

WORLD BOOK®

Mac OS X Edition



User Guide

**A complete reference for using the Mac OS X Edition
of the World Book Multimedia Encyclopedia.**

MAC OS X VERSION BY



World Book Mac OS X Edition



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Starting the Program Customer Service

 Click the *World Book* icon in the dock. Alternatively, you can open the *World Book* folder in the main Applications folder and double-click the *World Book* icon. 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* for Mac OS X.*

Registration

Registering your copy of *World Book* makes you eligible to receive product alerts, special offers, updates, and news about *World Book* for Mac OS X. To register your copy of *World Book* online, choose **Register *World Book*** from the *World Book* application menu.

Technical Support

If you experience any problems using *World Book* for Mac OS X, 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/worldbook2/support.html> in your Web browser.

Contacting Technical Support

You may contact technical support by email at macsupport@worldbook.com. When contacting Technical Support, please provide the following information:

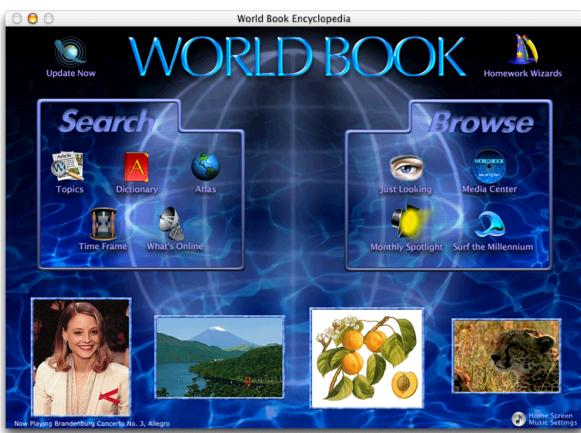
- version of Mac OS X you are running (for example, 10.1.1)
- version of *World Book* you are using.

Note: The version number can be found in the About box

- your installed memory (for example, 128 MB RAM)
- your Macintosh model name (for example, iBook)
- printer type, if any (for example, Epson 740)
- exact text of any error message(s) that appear



Controls and Functions



Home Screen

See indicated page(s) for more information.

Search—click once

- Topics*— Search by Topic (p. 4)
- Dictionary* (p. 4)
- Atlas (p. 9)
- Time Frame (p. 10)
- What's Online (p. 12)

* The current "Monthly Spotlight" article will appear.

Browse—click once

- Just Looking (p. 8)
- Media Center for videos, animations, sounds, etc. (p. 7)
- Monthly Spotlight for timely facts (p. 6)
- Surf the Millennium (p. 13)

Click once

- Update Now to download updates (p. 12)
- Homework Wizards to use the Report, Chart, Timeline, and Quiz Wizards (p. 15)
- Home Screen Music Settings to turn on or off music playback on the Home Screen (pop-up menu contains three choices: Classical, Jazz, and International) and change the music volume.

Menu Bar



World Book menu

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

About Surf the Millennium: Choose to view Surf the Millennium credits and acknowledgments.

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

Register World Book: Choose to get information online about registering your copy of *World Book*. Registration enables you to receive special offers, updates, and news about *World Book for Mac OS X*.

World Book Speech Technology: Choose to find out about the development of a Speech Edition of *World Book* which enables vision-impaired users to access *World Book* articles using voice recognition and text-to-speech technologies.

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

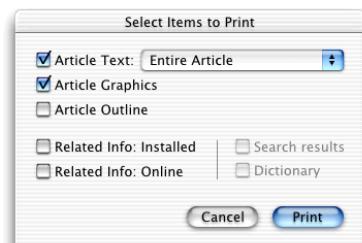
Preferences: On the General tab you can select a default Internet browser and word processor to launch from *World Book*. You also can turn off some special features such as the water animation effect on maps and the music from the *World Book* music collection that plays during startup. On the Bubble Views tab you can tell *World Book* whether to show the Navigation bar for Bubble Views and whether to spin Bubble Views automatically on opening.

File menu

Save: Choose to save the article in view. Note that all articles are saved in *World Book* Notepad format (*.wbt).

Page Setup: Choose to adjust your printer settings.

Print: Choose Print to print out *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. 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 Atlas areas you may need to click the media element once to select it before copying it.**

Clear Current Article Highlights: Choose to erase your highlights from the article in view.

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

Place Sticky Note: Choose to place an open sticky note into the currently open article.

Delete Sticky Note: Choose to delete an open sticky note.

Bold Text in Sticky Note: Choose to use bold text in an open sticky note.

Select All: Choose to select an entire article.

Find: Choose to find a word you want to locate in the article in view. All instances of the word are located and appear in red in the Article screen; the screen is initially positioned at the first instance of the search word. You can also search for words you'd like to find on any Surf the Millennium pages that have selectable text.

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

Turn Highlighter On: Choose to turn on the Highlighter feature. When the Highlighter is on, this menu item changes to Turn Highlighter Off.

Rotate Highlighter Color: Every time you choose this option, the Highlighter color will change between the four available colors: yellow, pink, blue, and green.

Highlighter Color: Choose to change the color of highlighting.

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

Go menu

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

Forward: Choose to go to the next screen.

Monthly Spotlight: Choose this option for timely information in the "Spotlight On..." article.

Article Search: Choose to open the Search by Topic or the Search by Word window, which enables you to search for the desired article. You can also open the Search window by clicking the Topics icon on the *World Book* Home Screen, or the Search icon on the Toolbar.

Map Search: Click to open the Map Search window, which enables you to find locations in *World Book*'s Atlas.

Distance Calculator: Click to open the Distance Calculator window, which enables you to calculate the distance between selected cities.

Surf the Millennium: Choose to surf a millennium's worth of simulated Web sites. An Internet connection is required only for links from this feature to actual Web sites.

Tools menu:

Sticky Notes List: Choose to view a list of existing sticky notes. Double-click any sticky note in the list to go to the article containing that sticky note; click the sticky note icon in the article to open the sticky note. Delete any sticky note by selecting it in the list and pressing the **Delete** key.

History List: Choose to see a list of the last 30 resources you have used during your current *World Book* session. Double-click any item in the list to retrieve it. The History List is not saved from session to session.

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. 15)

World Book Notepad: Choose to paste, type, and edit text, or even create a report using the *World Book* Notepad (p. 14).

Your Word Processor: Choose to open the external word processor selected in Preferences.

Dictionary: Choose to look up any word in a *World Book* article or any word you type in. Double-clicking any word in an article (or caption) also automatically opens the Dictionary window.

Toolbar

The sixteen 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, Home, Stop. To the right are the **Area icons** representing places you can visit: Article Viewer, Media Center, Just Looking, Atlas, Time Frame, What's Online, and Surf the Millennium. The Toolbar is always available within World Book (except on the Home Screen), making it easy to move between features and functions.

Tools icons

There are five Tools icons:



Search: Click for the following capabilities:

Search by Topic: This is the primary search method. Type your topic in the **Enter search words** box. Click **Go** or press **Return** to begin the search. The most suitable match will be highlighted in the search results list and appears automatically in the article display area. If no match is found for your search term, a key word search is automatically performed. If no match is found in either the topic or key word search, an alert appears. Trying a synonym for your term may help. Click the closed file folder icon next to an item in the search results list to see the available 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 popup menus to combine the search terms or search according to the proximity of the terms.

You can also limit your search to only certain media types by clicking the disclosure triangle next to **Advanced Search** and checking all the boxes that apply. The Search window always opens to the most recent search performed.

Search also can be opened by choosing Topics from the Home Screen, or Article Search from the Go menu.

Wildcards: You can use “wildcards” to search for more than one form of a word: ? (question mark) represents a single character and * (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 it to highlight it, then click **Go**. The search term(s) you used will appear in red in the corresponding articles.

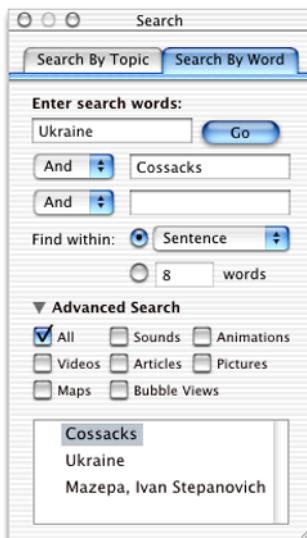
Dictionary: Click the Dictionary icon on the Toolbar, then enter a word to look up. Click **Go** or press Return to see a definition. To display a list of words with similar spelling, click Word List. The Dictionary window retains the last word looked up. Click the blue drop-down control to see a list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

 **You also can find the meaning of any word in an article, caption, or dictionary entry simply by double-clicking the word.**

 **Drag & Drop Tip:** Drag any word from an article, a Table, the Dictionary or Surf the Millennium to the Search icon on the Toolbar. The Search window will open and a search will be automatically performed.

Sticky Notes: Click to create a sticky note. Type the text in the open sticky note and click the close box to place it. A sticky note icon will appear. You can edit, delete, place, resize and move sticky notes. It is also possible to set any part of the sticky note in bold text style by selecting the text and then pressing **Command+B**. Click the sticky note icon to reopen a placed sticky note. Drag the icon to reposition the note in the article.

 **To remove a sticky note, open it and choose the Delete Sticky Note command from the Edit menu, or press Command + K.**



Highlighter: Click to turn Highlighter mode on or off. 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 marker.

You can select text while holding down the mouse button. When you have selected all the text you want to highlight, release the mouse button. You can erase highlights from one article or all of them by using the Clear Highlights items from the Edit menu.

 **You can erase any highlighting by reselecting the highlighted portion with the same color highlighter.**

You can also change the highlighter's color. Click the highlighter icon on the Toolbar, hold down the mouse button and choose the color you want from the drop-down menu that appears.

 **You can toggle through the highlighter colors by pressing Tab on the keyboard.**

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

- **Report Wizard** for report writing guidance (p. 15).
- **Chart Wizard** for creating custom charts (p. 15).
- **Timeline Wizard** for building custom timelines (p. 16).
- **Quiz Wizard** for making and taking quizzes (p. 17).

You can also select a **Homework Wizard** from the **Toolbar**. Click the **Wizards** icon and hold down the mouse button to open the list of Wizards.

Navigation icons

There are four Toolbar icons for navigating in World Book:



Back: Click to back up one screen at a time.

Forward: Click to advance one screen, if available.

Home: Click to return to the Home Screen.

Stop: Click to end the feature or function currently in use. The Stop icon will be enabled when it is available to stop audio or video playback.

Area icons

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



Article: Click to go the Article viewer. (p. 6)

Media: Click to go to the Media Center. (p. 7)

Just Looking: Click to use Just Looking. (p. 8)

Atlas: Click to go to the map viewing area. (p. 9)

Time Frame: Click to make a chronological search using the Time Frame feature. (p. 10)

What's Online: Click to explore online features. (p. 12)

Surf the Millennium: Click to view simulated Web sites covering the past 1000 years. (p. 13)





Article

The **Article** area of World Book is where you view articles, related information (either from the installed World Book database on your hard drive or from World Book's online reports and updates), and media thumbnails, such as those for pictures and videos. You get to the Article screen from the Home Screen when you choose **Monthly Spotlight** from Browse, or Topics or Dictionary from Search. When you want to go to the Article screen from other areas of *World Book*, click the Article icon in 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 text or media windows that appear in the onscreen displays. You can click the thumbnails to go to the corresponding material.

 **To identify material represented by thumbnails, pass your cursor over the thumbnails and read the text that appears in the Status Area at the bottom of the window.**

Article Functions

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.



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

Click Footnotes to toggle footnotes on and off; click Go to Article to go to the article associated with the table; click Enlarge/Reduce Table to fit the window/reduce to default size.

Audio: Click this icon when it appears to hear related sounds.



Timeline: Click this icon when it appears to view a related chronology.

Toggle between Banner View and Compact View tabs in the Timeline window to select Compact (vertical) or Banner (horizontal) Timeline version.

 **Drag & Drop Tip: Use drag and drop to copy any Timeline into TextEdit or the World Book Notepad.**

Sticky Note: Click this icon when it appears in an article to view the related sticky note.



Media Thumbnail: Click any small image to move to the Media Viewer for an expanded view of the image.

Article Outline: Click this button to see a window with article contents by headings, which will appear in the window 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 button for a list of related articles from the World Book database installed on your hard drive. Double-click any article title in the list to open the article.

Related Info: Online: Click this button 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. 12): 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. Click any item in the filmstrip to move to the section of the article containing the corresponding thumbnail, or double-click any item to open it directly.



Click the media control 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 appear dimmed.

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 in 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.

Media Center Functions

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 caption. Caption text can be selected and copied to the clipboard.

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

Browse Media: Click to open 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** or **All On CD** tabs to browse the media installed in the *World Book* database on your hard drive or the media on the *World Book* CD.

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

Media Center Controls: Click Instructions for guidance in using all types of *World Book* media. Here are a few general pointers:

- **Sound controls:** Clicking a sound icon retrieves a sound; click Stop in the Toolbar to stop the audio playback.
- **Picture series slider:** Series of pictures will be accompanied by a sequence slider bar showing the total number of pictures in the sequence and the number of the picture in view.
- **Video controls:** To stop a video while it's playing, click anywhere inside the video area or click the Stop icon on the Toolbar. 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.

 **You can click and drag any frame of a *World Book* video onto an open document that accepts graphics to copy it there.**

- **Bubble View controls:** Click inside the bubble view and drag the cursor to navigate, or use the compass point controls on the navigation bar below the bubble view area. 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.**

-  **On CD:** A blue "CD" identifies material contained on the *World Book* CD-ROM. An onscreen prompt will appear when it is necessary to insert the *World Book* disc to retrieve the material you want.

Media Drag and Drop

You can use the drag and drop functionality built into the Macintosh operating system to copy most media elements. In general, you use drag and drop by clicking a media element and dragging it to an open window in a document that accepts graphics such as *TextEdit* or the *World Book* Notepad.

Movies and animations: You can use drag and drop to copy any frame of a *World Book* video or animation. Use the arrow buttons at the end of the video control bar to select the frame you want to copy.

Pictures: You can use drag and drop to copy all photos and illustrations in the *World Book* media collection, but a few pictures, including some paintings, cannot be copied. If a painting cannot be copied you will see that the *Edit* menu remains dimmed when you click the painting.

Bubble views and sounds: Drag and drop does not work for bubble views or sounds, though you can use drag and drop to copy a picture with a sound icon in it. The sound icon will appear in the copied picture, but will not function.





Just Looking

Just Looking enables you to browse through the content of *World Book* for ideas, a bit like “flipping through the pages” of the paper edition. But Just Looking is also a powerful tool for searching for graphics and articles by category and by media and document type.



Just Looking Functions

Random: Click to view a sampling of text and media thumbnails. Make selections from the Content and Categories menus to tailor the results. For example, you could select the Category of History and set the Content type as Sounds and get a random selection of famous historical speeches. Then change History to Life Science and get a random selection of animal sounds.

Search: Use the entry field to find a topic by typing the first few letters and then selecting it from the alphabetical list that appears.

All Content: Click to focus your Just Looking search by choosing from:

- Animations
- Articles
- Atlas
- Back in Time
- Bubble Views
- Media
- Pictures
- Sounds
- Special Reports
- Timelines
- Videos

All Categories: Click to focus your Just Looking search by choosing from:

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

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

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

Listen Now icon: The first type of icon, the Listen Now icon, appears as a square 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: The second type of icon, an 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 anywhere on the thumbnail once to go to the Media Center where you will see a full-size version of the media element. You must then click the embedded icon to hear the sound.

CD: This symbol identifies material contained on the *World Book* CD.



 To identify the material represented by thumbnails, pass the cursor over the thumbnails and read the text at the bottom of the window.



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 to learn about countries, states, provinces, or cities.

Atlas Functions

Map Search: Click to open the Map Search window. Type the location you're looking for in the text entry box, or click a location in the map list. As you type, the list automatically repositions itself to entries corresponding to what you type. Click an item in the list or complete typing the location and press Return.

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

Overlays: Click the blue Overlays control to open a list of overlays which may consist of some or all of the following options:

- Political (selected until you make a choice)
- Population density
- Climate
- Average January temperatures
- Average July temperatures
- Average yearly precipitation
- Agriculture and Fishing
- Mining and Manufacturing
- Terrain
- Economy

Click an overlay to select it and view the map with the corresponding information. (Not all overlays are active for all maps.) Once you select Overlays, either a thumbnail locator map, or a legend appears in the Overlays window to provide a global point of reference for the selected map.

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

 **Hotspots:** Map hotspots are identified by a change in the cursor icon from an arrow to either a magnifying glass, article, or hand icon as you move the cursor over a map. Click the hotspot to retrieve a related map, article, or photo.

When the cursor icon changes to a magnifying glass containing a plus sign, click to reveal a more detailed map.

 **Drag & Drop Tip:** You can use drag and drop to copy all of the maps in the *World Book* Atlas to an open document window of any application that accepts graphics, such as *TextEdit* or the *World Book* Notepad.

 **Drag & Drop Tip:** You can drag a place name from an article or caption to the **Atlas** icon on the toolbar to start a map search. The closest matching map will appear.

Distance Calculator

The Distance Calculator allows you to find out how far apart selected cities are. Click the Distance Calculator button on the main **Atlas** area to open the Distance Calculator window, and start typing the name of the first location. A drop-down list appears from which you can select the name of the city or location when it appears.

Click the city in the list or press Return. Then press the Tab key, enter the name of the second city, select it, and press Return. The globe will spin to show both locations, and a red line linking them will appear on the small flat map. Distance Calculator also displays the exact latitude and longitude of the locations.

Clear: You can use the Clear button to clear the location names and type new ones.

Go to Map: Click to view the map corresponding to the location in the Location entry field.

Spin Control: Click any of the four segments of the Spin Control with arrows on them to rotate the globe in that direction. You may combine two segments; for example clicking the up and left arrows moves the viewpoint in a Northwest direction. Click the center segment to stop the globe from rotating. You may also click any control segment a second time to cancel the rotation in that direction.



 **You can determine the latitude or longitude of any location on the globe:** Clear the Location 1 field if it has a location typed into it, and then move your cursor over the place you have in mind. The latitude and longitude will appear beneath 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 choices you make. Some articles contain Timelines which have been specially prepared to supplement the articles.

Time Frame Functions

Time Frame allows you 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

Enter a year in the Time Frame device. Then choose one of the following from the Time Period pop-up menu:

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

and specify either A.D. (selected until you make a choice) or 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 scroll arrows to move forward or back 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 from the Time Period pop-up menu on the Time Frame device and then click the blue Era control. Select an era from the pop-up menu that appears:

- 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: A.D. 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

The search results for both Time Period and Era searches are displayed as thumbnails in the Time Frame viewing area under a banner showing the criteria for your search. Click any thumbnail to go to the corresponding article or media element. Pass your cursor over the thumbnails to view a description of the thumbnail's 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.

Audio icons

Two types of audio icons are available in Time Frame.

Listen Now icon: The first type of icon, the Listen Now icon, appears as a square 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: The second type of icon, an 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 anywhere on the thumbnail once to go to the Media Center where you will see a full-size version of the media element. You must then click the embedded icon to hear the sound.

On the CD



This symbol identifies material contained on the World Book CD.

New Time Frame

Click to retrieve the Time Frame device to perform another search.

NEW TIME FRAME

What's Online

All of *World Book*'s rich online functionality can be accessed from the What's Online area, with timely information and updates that may be downloaded from the Internet. Access to these updates keeps your *World Book* current.

What's Online Functions

 **Update Now:** Clicking the Update Now icon automatically downloads any available *World Book* monthly updates which contain Article Updates, Month In Brief news events, and any new or updated Web sites that have become available. A sheet will drop down with a progress bar to show the status of the download.

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



 **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 stories for that date. Click the right/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 & Drop Tip:** You can use drag and drop to copy any news event picture from Month In Brief into an application that accepts graphics such as TextEdit or the *World Book Notepad*.

Web Sites: Click to search a database of 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.



 **Back in Time:** Click to search the *World Book* archives of historical articles. Double-click a topic to start retrieving the Back In Time article. A sheet will drop down 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.

Special Reports: Click to browse the *World Book* Special Reports collection, written by *World Book* editors. Browse through the list of reports that appears or narrow the list by selecting a Category. Double-click a report to start retrieving it. A sheet will drop down 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 directly to the *World Book* Web site where you will find educational resources for parents, students, and teachers. Your Web browser will be launched when you click the *World Book on the Web* icon, 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.



Surf the Millennium



Surf the Millennium is an imaginative and historically accurate look at the past 1,000 years, presented as if the Internet had existed when Sundiata, the Lion King of Mali, founded his empire; a broken-hearted shah built the Taj Mahal; and a determined Florence Nightingale changed the face of modern medicine. Each century, from the 1000's to the 1900's, has its own home page that links to other imaginary Web sites from that period. Users access the feature with an offline Web browser built into *World Book*.

Choose Surf the Millennium from the *World Book* Home Screen or click the Surf icon on the Toolbar for a millennium's worth of simulated Web sites. Check out what some Web news sites *might* have been like if the Web had existed throughout the last millennium.

Surf the Millennium Functions

Choose a century from the Surf the Millennium Home Screen to open a century home page full of features such as e-zines, want ads, bookstores, and other types of pretend Web sites.

View from 2000: Although the Surf the Millennium Web sites are fanciful, the material they contain is based on fact. Use the View from 2000 button when it is available to learn what we now know or think about a featured event, person, or idea, and to get links to articles, book lists, and actual Web sites.



 **Drag & Drop Tip:** To view the real story, select and drag any historical name or place (for example, Joan of Arc) to the Search icon on the Toolbar. The corresponding *World Book* article will appear in the Article viewer.

You can print all of the Web pages in Surf the Millennium by selecting Print from the File menu. You may also copy any of the selectable text in Surf the Millennium and paste it into a word processor such asTextEdit or the *World Book* Notepad.

 **Use the Forward and Back icons on the Toolbar to browse through the pages you've already visited.**





Notepad

World Book Notepad is a simple and convenient word processing application included with the *World Book for Mac OS X*. The *World Book* Notepad allows you to create your own documents using text and graphics from *World Book* or another compatible source. Using the Notepad you can easily format your text by selecting different fonts, sizes, colors and alignment.

Launch the 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* folder. Notepad is also the default Word Processor set in General Preferences, and if left as the default, it will launch automatically from various Report Wizard screens.

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 to a more advanced Word Processor for more experienced users. Click the Customize icon on the toolbar to open the Customize sheet. Drag controls you need from the sheet into the toolbar to add them, or drag them off to remove them. Drag the default set of controls at the bottom of the Customize sheet to reset the default Notepad arrangement. In the Customize sheet, you can also choose to show only icons on the toolbar, or text and icons, or only text.

Switching to other World Book applications: Click the *World Book* icon on the Notepad Toolbar to switch to *World Book* at any time. Press **Command+N** while in *World Book* to return to the Notepad again. 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 sheet.



Drag & Drop Tip: Drag articles, caption content, and Dictionary information from the *World Book* Multimedia Encyclopedia right into any open Notepad document. You can also drag some media elements such as maps, pictures, timelines, tables and any frame from a video or animation 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 Text Format** (“.wbt”): Saves text only. This is the format that is automatically set when saving a *World Book* article using the Save command in *World Book*’s File menu.

- **Standard Rich Text Format** (“.rtf”): This format retains all the text characteristics such as bold, italics, etc.

- **World Book Notepad Format** (“.wbn”): If your document contains both pictures and text you will be prompted to save it in Notepad format.



Homework Wizards



The four Homework Wizards applications are designed to engage students in doing research and writing reports, and using 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 on the Toolbar, or select Homework Wizards from the Tools menu.



Report Wizard

The Report Wizard provides guidance in all 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; 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 check mark next to a step shows that you've already completed it for an Existing Report, but you can return to it to make changes to your work.

Whenever you click **Print** in Report Wizard, you'll see a menu of items such as Blank Notecards from which to choose. You may also choose to print helpful pointers about that 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 below 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

The Chart Wizard enables you to quickly and easily create and print a chart or graph or 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 the Chart Wizard window 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 see 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 & Drop Tip:** You can use drag and drop to copy your completed chart or graph to an open document window in any application that can accept graphics such asTextEdit or the World Book Notepad.



Timeline Wizard

The 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 the 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. Both banner and compact timelines can be copied directly into your report, however, using drag and drop.



Drag & Drop Tip: You can use drag and drop to copy your completed compact or banner Timeline to an open document window in any application that can accept 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 the Instructions button. Then select an element from the pop-up menu at the top of the Instructions window to view 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, you can see your completed Timeline. 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

The 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 the Quiz Wizard window 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 pick 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 in 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 — you'll choose 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 there's naturally 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.

