WORLD BOOK®

2003 Edition

User Guide

A complete reference for using the 2003 Edition of the World Book Multimedia Encyclopedia

X
Built for Mac OS X

World Book 2003 Edition

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Table of Contents

Welcome to the 2003 Edition of World Book!

The 2003 Edition of the *World Book* Multimedia Encyclopedia, the richest, most media-packed version we have ever made, has been enhanced to take full advantage of Apple's new Mac OS X 10.2 operating system.

From collaborative research enabled by Rendezvous technology to the amazing new 3-D globe and "waterstream" Home Screen, this *2003 Edition of World Book* presents an invitation to explore. The journey begins here!

Top Ten New Features

Rendezvous Sticky Notes

Taking advantage of Rendezvous, Apple's new automatic network technology, you can instantly and automatically share your "sticky note" bookmarks and research with others. (See page 4.)

3-D Interactive Globe

Using satellite photography, the new *World Book* translucent globe gives you an astronaut's-eye view of Earth as it looks from outer space. (See page 13.)

Just Looking by Theme

We have enhanced *World Book's* popular Just Looking browsing tool with preset "themes" such as Sport Heroes, Famous Women, European Painting, Dinosaurs, Explorers, and more. (See page 11.)

Just Listening

A completely new feature, Just Listening gathers *World Book's* rich collection of music and sounds into themes from national anthems to bird calls. (See page 12.)

Speech Capabilities

The *World Book* Speech Capabilities in this edition allow you to navigate *World Book* by voice and have articles read aloud to you. (See page 20.)

Spinning Dock Icon

World Book's application icon in the dock will start spinning when article updates or new media are ready to be downloaded to keep your copy of *World Book* up to date. (See page 16.)

Enhanced Notepad

The *World Book* Notepad word processor has been enhanced with new features such as page breaks, margins, spell-checking-as-you-type, send as e-mail, resize graphics, and more. (See page 18.)

"Waterstream" Home Screen

Through the power of Mac OS X, the "water" on the new *World Book* Home Screen appears to move and media floats by like leaves in a stream. Click on the screen and ripples go out like a stone dropped in a pond. (See page 3.)

World Book Screen Saver

A fully customizable screen saver sends *World Book's* rich media collection floating and spinning across your screen when your Mac is idle for a while. (See "Appearance pane," page 3.)

Surf the Ages

The successful "Surf" feature has been expanded to include new fictional Web sites as far back as 3500 B.C. (See page 17.)

Getting Started

To launch *World Book*, double-click the *World Book* application icon which you will find in the *World Book* 2003 folder inside the main Applications folder in your hard drive.

💡 **You may want to drag the *World Book* icon to the dock so that it is easy to find for future launches.**

The first time you launch the application you will see the License Agreement dialog. Click Agree or Disagree in the License window.

Note: *You must view and agree to the License Agreement to use World Book.*

Registration

Registering your copy of *World Book* makes you eligible to receive product alerts, special offers, updates, and news about the *World Book 2003 Edition*. To find out how to register your copy of *World Book*, choose **Register World Book** from the *World Book* application menu.

Technical Support

If you experience any problems using the *World Book 2003 Edition*, visit the *World Book* Technical Support Web site which can be reached by choosing **World Book Tech Support** from the *World Book* application menu or by entering
http://www.mackiev.com/wb2003/support.html
in your Web browser.

Contacting Technical Support

You may contact technical support by e-mail at macsupport@worldbook.com. When contacting Technical Support, please let them know you are using version 7.1.1 of the *World Book 2003 Edition.*

Please also include the following information in your e-mail:

* version of Mac OS X you are running (for example, 10.2.2)

* your installed memory (for example, 256 MB RAM)

* your Macintosh model name (for example, iBook 700 MHz)

* exact text of any error message(s) that appear

Please also include information about your printer model if the problem is printing-related (for example, Epson 740).

Customer Service

For assistance with questions and inquiries other than technical support needs, please contact Customer Service by e-mail at: macsupport@worldbook.com.

Controls and Functions
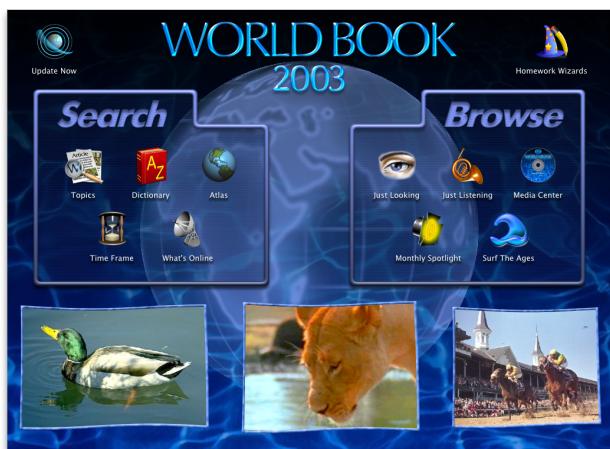
Home Screen

See indicated page(s) for more information.

Waterstream Media—click once

Click any of the video clips and pictures floating across the bottom of the Home Screen to find out more about them in the Media Center.

Home Screen Music

You may select music themes and other sounds to play on the Home Screen using the Just Listening feature (p.12). You can set the music that plays at startup on the Home Screen in *World Book* Preferences.

💡 **The Home Screen media elements change to match the theme selected in Just Listening. For example, if you select African Music, pictures of people and places in Africa will appear in the waterstream.**

Search—click once

- Topics—Search by Topic (p. 6)
- Dictionary (p. 7)
- Atlas (p. 13)
- Time Frame (p. 14)
- What's Online (p. 16)

Browse—click once

- Just Looking (p. 11)
- Just Listening (p. 12)
- Media Center (p. 10)
- Monthly Spotlight (p. 9)
- Surf the Ages (p. 17)

Click once

- Update Now to download updates (p. 16)
- Homework Wizards (p. 21)

Menu Bar

World Book menu

About World Book: Choose to view product credits and acknowledgments.

Contributors: Choose to view alphabetical lists of *World Book* contributors.

Install Media CD Contents: Choose to install all the contents of the *World Book* Media CD that came with your computer as an alternative to having the Media CD in your CD drive.

Register World Book: Choose to find out how to register your copy of *World Book*. Registration enables you to receive special offers, updates, and news about future editions.

World Book Speech Technology: Choose to learn about the ongoing development of *World Book* speech technologies which enable vision-impaired users to access *World Book* articles using voice recognition and speech synthesis.

World Book Tech Support: Choose for product updates and answers to Frequently Asked Questions posted on the *World Book* Technical Support Web site.

Preferences: Choose to open *World Book* preferences to customize your copy of *World Book*.

- **General pane:** To save your History List between sessions, set the number of items that appear in the History List (from 10 to 250), set the number of visited places that will be shown in the Backward and Forward drop-down menus, set the startup music, and activate Sticky Notes sharing via Rendezvous.

- **Appearance pane:** To turn off the Waterstream effect on Home Screen, animation effect on maps, set toolbar and spin options for Bubble Views, retain all window positions between sessions, and set up the *World Book* screen saver.

- **Updates pane:** To change the way *World Book* checks for Article updates and the way *World Book* notifies you when updates become available.

- **Speech pane:** To turn *World Book*'s Speech features on or off (Voice Recognition and Speech Synthesis) and choose when to get spoken feedback from *World Book*—always, or only in response to *World Book* voice commands. From here you may also read some helpful tips for using *World Book* Speakable Items and open the Speech pane in your computer's System Preferences.

File menu

Save: Choose to save the article in view. Note that all articles are saved in a special *World Book* text format (*.wbt), which can be opened in most Macintosh word processing programs including the *World Book* Notepad.

Page Setup: Choose to adjust your printer settings.

Print: Choose to print *World Book* content. When in the Article area, selecting Print opens a dialog with a list of items that can be printed, such as article text and graphics. You can also print tables, dictionary entries, search results, and maps, as well as most illustrations, photos, and their captions.
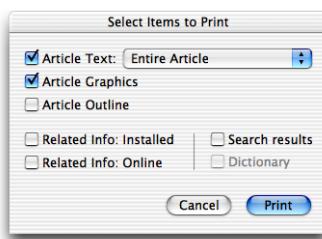
Edit menu

Copy: Choose to copy any currently selected text to the Clipboard. Text appearing in the following windows can be selected and copied: Article, Article Update, Caption, Sticky Note, Table, Dictionary, Month in Brief, and Web Sites. You may also copy any text in Surf the Ages that you are able to select. Only one block of text may be selected at a time in any one window. You may also copy most pictures, maps, and illustrations to the clipboard in order to paste them into layout and word processing programs. To do this, choose Copy from the Edit menu when a picture or other multimedia item is in view.

💡 **In the Media Center and in the Atlas area, you may need to click media elements to select them before copying.**

Select All: Choose to select all the text in a window.

Find: Choose to find words you want to locate in the article in view. You can also use Find to look for words on any simulated Web page in Surf the Ages that has selectable text.

Find Next: Choose to advance to the next instance of the search word.

Use Selection for Find: Choose to locate additional instances of a word you have selected in an article.

Speech: Choose to start, stop, pause, or resume the use of Apple's text-to-speech capabilities to hear the text of the current article read aloud.

Article menu

Text Size: Choose to view and change the text size used in the articles.

Turn Highlighter On: Choose to enable highlighting. When the Highlighter is turned on, the cursor changes to a highlighter shape when it passes over any article text that may be highlighted. When you select this menu item, it changes to Turn Highlighter Off.

Rotate Highlighter Color: Choose to rotate the highlighter color to the next color in the list of four colors: yellow, pink, blue, and green.

Highlighter Color: Choose to change the color of highlighting.

Clear Highlights From Current Article: Choose to erase all your highlights from the current article.

Clear Highlights From All Articles: Choose to erase all your highlights throughout *World Book*.

Sticky Notes menu

New Sticky Note: Choose to create a new sticky note to place in the currently open article, media, or map. The new sticky note is open when created so that you can enter text. You place the sticky note by clicking the close box in the upper left corner or by choosing Close from the File menu. You may create as many sticky notes as you like in the Article area, but only one sticky note for each media item in the Media Center and for each map in the Atlas area.

Open Selection in Sticky Note: Choose to create a new sticky note that contains the currently highlighted text.

Delete Sticky Note: Choose to delete an open sticky note. If you have more than one sticky note open, you should select the sticky note you want to delete by clicking on it once before using this command. You may also delete a sticky note by dragging it to the trash.

Sticky Note Text Style: Choose to use bold, italic, or underlined text styles in an open sticky note.

Set Sticky Note Color: Choose to change the color of an open sticky note.

Sticky Notes List:
Choose to view a list of your sticky notes. You may organize your sticky notes in folders and change their colors.


- **Go to a sticky note's location** by double-clicking it in the Sticky Notes List. If you hold down the Option key when you double-click, the sticky note will be opened when you arrive at its location. The Sticky Notes List will remain open so that you can go to the locations of other sticky notes. Note that the icons in the Sticky Notes List indicate whether they are marking the location of an article, sound, picture, video, animation, Bubble View, or map.

- **Delete a sticky note** by selecting it and pressing the Delete key. You may also click the Delete icon on the Sticky Notes List toolbar.

- **Add an organizing folder** by clicking the folder icon on the Sticky Notes List toolbar.

- **Organize your sticky notes** by dragging them into folders.

- **Change a sticky note's color** by selecting it in the list and choosing a new color in the color pop-up menu on the Sticky Notes List toolbar.

- **Change the color of all the sticky notes in a folder** by selecting the folder when choosing a new color.

- **Share sticky notes using Rendezvous** by clicking the "Share My Sticky Notes" checkbox on the General pane of *World Book* Preferences. When another person using the *2003 Edition of World Book*—who also has elected to share sticky notes—enters your ethernet or airport network, all his or her sticky notes with special network icon will appear in your articles, media items, or maps, and a Shared Sticky Notes area will appear at the bottom of your Sticky Notes List. This window area will contain a folder containing all the sticky notes in the other person's Sticky Notes List.
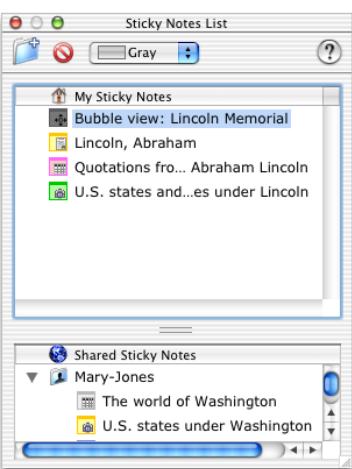
My Sticky Note   Shared Sticky Note

- **View a shared sticky note** by double-clicking it in the Shared Sticky Notes List, and then clicking the Shared Sticky Notes marker that appears in the Article area, Media Center, or Atlas area. If you hold down the Option key when you double-click the item in the Shared Sticky Notes List, the sticky note will be opened when you arrive at its location.

- **Copy shared sticky notes** by dragging them into your own Sticky Notes List. Shared sticky notes that you copy will contain the name of the other person's computer and the current date. If you don't copy them, shared sticky notes will disappear when you or the owner of the shared sticky notes leaves the network.

Go menu

Back: Choose to go back one screen at a time.

Forward: Choose to go to the next screen.

History: Choose to see a list of resources you have used during your current *World Book* session.

History List: Choose to open a list of *World Book* resources you have used with the most recently used resources at the top of the list. Note that icons preceding each resource in the list indicate in which *World Book* area the resource was found or, for Media Center resources, the type of media (picture, sound, Bubble View, video, or animation.)

- **Go to a History List item's location** by double-clicking any item in the list.

- **Retain your History List between sessions** by selecting this option on the General pane of *World Book* Preferences.

- **Set the number of items displayed** in the History List from 10 to 250 on the General pane of *World Book* Preferences.

- **Clear all History List items** by clicking the Clear History button at the bottom of the History List window.

Home Screen: Choose to return to the Home Screen.

Monthly Spotlight: Choose to see timely information in the current "Spotlight On…" article.

Article: Choose to go to the Article area.

Media: Choose to go to the Media Center.

Just Looking: Choose to go to the Just Looking area.

Atlas: Choose to go to the *World Book* Atlas area.

Time Frame: Choose to make a chronological search using the Time Frame feature.

What's Online: Choose to explore online features.

Surf the Ages: Choose to browse simulated Web sites. An Internet connection is required only for links from this feature to actual Web sites.

Search: Choose to open the Search window, which enables you to search for an article or media resource. You can also open the Search window by clicking the Search icon on the Toolbar.

Dictionary: Choose to find the definition of a word in a *World Book* article or a word you type in. Double-clicking a word in an article, caption, or pop-up tip automatically opens the Dictionary window with the definition of that word on display.

Homework Wizards: Choose to select from four applications designed to help students with common homework assignments. Homework Wizards can also be launched from the Home Screen and the Toolbar (p. 21).

***World Book* Notepad:** Choose to open *World Book*'s own customizable word processor (p. 18).

Map Search: Click to open the Map Search window in the *World Book* Atlas area (p.13).

Distance Calculator: Click to launch the *World Book* 3-D Atlas application with the Distance Calculator view selected. Here you can calculate the distance between selected cities and display them on the *World Book* 3-D Globe and world map (p. 13).

Toolbar

The fifteen Toolbar options are displayed in three groups. To the left of the screen are the **Tools icons**: Search, Dictionary, Sticky Notes, Highlighter, and Homework Wizards. In the center are **Navigation Control icons**: Back, Forward, and Home. To the right are the **Area icons**, representing places in *World Book* that you can visit: Article Viewer, Media Center, Just Looking, Atlas, Time Frame, What's Online, and Surf the Ages. The Toolbar is always available (except on the Home Screen), making it easy to navigate.

Tools icons

There are five Tools icons:

Search: Click for the following capabilities:

- **Search By Topic:** This is the most common search method. Type your topic in the enter field and press Return to begin the search. The most suitable match will be highlighted in the search results list and appear in the article display area. If no match is found for your search term, a keyword search is automatically performed. If no match is found in either the topic or keyword search, an alert appears. Trying a synonym for your term may help. Double-clicking closed file folder icons next to items in the search results list opens them to reveal subtopics.
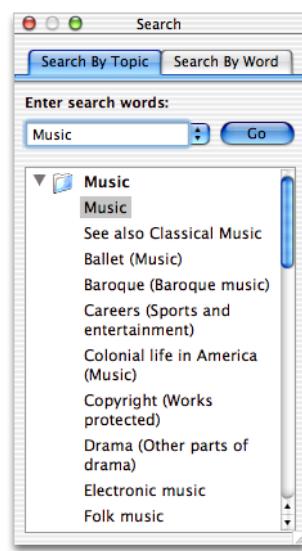
- **Search By Word:** Type your search words into the three entry fields at the top of the window. To refine your search, you can use the and/or/not pop-up menus to combine the search terms or search according to the proximity of the terms. You can also limit your search to certain types of media by clicking the disclosure triangle next to Advanced Search and checking all the boxes that apply.
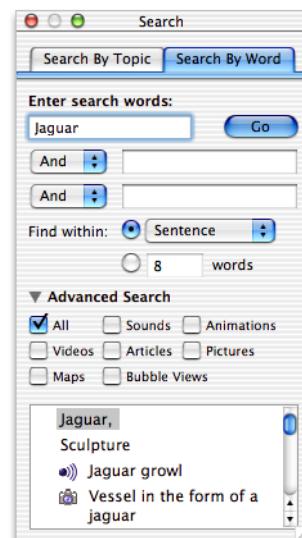
- **Wildcards:** You can use "wildcards" to search for more than one form of a word. A question mark (?) represents a single character and an asterisk (*) represents one or more characters. You may use wildcards at any place in a word, but you can only use one wildcard per search. Click Go or press Return to begin the search. Matches will appear in a Wildcard Word List. To retrieve an item, click to highlight it, then click Go. The search term(s) you used will appear in red in the corresponding articles.

the ➤ **Drag-and-Drop Tip: When you drag any word from an article, a table, the dictionary, or Surf the Ages to the Search icon on the Toolbar, the Search window will open and a search will be automatically performed.**

Dictionary: Click the Dictionary icon on the Toolbar, then enter a word to look up. Click Go or press Return to see the definition. To display a list of words starting with the same letters, click Word List. The Dictionary window retains the last word looked up. Click the blue drop-down control to see a list of words that were looked up during the current session.

💡 **You also can look up any word in an article, caption, pop-up tip, or dictionary entry simply by double-clicking the word.**

Sticky Notes: Click the sticky note icon on the Toolbar to create a new sticky note. Click and hold down the mouse button when clicking the Toolbar icon to choose a color for the next new sticky note. You can edit, delete, place, resize, and move sticky notes. It is also possible to change any sticky note text to bold, italic, or underlined style by selecting the text and choosing Sticky Note Text Style from the Sticky Notes menu. Click a sticky note icon to reopen the placed sticky note. Drag the sticky note icon to reposition the note in the article. To remove a sticky note, open it and choose the Delete Sticky Note command from the Sticky Notes menu or drag the closed sticky note icon to the trash.

the ➤ **Drag-and-Drop Tip: You can copy any article text into an open sticky note using drag and drop.**

the ➤ **Drag-and-Drop Tip: You can copy the content of a *closed* sticky note into TextEdit or the *World Book* Notepad by dragging the sticky note icon into an open document window.**

💡 **You can delete a *closed* sticky note by dragging its sticky note icon to the Trash. You can also delete a closed sticky note by Control-clicking its sticky note icon and choosing Delete Sticky Note from the contextual menu.**

Highlighter: Click to turn Highlighter mode on or off. The initial highlighting color is yellow. You can choose another color of highlighter from the Highlighter Toolbar icon drop-down menu. Only article text can be highlighted, but there is no limit to the number of blocks of text that can be highlighted at a time. A single word is the smallest element that can be highlighted. Highlights remain from session to session until you clear them. When Highlighter mode is on,

the cursor will look like a highlighter pen that matches the current highlight color.

You can highlight text by selecting it while the Highlighter mode is on. You can erase highlights of the same color as the cursor by reselecting the highlighted portion. You can erase any color highlighting by entering Eraser mode. To do this, select the Eraser from the Highlighter drop-down menu on the Toolbar. When Eraser mode is on, the cursor will look like an eraser. You can also remove all the highlights from the current article, or all of the highlights you have made in *World Book*, by choosing Clear Highlights items from the Article menu.

Homework Wizards: Click to choose from four applications designed to help students with common homework assignments.

- **Report Wizard** for report writing guidance (p. 21).
- **Chart Wizard** for creating custom charts (p. 21).
- **Timeline Wizard** for building custom timelines (p. 22).
- **Quiz Wizard** for making and taking quizzes (p. 23).

You can also select a Homework Wizard from the Wizard Toolbar icon drop-down menu.

Navigation icons

There are three Toolbar icons for navigation within *World Book*:
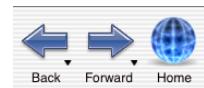
Back: Click to back up one screen at a time. Click and hold down the mouse button to choose a recently visited screen from the Back icon drop-down list on the Toolbar.

Forward: Click to advance one screen, if available. Click and hold down the mouse button to choose a screen from the Forward icon drop-down list.

Home: Click to return to the Home Screen.

Area icons

Seven Toolbar icons allow you to quickly move to different areas of *World Book*.

Article: Click to go to the Article viewer (p. 9).

Media: Click to go to the Media Center (p. 10).

Just Looking: Click to use Just Looking (p. 11).

Atlas: Click to go to the map viewing area (p. 13).

Time Frame: Click to make a chronological search using the Time Frame feature (p. 14).

What's Online: Click to explore online features (p. 16).

Surf the Ages: Click to view simulated Web sites covering the past 5,500 years (p. 17).

Article

The Article area of *World Book* is where you view articles, related information (installed or online), and media thumbnails, such as those for pictures and videos. To get to the Article screen from the Home Screen, choose Monthly Spotlight from Browse, or choose Topics or Dictionary from Search. When you want to go to the Article screen from other areas of *World Book*, click the Article icon on the Toolbar or click the Go to Article button, if available.

Note: *"Thumbnails" are mentioned in the Article, Just Looking, and Time Frame sections of this User Guide. Thumbnails are small windows containing pictures or text that appear in a variety of World Book areas. You can click the thumbnails to view the corresponding World Book media elements or articles.*

💡 **To find out what topic corresponds to a particular thumbnail, pass your cursor over the thumbnail and read the text that appears in the Status Area at the bottom of the main *World Book* window.**

Article Controls

Tables: Tables are opened by clicking the Tables icon (when present). Tables appear in the Table Viewer. Most tables preserve their headings as you scroll. Click Footnotes in an open table to toggle footnotes on and off. Click Go to Article to go to the article associated with the table. Click Enlarge Table to widen the table and Reduce Table to narrow it again. You may also drag the vertical gray resize bar to set the table to a convenient width.

💡 **If you select and copy a table, it can be pasted into a spreadsheet. Its table format will be maintained!**

Audio: Click this icon, when it appears, to hear related sounds. A pop-up caption will also appear.

Timeline: Click this icon, when it appears, to view a related chronology. Toggle between Banner View (horizontal) and Compact View (vertical) by clicking on the corresponding tabs in the Timeline window.

💡 **Drag-and-Drop Tip: You can drag and drop any Timeline to your desktop to make a copy of it that you can view even when *World Book* is not open.**

Sticky Notes: Click these marker icons, when they appear in an article, to view the related sticky notes.

Media Thumbnail: Click any of these small pictures in a blue frame to move to the Media Center for an expanded view.

Article Outline: Click this control to see a window with article contents by headings which appear at the left of the screen. Click any item in the outline and the article will automatically scroll to that section. When you scroll the article, the outline scrolls in tandem with it.

💡 **You can jump to the full-size version of any picture, map, movie, animation, or Bubble View by double-clicking its icon in the Article Outline window.**

Related Info: Installed: Click this control for a list of related *World Book* articles. Double-click any article title in the list to open the article.

Related Info: Online: Click this control for a list of related *World Book* online resources, including Web sites selected by *World Book* editors. These resources are listed by category and are described in the What's Online section of this manual (p. 16): Back in Time, Special Reports, Web Sites, and Article Updates.

Article Media canister: Click this control to unroll a "filmstrip" showing all media elements related to the article in view. Place the cursor over any item in the filmstrip to see a help tag with its name. Click any item to move to the section of the article containing the corresponding thumbnail, or double-click any item to open it directly. Click the canister or the tab at the end of the filmstrip to retract the filmstrip. When the filmstrip is extended, click the right and left icon arrows to move the filmstrip up/down one picture at a time. If an article does not contain any media, this control will be grayed out.

Monthly Spotlight: The "Spotlight On..." article appears when you choose Monthly Spotlight from the Home Screen or from the Go menu. "Spotlight On..." is an article for you to browse; it changes automatically each month (online connection not required), with highlights from *World Book* and interesting facts about the month.

Keyboard navigation: You can use your keyboard to navigate within the Article area:

- **Page Up/Page Down**—up or down one screen
- **Up Arrow/Down Arrow**—up or down one line
- **Home/End**—to beginning or end of the article

Media Center

All videos, animations, pictures, and Bubble Views appear in the Media Center. All the sounds found in Articles may also be played in the Media Center.

Media Center Controls

Reduce/Enlarge Image: Click to reduce/enlarge a video or animation.

Instructions: Click for tips on using *World Book* media.

Caption: Click to display/hide captions. Caption text can be copied by dragging it into the *World Book* Notepad or similar word processor. You can double-click any word in a caption to open the Dictionary to the word's definition.

Go to Article: Click to go to the article associated with the media element in use.

Browse Media: Click to display/hide the Browse Media window.

- Click the disclosure triangle next to **Advanced View** to restrict the types of media that are shown in the Browse Media window.

- Click the **Current** tab to browse all the media associated with the article in view before you moved to the Media Center, or the current Time Frame or Just Looking search.

- Click the **All Installed** tab to browse all media from *World Book* that has been installed on your computer.

- Click the **All On CD** tab to view all the media on the *World Book* Media CD that came with your computer.

- You can install the contents of the *World Book* Media CD on your computer by selecting Install Media CD Contents from the *World Book* application menu. You will then be able to view all *World Book* media without using the CD. After you have installed the Media CD contents a single **All Media** tab will replace both the **All Installed** tab and the **All On CD** tab.

Overlays: Click to use any overlays available for the media element in use. The Overlays control will be dimmed if no overlays are available.

Instructions: Click the **Instructions** control for guidance in using all types of *World Book* media controls including:

- **Sound controls:** Clicking a sound icon plays the sound. If there is not a corresponding picture to go with the

sound, the Media Center player will open. Pictures that contain sound icons will appear with a sound control strip beneath them. Both the Media Center player and the sound control strip can be used to start, pause, and resume playing the sound and to adjust the sound level. If there are several sound icons on a single picture, click one of the icons to play the corresponding sound.

- **Picture series slider:** Series of pictures will be accompanied by a sequence slider bar, showing the number of pictures in the sequence and the number of the picture in view.

- **Video controls:** Drag the slider to advance or rewind the video, or use the arrow buttons to the right of the slider to go forward or backward frame by frame.

- **Bubble View controls:** Click inside a Bubble View image and drag the cursor to navigate, or use the compass point controls on the navigation bar. Click the magnifying glass buttons to zoom in or out. If you see a green window outline, click inside it to jump to a new view. If you get to the bottom of the Bubble View, you will see a Reset View graphic; click it to return to the initial viewpoint.

💡 **Zoom in or out of a Bubble View by pressing the + or – keys on your keyboard. You may also use the up/down and right/left keys to navigate.**

Using Drag-and-Drop with World Book Media

You can use the drag-and-drop functionality that is built into Mac OS X to copy most *World Book* media elements. Click a media element to select it and drag it to an open document window of an application that accepts graphics, such as TextEdit or the *World Book* Notepad. *World Book* credits are copied with the media element.

Pictures: You can use the drag-and-drop feature to copy almost all photos and illustrations in the *World Book* media collection. If a picture cannot be copied, you will see that the Edit menu remains dimmed when you click the picture.

Just Looking

Just Looking enables you to browse through the content of *World Book* for ideas, much like flipping through the pages of the paper edition. But Just Looking is also a powerful tool that can be used to search for graphics and articles by theme or by category and type of resource.

Just Looking Functions

By Category

Just Looking By Category allows you to browse by eight *World Book* categories. Click the **By Category** control and then click the magnifying glass Search control to view a random sampling of articles and graphics. Make selections from the pop-up **Categories** and **Content** menus to determine the results. For example, you could select the category **History** and set the content type to **Sounds** and get a selection of excerpts from famous historical speeches.

Categories menu:	Content menu:
• Geography	• Animations
• History	• Articles
• Humanities	• Atlas
• Industry/Tech	• Back in Time
• Life Science	• Bubble Views
• Phys. Sci/Math	• Media
• Recreation	• Pictures
• Social Science	• Sounds
	• Special Reports
	• Timelines
	• Videos

Advanced Search: Click the bottom of the Just Looking device to open an Advanced Search drawer. Type the first few letters of the resource and then select it from the list. Double-click to place it on the desktop. Click the Clear button to make it easier to see the items you are selecting.

By Theme

Just Looking By Theme allows you to browse through the rich *World Book* media collection by selecting interesting subjects such as Dinosaurs, Explorers, European Painting, and International Sports. Click the **By Theme** control and then click the magnifying glass Search control to view a sampling of *World Book* media. Make selections from the **Themes** and **Subjects** pop-up menus to guide your tour. For example, select **On the World Stage** from Themes and **Famous Women** from Subjects to get a sampling of photos from *World Book* articles from Mary Todd Lincoln to Sandra Day O'Connor.

Themes:
- Animal Kingdom
- Art & Architecture
- On the World Stage
- People in the Arts
- Sports & Recreation

Clear: Click to remove all thumbnails from the viewing area.

Audio icons

Audio icons: Two types of audio features are available in Just Looking.

- **Listen Now icon:** Appears as a rectangular gray button in the upper left corner of some text thumbnails. The sound attached to this type of icon may be played without leaving Just Looking, simply by clicking directly on the icon. If instead you click the text in the thumbnail, you will be taken to the Media Center and the sound will automatically start playing there.

- **Embedded Sound icon:** Appears as a white rectangle embedded in one of the corners of a picture thumbnail. The sounds attached to these icons may be played only in the Media Center. Click once anywhere on the thumbnail to go to the Media Center, where you will see a full-size version of the media element; then click the embedded icon or use the sound control to play the sound.

💡 **To find out what topic corresponds to a particular thumbnail, pass your cursor over the thumbnail and read the text that appears in the Status Area at the bottom of the Just Looking window.**

Just Listening

Just Listening enables you to explore the *World Book* music content and other sounds by theme while media from the same theme floats by on the Home Screen "waterstream." Click the Just Listening icon on the Home Screen to open the Just Listening player. Then select a Theme and enjoy!

Controls

- **Themes:** Choose one of the themes from the pop-up menu and listen to the selections (shown here in the order they appear):

  - Music sampler

  - Classical music
  - Opera
  - Jazz
  - Rock music
  - Country music

  - National anthems

  - Songs from Europe
  - African music
  - Asian music
  - Middle Eastern music
  - Latin American music
  - Music from the islands

  - Animal noises
  - Bird calls

- **Sound Level:** Click and drag the slider to set the sound volume. This setting will not affect sound levels in other areas of *World Book*.

- **Just Listening Player Controls:** There are three control buttons at the bottom of the player window: Previous Sound, Stop/Play, and Next Sound. Use these buttons to control the sound playback.

- **Display Area:** Click the "Now Playing" display area to go to the Media Center for more information about the current sound. If a bird call is playing, for example, you will see a picture of that kind of bird in the Media Center; for a national anthem, you will see the flag of that country displayed.

🌎 Atlas

Atlas opens with a map of the world. Begin your review of *World Book* maps by clicking any continent label; then continue clicking to view progressively more detailed maps, in order to see countries, states, provinces, and cities.

Atlas Functions

Zoom Out: Click to move to progressively larger-scale maps containing the originally selected map.

Legends and Overlays: The Atlas device displays a legend for every map and contains a pop-up menu for overlays which are available for many countries and for all continents except Antarctica. When a map is selected for which there are overlays, the pop-up menu shows which overlays are available. These may include population density, climate, average temperatures, annual precipitation, agriculture and fishing, mining and manufacturing, terrain, and economy.

Map Search: Click the Map Search control or click the bottom of the Atlas device to open the Map Search drop-down window. Start typing the location you are looking for in the search field and the list scrolls to the closest map title. Double-click an item in the list or complete typing the location and press the Return key.

the **Drag-and-Drop Tip: You can drag a place name from an article, caption, or Surf the Ages Web page to the Atlas icon on the toolbar to start a map search and go to the Atlas area. The closest matching map will appear.**

Go to Article: Click to go to the article associated with the map in view.

Hotspots: Map hotspots are identified by a change in the cursor icon to one of these three:

Zoom in: Click to reveal a more detailed map.

Article: Click to go to an article corresponding to the map in view.

Related media: Click to go to a photo or other media corresponding to the hotspot.

the **Drag-and-Drop Tip: All of the maps in the *World Book* Atlas can be dragged to an open document window of any application that accepts graphics, such as TextEdit or the *World Book* Notepad.**

World Book Distance Calculator

The *World Book* Distance Calculator is part of the *World Book 3D Atlas*. It allows you to find out how far apart selected cities are. Click the Distance Calculator control to launch the *3D Atlas* which will open to the Distance Calculator view.

Type the names of the two cities or select them from the Location 1 and Location 2 drop-down lists. The globe will spin to show both locations, and a red line linking them will appear on the small flat map. The Distance Calculator also displays the exact latitude and longitude of the selected locations. Double-click the flat map to go to a larger flat map view.

3D Atlas controls

View control: Use to select from the three views: Distance Calculator view, Globe view, and Flat Map view.

Spin control: Click the right or left arrow of the Spin control to rotate the globe in that direction. Click the center button to stop the globe from rotating.

Clear button: Click to clear the location names.

Go to Map: Click to go to *World Book* to view the corresponding *World Book* map in the Atlas area. If *World Book* is not open, clicking Go to Map will launch it.

Day/Night button: Click to toggle day and night time on the Globe or Flat Map.

Grid button: Click to display a latitude and longitude grid on the 3D Globe.

Settings button: Click to open the settings drawer. Globe settings include transparency, spinning speed, the amount of shadow on the globe, and size of the location markers. The size of markers may also be set for the Flat Map view.

💡 **You can determine the latitude or longitude of any point on Earth. Clear both location fields and then move the cursor over the small flat map. The latitude and longitude will appear in the Location 1 field.**

⏳ Time Frame

Use Time Frame to locate information related to a specific year, decade, century, millennium, or era. Time Frame results are customized according to the choices you make. Some articles contain specially prepared Timelines as supplements.

Time Frame Functions

Time Frame allows two methods of searching, by Time Period or by Era. When searching by Time Period, you enter a specific Time Frame, measured in years, decades, centuries, or millennia. You may customize a Time Period search by selecting a Category. When searching by Era, you select from one of the preset eras, such as The Cold War or The American Revolution.

Searching by Time Period

Select Time Period in the view control at the top of the Time Frame device. Then enter a year and choose one of the following from the **Time Period** pop-up menu:

- Year
- Decade (10 years)
- Century (100 years)
- Millennium (1,000 years)

Time Frame will assume you are entering years that are **A.D.** (default) unless you select **B.C.** If you select a period other than Year after typing a date, the date will be reset to reflect the selected time period. (For example, if you type 1952 and then select Decade, the date will be reset to 1950.)

Use the arrow controls next to the date field to move forward or backward in time by increments corresponding to the time period selected. (For example, if Decade is selected, you will move by periods of 10 years when using the scroll arrows.)

To focus your search, select a **Category**:

- Geography
- History
- Humanities
- Industry/Tech
- Life Science
- Phys. Sci/Math
- Recreation
- Social Science

Click **Go** or press Return to begin your search.

Searching by Era

Select **Era** in the view control at the top of the Time Frame device. Then select an era from the **Era** pop-up menu:

- Aegean cultures: 3000–1200 B.C.
- Age of Reason: 1600's–1700's
- American Civil War: 1861–1865
- American Revolution: 1775–1783
- Ancient Egypt: 3100–1070 B.C.
- Ancient Greece: 800–338 B.C.
- Ancient Persia: 550–331 B.C.
- Ancient Rome: 509 B.C.–A.D. 476
- Byzantine Empire: 395–1453
- Cold War: 1940's–about 1990
- European Exploration: 1400–1890
- French Revolution: 1789–1799
- Indians of Latin America: to 1532
- Industrial Revolution: 1700–1900
- Medieval Europe: 400's–1500's
- Mesopotamia: 3500–539 B.C.
- Mongol Empire: 1100's–1294
- Prehistoric animals: to 3500 B.C.
- Prehistoric people: to 3500 B.C.
- Reformation: 1517–late 1500's
- Renaissance: 1300–1600
- Romantic movement: 1700's–1800's
- Soviet Union: 1917–1991
- Space age: 1957–today
- World War I: 1914–1918
- World War II: 1939–1945

Click **Go** or press Return to begin your search.

Viewing Search Results

Search results for all Time Frame searches are displayed as thumbnails. Click any thumbnail to go to the corresponding article or media element. Pass your cursor over any thumbnail to view a description of its subject in the Status Area at the

bottom of the screen. Note that dates within the time period you used in a Time Period search will appear in red in the resulting articles.

New Time Frame

Click (NEW TIME FRAME) to retrieve the Time Frame device to perform another search.

Audio icons

Two types of audio icons are available in Time Frame.

- **Listen Now icon:** Appears as a rectangular gray button in the upper left corner of some text thumbnails. The sound attached to this type of icon may be played without leaving Time Frame simply by clicking directly on the icon. If instead you click the text in the thumbnail, you will be taken to the Media Center and the sound will automatically start playing there.

- **Embedded Sound icon:** Appears as a white rectangle embedded in one of the corners of a picture thumbnail. The sounds attached to these icons may be played only in the Media Center. Click once anywhere on the thumbnail to go to the Media Center, where you will see a full-size version of the media element; then click the embedded icon to play the sound.
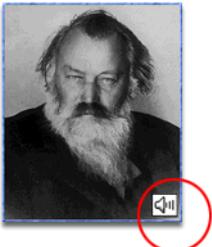
What's Online

World Book's extensive online functionality can be accessed in the What's Online area: Article Updates, historical articles, Special Reports, and other timely information from the Internet. Click the icon of a feature on the What's Online screen to select it.

What's Online Functions

Update Now: Updates are posted regularly that may be downloaded and added to your copy of *World Book*. Click Update Now to automatically retrieve any new Article Updates and updates to Month in Brief, Back in Time, Special Reports, and Web Sites. When the Update Now process is started, a dialog with a progress bar will appear to show the status of the download.

- **Notification of online updates.** You do not need to guess when online updates will be available. *World Book* automatically checks for updates every time it is launched when you are connected to the Internet—and once a day afterwards for as long as it is running. If an update is found, the *World Book* dock icon will begin to spin and you will be notified by a dialog suggesting that you run Update Now.

You can click the spinning dock icon and select Update Now from the pop-up menu list to update your copy of *World Book.*

💡 **You may turn off automatic update checking and notification on the Updates pane of *World Book* preferences.**

Article Updates: Click for a list of *World Book* updates that have been posted since the *World Book 2003 Edition* was created. Double-click any Article Update to view it in the Article area.

The Month in Brief: Click for a calendar with summaries of the major news events of each day of the month. Click a date on the calendar to view the top news for that date. Click the right or left arrows on the left side of the calendar to move one month at a time, or jump to a different year.

💡 **The up and down arrow keys can be used to scroll through the events displayed in Month In Brief.**

🖱️ **Drag-and-Drop Tip: You can drag most news event pictures from Month In Brief into an application that accepts graphics, such as TextEdit or the *World Book* Notepad.**

Web Sites: Click to explore Web sites reviewed and approved by *World Book* editors. Enter search terms in the entry fields (for example, "Apple" and "Computer") and press Return to start the search. Click any underlined Web site in the results list to go to that site.

Back in Time: Click to download historical articles from *World Book's* chronological annotated online archives. Select a topic from the drop-down menu and then double-click a year to start retrieving the Back in Time article. A dialog will open with a progress bar to show the status of the download. When the download is complete, the article will be displayed in the Article viewing area. Each downloaded article is permanently added to your copy of *World Book*.

Special Reports: Click to browse the Special Reports collection, prepared by *World Book* editors to supplement the Encyclopedia articles. Narrow your search by selecting one of the eight *World Book* topic categories: Geography, History, Humanities, Industry and Technology, Life Science, Physical Science and Math, Recreation, and Social Science. Double-click a report to start retrieving it. A dialog will open with a progress bar to show the status of the download. When the download is complete, the article will be displayed in the Article viewing area.

***World Book* on the Web:** Click to go to the *World Book* Web site, where you will find educational resources for parents, students, and teachers. A dialog will appear letting you know that you are about to leave *World Book* to go to *World Book*'s Web site on the Internet. When you click OK or press Return, your Web browser will launch and the Home Page of the *World Book* Web site will be displayed.

Note: *World Book takes no responsibility for the content or practices, including usage fees, if any, for any Web sites operated by independent organizations.*

Note: *The Update service may be suspended without notice to you.*

🌊 Surf the Ages

Surf the Ages is an imaginative and historically accurate look at the past 5,500 years, presented as if the Internet had existed when, for example, Plato and Aristotle debated the Socratic method; a broken-hearted shah built the Taj Mahal; and a determined Florence Nightingale changed the face of modern medicine.

Each time period, from 3500 B.C. to the A.D. 1900's, has its own home page that links to other imaginary Web sites from that period. Users access them with an offline Web browser built into this edition of *World Book*.

Choose Surf the Ages from the Home Screen, from the Go menu, or click the Surf icon on the Toolbar for five and a half millennia worth of simulated Web sites. Check out what some Web news sites might have been like if the Web had existed since ancient times.

Surf the Ages Functions

Choose Ancient Times, Middle Ages, or Modern Times from the Surf the Ages Home Screen to begin surfing. Then choose from the four or five time periods for each Age to view centuries of home pages full of Web features such as e-zines, want ads, bookstores, and other types of imaginary Web sites.

View from Today: Although the Surf the Ages Web sites are fanciful, the material they contain is based on fact. Use the View from Today button or link to learn what we now know or think about a featured event, person, or idea, and to get links to *World Book* articles, book lists, and actual Web sites.

Drag-and-Drop Tip: To get the real story about many historical characters, select and drag their names to the Search icon on the Toolbar and the *World Book* article about them will appear in the Article viewer. You can also drag any place name found in Surf the Ages to see the closest real *World Book* map.

Printing and copying: You can print all of the Web pages in Surf the Ages and copy any of the selectable text.

Notepad

World Book Notepad is a simple but customizable word processing application, included with the *World Book 2003 Edition*. The *World Book* Notepad allows you to easily create documents using text and graphics from *World Book*.

Launch Notepad either by choosing *World Book* Notepad from the Tools menu of the main *World Book* application or by double-clicking the Notepad application icon located in the *World Book* 2003 folder.

World Book Notepad Functions

Customizing the toolbar: Unlike most simple word processing applications, the Notepad has a customizable Toolbar, which allows the user to enhance its features, creating a more advanced word processor for more experienced users. Click the Customize icon on the toolbar to open the Customize dialog. Drag controls from the dialog into the Toolbar to add them, or drag them off the Toolbar to remove them. Drag the default set of controls to the Toolbar to reset the default Notepad toolbar arrangement.

Switching to other *World Book* applications: You can switch back and forth easily between Notepad and the *World Book 2003 Edition*. When you are using the Notepad, just click the *World Book* icon on the Notepad Toolbar to go to *World Book*. Return from *World Book* to the Notepad using the shortcut **Command + N.** This can be very useful if you are collecting materials from *World Book* to use in a report. You can also add icons for the four Wizards to the Notepad toolbar using the Customize dialog.

Drag-and-Drop Tip: Drag the selected text from articles, captions, tables, and dictionary from the *World Book 2003 Edition* into any open Notepad document. You can also drag most media elements such as maps, pictures, and timelines into an open *World Book* Notepad document.

Saving Notepad documents: When saving a *World Book* Notepad document, you can choose between three available formats:

- **World Book Notepad Format** (".wbn"): This format, the default for *World Book* Notepad documents, is a derivative of .rtfd, a format which saves documents with both pictures and text. Unlike .rtfd TextEdit documents, however, Notepad .wbn documents support page breaks, page numbers, and headers and footers. As a result, files with the .wbn extension can be opened only by the *World Book* Notepad.

To open a Notepad document in other applications without losing the pictures you have placed, you can change the extension manually from .wbn to .rtfd. The document will then open in TextEdit and other applications that support .rtfd format though special Notepad formatting, such as page breaks, will be lost.

- **Standard Rich Text Format** (".rtf"): This is a standard format which can be opened in most word processors, while retaining text style, alignment, and color. Saving your Notepad document in this format will allow it to be read easily in most word processors such as Word, AppleWorks, and TextEdit.
- **World Book Text Format** (".wbt"): This is the simplest text format. It can be opened in any other word processor but does not retain any formatting.

Formatting your document:

- **Inserting page breaks:** Place your cursor where the page break is needed and choose Insert Page Break from the Format menu.
- **Page numbering:** Choose Page Numbers from the Format menu and set the starting page, position, and alignment of the page numbers.
- **Inserting headers and footers:** Choose Header and Footer from the Format menu, click the Header and/or Footer checkboxes, and type in the text you want to appear on every page of your Notepad document. You may also set the alignment of your headers and footers.
- **Show margins:** "On" by default, leave this option selected in the Format menu to show your document the way it will appear when you print it.

Using Apple Services: Because the *World Book* Notepad is a native Mac OS X application, you can use standard Apple Services by selecting Services from the *World Book* Notepad menu. For example you can have the text in your Notepad document turned into an e-mail, opened in a TextEdit document, or even placed automatically on a sticky note.

Spellchecking: Choose Spelling from the Edit menu to use the built-in Apple dictionary to check the spelling of your *World Book* Notepad document. To have spelling checked as you type, select Check Spelling As You Type from the Spelling submenu.

Adding Graphics: To insert a photograph or other graphic image into your Notepad document, choose Import Graphics from the File menu. From the Open dialog that appears, select the graphic file you want to place. By default, you will be given a chance to change the image size before it is placed on the page. You may also add a graphic image without changing its size using drag and drop or by copying and pasting it from the Clipboard.

Resizing Graphics: To change the size of a graphic image that has already been added to a Notepad document, just double-click it and adjust the size using the slider on the sheet that appears. To change the size proportionally, leave the Keep Proportions checkbox checked. Click the Reset Scale button to go back to your previous size settings. To make large pictures fit the current page size, click the Fit to Page button.

Speech

With the speech capabilities of *World Book*, you can navigate using voice commands, or you can find any article in *World Book* and have it read to you.

Note: *To use World Book's Speech Capabilities, you first need to turn on Mac OS X Speech Recognition. In System Preferences, open the Speech Preferences pane. Click the Speech Recognition tab and then, in the On/Off pane, turn on the Apple Speakable Items option; the round Feedback Window will appear. While still in the On/Off pane, click the Helpful Tips button for some useful advice.*

Tips for using speech capabilities

- Hold down the Esc key while giving commands and then immediately let it go.

- Don't crowd the microphone. For best results, sit two feet away.

- Shut off the music on the home page or switch to the article area before giving a command. Silence is best if you want to use voice commands.

Launching *World Book* by voice command

You can start *World Book* using voice commands. Press and hold down the Escape key, say "Hello World Book," and release the Esc key. *World Book* will launch.

Find an article and have *World Book* read it to you

Here's a typical search you can do. In this case the user searches for an article about "cats" but you can search for any of the more than 18,000 articles in *World Book*.

YOU: "Search, please." (Remember to hold down the Esc key while speaking.)

WORLD BOOK: [opens search window] "Ready to Search!"

YOU: [type "cat" and press the Return key]

WORLD BOOK: "Searching for cat."

WORLD BOOK: [plays cat "Meow!" sound at top of the article] "Search complete!"

YOU: "Read to me..."

WORLD BOOK: [Starts reading the Cat article aloud]

Controlling article reading

Once *World Book* starts reading an article, you can use keyboard commands (or commands from the Speech submenu in the Edit menu) to control the process:

Speak Article Text:	Command + Comma
Speak Selection:	Option + Command + Comma
Stop Speaking:	Command + Period
Pause Speaking:	Shift + Command + Period
Continue Speaking:	Shift + Command + Comma

Troubleshooting

If the speech recognition features in *World Book* do not appear to be working, it may help to turn Speakable Items off and then on again in the Speech Preferences panel of System Preferences. If this doesn't correct the problem, open the Speech pane of *World Book* Preferences and click the Help button for additional tips on using *World Book* Speech Capabilities.

🧙 Homework Wizards

The four Homework Wizards are designed to engage students structurally in doing research and writing reports, and to help them use their computers and *World Book* creatively. Onscreen prompts enable the student to concentrate on the task rather than on navigating the software. To get started, click the Homework Wizards icon on the Home Screen or Wizards icon on the Toolbar, or select Homework Wizards from the Tools menu.

Report Wizard

Report Wizard provides step-by-step guidance in all the aspects of report writing: selecting a topic; preparing a schedule; doing research and preparing notecards; choosing an approach; writing a thesis statement; sorting notecards; writing an outline; writing the first draft; creating visuals; revising; preparing a bibliography; and preparing the final paper.

The first choice you have in the Report Wizard window is between New Report and Existing Report. If you choose **New Report**, you'll see a Save File sheet asking for a report name. Entering the report name allows the application to automatically save all your work. The Report Wizard Menu appears next; click any item in the Report Wizard Menu to do that step. A checkmark next to a step shows that you've already completed it for an Existing Report, but you can return to it to make changes.

Whenever you click Print in Report Wizard, you'll see a menu of items from which to choose. You may also choose to print helpful pointers about the current step in the report writing process. Click Next or Back at the bottom of Report Wizard windows to complete a choice and continue or to return to the previous step. Click Done to leave the step you are working on.

Step 1: In the **Select a Topic** window, click No if you want to type a topic you've already chosen, or click Yes to get some help in choosing a topic.

Step 2: The **Make a Schedule** window contains a calendar in which you can set a due date for each part of your project. Use the arrows at either side of the month to move forward and backward by month in the calendar.

Step 3: When you choose **Do Research** and click Go to *World Book*, the Report Wizard automatically searches *World Book* for information related to your topic, and retrieves the most relevant article.

Step 4: In the **Choose an Approach** window, you choose from a list of different approaches for presenting the material in your report and get advice on the various options.

Step 5: In the **Write a Thesis Statement** window, you see some sample thesis statements reflecting the Approach you chose, and can type in your own thesis statement. (If you didn't choose an Approach, the program will display Descriptive thesis statements.)

Step 6: In the **Sort Your Notecards** window, there is advice on how to sort the notecards you create during your research.

Step 7: In the **Write an Outline** window, there is advice on writing an outline for the approach you've chosen and an area to prepare your outline. Press Tab to indent a line in your outline; press Return to move down one line.

Step 8: In the **Write Your First Draft** window, you create a file for your first draft. You'll then begin working with your word processor, but the Report Wizard will continue to deliver advice.

Step 9: From the **Create Visuals** window, you can go to the Chart or Timeline Wizards. See the next sections for more information about these Wizards.

Step 10: In the **Revise Your Paper** window, you can print a checklist of items to review in your report.

Step 11: In the **Create a Bibliography** window, you can prepare a bibliography.

Step 12: In the **Prepare Your Final Paper** window, you can print advice on how to format and finish your report.

Chart Wizard

Chart Wizard enables you to quickly and easily create and print a chart or graph, or to add a chart or graph to a report or presentation. Using Chart Wizard, you can create horizontal bar and vertical bar charts, line graphs, and pie charts. Click Next or Back at the bottom of Chart Wizard windows to complete a choice and continue or to return to the previous step.

The first choice you have in Chart Wizard is between New Chart and Existing Chart. If you choose Existing Chart, you'll

see a sheet asking for a chart name. The Choose a Chart Type window appears next; click the type of chart you want to create.

In the **Choose a Comparison** window, click the type of comparison you want to use in your chart; click Other to enter a comparison different from those listed in the window.

In the **Select Unit of Measurement** window, you see units of measure appropriate for the type of comparison you chose. Click a unit of measure. If you chose Quantity as your type of comparison, the program will skip this window and take you directly to the Comparison Table window. If you chose Other, a window appears in which you can specify what you are comparing and the unit of measure to be used. Use the pop-up menu for suggestions of units of measure, or type a different one.

In the **Comparison Table** window, you use a two-column table to enter the labels and amounts that will appear in your chart. The unit of measure you selected will be shown in the column on the right. Use the Sort buttons to arrange the items in alphabetical or reverse alphabetical order, or ascending or descending order.

In the **Chart Title** window, you are shown your chart for the first time. Use the text entry box to change the chart title if you wish.

In the **Font** window, there is a pop-up list of the fonts available for the text in your chart.

In the **Color or Pattern Selection** window, you can choose the colors and patterns for the different segments of your chart. Click either the Colors or Patterns radio button to choose colors or patterns. To change the color or pattern of a segment in your chart, first click the chart segment, then click the color or pattern you want for that segment.

In the **Final View** window, you see your completed chart. Click Save and follow the prompts to choose a folder, name the file, and save it. The Chart Wizard creates a picture file (.PICT) that can be inserted into reports or presentations. The Chart Wizard also creates a Chart Table that allows you to edit the chart from within the Chart Wizard.

Drag-and-Drop Tip: You can drag your completed chart or graph to an open document window in any application that accepts graphics, such as TextEdit or the _World Book_ Notepad.

Timeline Wizard

Timeline Wizard enables you to quickly and easily create and print a Timeline, or add a Timeline to a report or presentation. The Timelines you create can contain events and dates you specify, or events and dates found in a special _World Book_ events database. Click Next or Back at the bottom of Timeline Wizard windows to complete a choice and continue or to return to the previous step.

The first choice you have in Timeline Wizard is between New Timeline and Existing Timeline. If you choose Existing Timeline, you will see a sheet asking for a Timeline name and file location. The Timeline View window appears next; choose between Banner and Compact styles.

Note that the Timeline Wizard creates a picture file you can paste into other documents only for Compact Timelines. However, both banner and compact timelines can be dragged directly into your report.

Drag-and-Drop Tip: You can drag your completed compact or banner Timeline to an open document window in any application that accepts graphics, such as TextEdit or the _World Book_ Notepad.

The **Enter Events** window contains a table you can use to enter events and dates for your Timeline.

Use the Tab key to advance from element to element in each row, and use Shift+Tab to go back.

You can get instructions on filling in all the elements of the events table by clicking Instructions. Then select an element from the pop-up menu at the top of the Instructions window to view the instructions about it.

Click any element in the event table before clicking the Instructions button, and the Instructions window will open to show instructions about that element.

You can delete an event by clicking the row number of the event and then clicking the Delete Event button.

When you click Search in the Enter Events window, a Search for Timeline Events window appears. Enter search words, combining them as desired using the pop-up menu, and click Go to search a special _World Book_ database of events. To select an item from the Results box for your Timeline, click it to highlight it, then click Select Events. To select all the items in the Results box, click Select All.

Click Select Events and then OK to add the list of events you've selected to your Timeline. Then click Next, and your Timeline appears in the **Change the Title or Font** window. You can change the Timeline title, if you wish, and select a new font from the pop-up font list.

In the **Add a Picture** window, click Pictures for a scrollable list of picture descriptions. Select a picture description to see a preview of the picture; click OK to attach the selected picture to the Timeline title.

In the **Final View** window, your completed Timeline is shown. Click Save, and follow the prompts to choose a folder, name the file, and save it. For Compact-style Timelines, Timeline Wizard creates a Timeline Picture File that can be inserted into reports or presentations. The Timeline Wizard also creates a Timeline Table File that allows you to edit the Timeline from within the Timeline Wizard. If you want to create another Timeline, click New Timeline.

Quiz Wizard

Quiz Wizard enables you to make and take three different types of quizzes—to challenge yourself just for the fun of it, or to practice for quizzes and tests you take in school.

You can make true-false and flash-card quizzes on any subject, or create mathematics quizzes. Use the Advice buttons that appear in some of the Quiz Wizard windows for tips on how to get the most out of a particular Quiz Wizard feature. Use the Print button to print out whole quizzes (questions and answers; questions only; answers only), individual question and answer, Advice screens, or Quiz Score screens.

Make or Modify Quiz

The first choice you have in Quiz Wizard is between Make or Modify Quiz and Take Quiz. If you choose Make or Modify Quiz, a window will appear where you can choose between New Quiz and Existing Quiz.

If you choose New Quiz (meaning that you want to make a new quiz), the Save File sheet will appear; entering the quiz name allows the program to save all your work automatically. Then go to the Choose Quiz Format window and select True-False, Flash Card, or Mathematics. After you choose a format, you'll go to the Quiz Manager window for the type of quiz you've selected.

💡 **When making mathematics quizzes, you can use your mouse to click numbers on an onscreen calculator keypad, or you can use the number keys on your computer keyboard.**

If you choose Existing Quiz (meaning you want to make changes to a quiz you've made before), select the filename of the quiz you want; you'll then go to the Quiz Manager window for that quiz.

There are Advice, Quiz Manager, and Question/Answer Entry windows for each of the three types of quizzes. Advice gives you some pointers in using the type of quiz you've selected. Quiz Manager enables you to make, change, or delete items for new and existing quizzes.

When you choose to make or change a quiz item, you'll go to a Question/Answer Entry window that will take you through the steps to make or change an item. Deletions are made from within the Quiz Manager window. Items in an existing quiz will be listed in the Quiz Manager window.

When you take a quiz you've made, you'll be shown all the items you created in that quiz. Keep this in mind when you're making quizzes, and create only as many items as you'll want to be quizzed on. When you've made all the items you want in a quiz, click Done, you'll then have the option to take the quiz right away. If you decide not to take the quiz, then you may make another one or quit Quiz Wizard.

Take Quiz

If you choose Take Quiz, a sheet will open from which you can select an existing quiz. After you select a quiz, an introduction appears showing the number of items in the quiz and the steps to follow in taking that particular type of quiz. You'll then move on to the quiz items, one by one. Click **Next** to find out if your answer is correct, and to move on to the next quiz item.

You have two chances to complete each quiz item correctly in the flash-card and mathematics quizzes; in true-false quizzes, naturally, there's only one chance. When your answer is correct, simply click OK to go to the next item. If your answer is incorrect, you can try again or choose to see the correct answer. You also can skip any item in the quiz you're taking. The quiz items will appear in random order instead of the order in which you entered them.

You will see your score after you have done all the items in a quiz. You can repeat the quiz right away, simply review all the items in the quiz, or quit the Quiz Wizard.