bottom of the screen. Every incorrect answer takes letters away. You have to answer at least four questions correctly before you get a chance to identify the person quoted; you have only one chance to get the name right.

When you select NewsQuest from the Contents Screen, you must first select the section of the magazine from which you would like your first question (Figure 16). When you have made that selection, you will get the question.

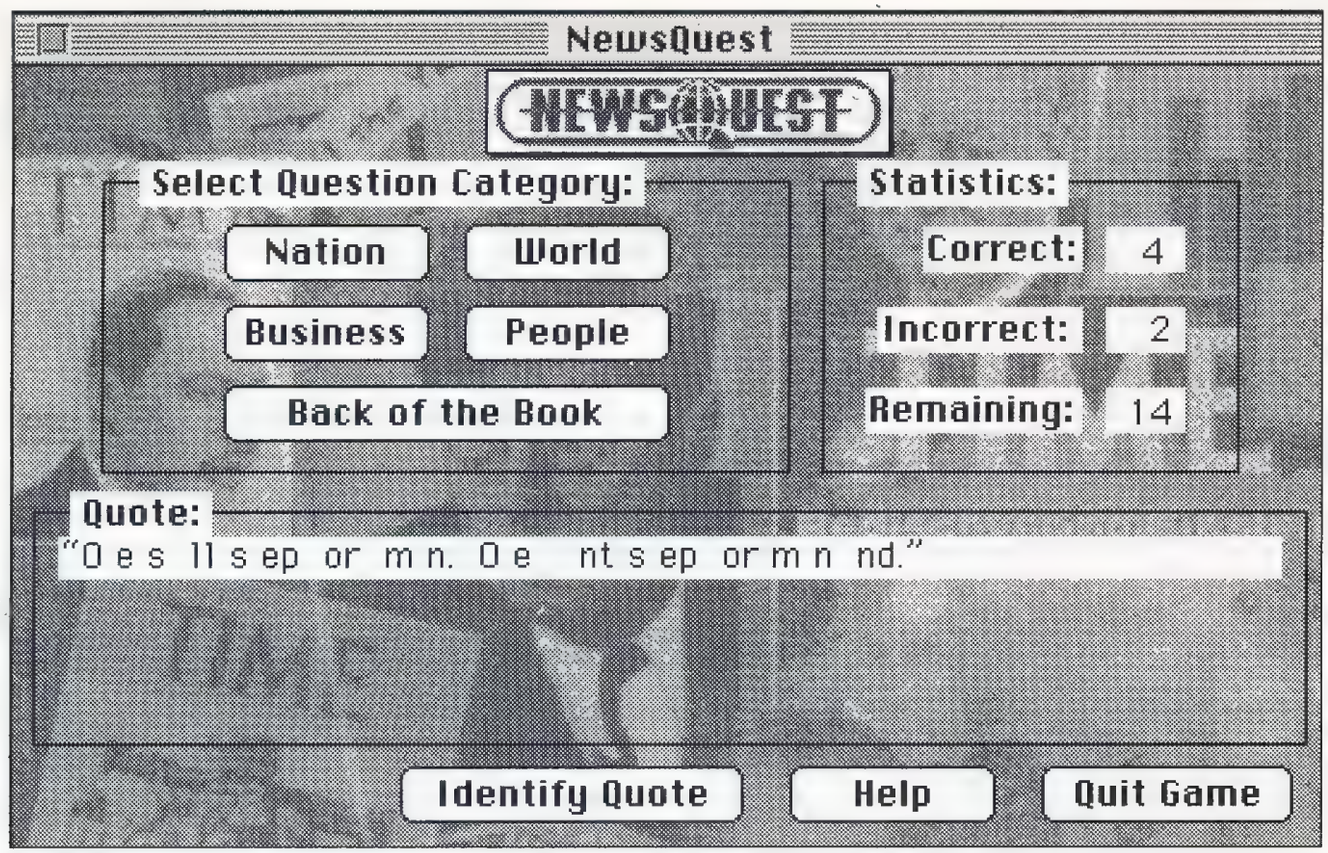

Figure 16 NewsQuest

Type the answer to the question in the space provided. To erase an answer (one letter at a time), press [BACKSPACE] or [DELETE]. Press [ENTER] when you have typed the answer.

If you get the answer right, you go on to the next question.

If you answer incorrectly, the program will offer you a hint. If you accept the hint, you can try filling in the blank again. If you answer incorrectly again, or if you refuse the hint, NewsQuest will offer you a choice of four answers. If you get the multiple choice wrong, the program reveals the correct answer, and you go on to a new question.

If you think you know the author of the quote, you can select that entry and fill in your answer. If you're not yet sure of the author's identity, you can try to reveal more of the quote by answering more questions. This is usually the best strategy.

Each game contains 20 questions. When you've seen them all, you have to try naming the author of the quote. At the end of the game, you can either start a new quiz or return to the Contents Screen.

Using Search to Find the Answers

One way to make the game more fun and interesting, and to improve your research skills at the same time, is to search the TIME articles using key words that appear in the question or the quote. Using search words, you can narrow the Search to just a few or even a single TIME article. Following the trail of search words through the article will lead you to the answer or to the actual quote and the identity of the speaker.

Another use of the Search screen is to look up the spelling of an answer in the Word List. Because of the way the program processes your answer, you must spell words and names the same way they are spelled in the TIME ALMANAC. Some words (e.g., "humor" and "humour") can be spelled several ways. When in doubt, try to look up all versions in the Word List. This feature is particularly helpful when you are trying to spell difficult names or places.

To return to your NewsQuest game from Search, just close Search by clicking on the close box in the upper left corner of the Search window, or click on the NewsQuest window to return to your game without closing Search.

Getting Help

The HELP files provide further details on how to use the functions of the TIME ALMANAC. They also include an extensive section on troubleshooting.

Open the Help files by selecting HELP from the WINDOWS pull-down menu.

User Support

If you have any questions about the TIME ALMANAC that are not answered in this user's guide, you may call us during the hours of 10 AM to 4 PM Eastern Standard Time at 202-244-4770 to get help from our support staff.

Also, please read the COMPACT PUBLISHING INC. PRODUCT LICENSE AND WARRANTY for procedures for returning a disc you believe may be defective.

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

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