

User Guide

WORLD BOOK™



MULTIMEDIA ENCYCLOPEDIA



Macintosh Edition



World Book™ Macintosh Edition—User Guide

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PRINTED IN THE USA

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INSTALLATION

Specified Operating Environment

System Requirements

- Mac OS System software 7.1 or higher
- Centris 650, 25 MHz 68040 processor or faster
- 16 MB RAM
- 35 MB available hard disk space
- 8-bit color monitor or higher
- CD-ROM drive (double speed or faster)
- Mouse

For Online Access

- 8 MB additional free hard disk space
- Modem
- Internet connection

Installation

Turn on your computer and place Disc 1 of *World Book — Macintosh Edition* in the CD-ROM drive. (Disc 2 is not used during installation.)

Step 1: Double-click the **World Book Macintosh** icon.

Step 2: Double-click the **World Book Installer** icon to begin installation.

Step 3: After reading the license agreement, you must click **Agree** to continue installation.

Step 4: The program will pause for you to enter the 12-character CD-Key code. You will find your CD-Key code on the back of the disc holder containing the *World Book* discs. Input all the letters and numbers without hyphens or spaces; capitalize all letters.

Step 5: Click **OK** to continue installation.

Step 6: Click **Install** on the next screen that appears. The program will pause for you to specify where to install *World Book*. You can change the location by clicking **New** to

create a new folder. You also can click on an existing folder displayed in the scrollable list window. Click **Install** to install *World Book* on your computer.

Step 7: A window will appear indicating that the installation was successful. Click **OK** to close the window.

Starting the Program

Open the folder containing *World Book*. Click the **World Book** icon.

Technical Support

If you experience problems installing or using *World Book—Macintosh Edition*, please consult the readme file located in the *World Book* folder on the hard disk; also visit our Web site at <http://www.worldbook.com>.

Additional Technical Support services*

Contacting Technical Support

Before contacting Technical Support, please have this information ready:

- version of Apple system software you are running
- your available system resources (to check system resources, click **About this computer** in the Apple menu)
- version of *World Book* you are using
- your system specifications (for example, Centris 650, 16 MB RAM, 500 MB hard drive)
- printer type, if any (for example, Color StyleWriter 1500 printer)
- exact text of error message(s) that appear on your screen

Frequently Asked Questions (FAQs)

Answers to frequently asked questions are available in the Technical Support area of our Web site: <http://www.worldbook.com>

You can request an e-mail catalog of documents that provide troubleshooting tips from: solutions@edmark.com Simply type "catalog" in the subject or the body of the message; no other text is required.



Individualized Assistance

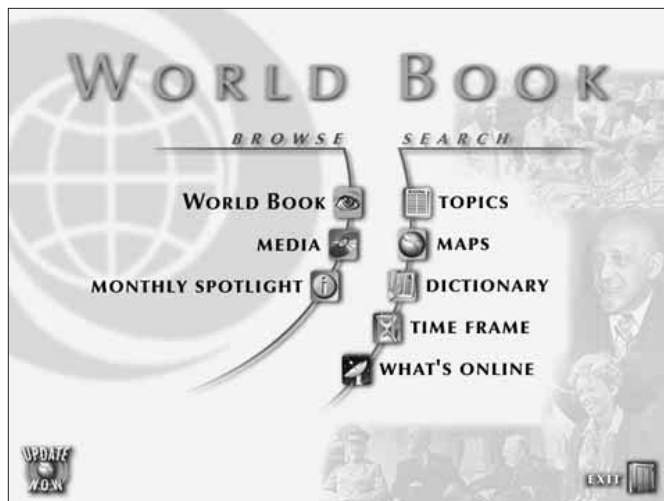
E-mail: wbtech@edmark.com

Online: use an online form to send your questions to our Technical Support staff:
<http://www.edmark.com/support/ibm/wb>

**Technical Support may be discontinued or modified without notice to you.*

CONTROLS AND FUNCTIONS

Main Menu



Please refer to the indicated page(s) for more information about these features and functions.

Browse—click once on

- **World Book** for all content (p. 15)
- **Media** for videos, animations, sounds, etc. (p. 22)
- **Monthly Spotlight** for timely facts and features (p. 14)

Click once on

- **Update Now** to download updates (p. 20)
- **Exit** to leave the program

Search—click once on

- **Topics*** (p. 9)
- **Maps** (pp. 16–17)
- **Dictionary*** (p. 10)
- **Time Frame** (pp. 18–19)
- **What's Online** (pp. 20–21)

** The current "Spotlight On" article will appear.*



Menu Bar



The **Menu Bar** consists of five options: File, Edit, Go, Tools, and Online. Clicking any option will display a menu with more choices.

File

File: click for the following capabilities.

Save As: Click to save the article in view to a disk.

Page Setup: Clicking **Page Setup** results in the **Page Setup** window. This allows you to change the setup of your printer by making the appropriate selections.

Print: Clicking **Print** results in a window with a list of print options such as **Entire Article** or **Current Section**. After selecting the option you want, click **Print** in the window to begin printing. You can print any of the text in articles and tables and all of the dictionary entries and maps. You can also print many of the drawings and photographs and their captions.

Quit: Click to exit the *World Book — Macintosh Edition* program.

Edit

Edit: click for the following capabilities.

Cut: Click to delete selected text. **Cut** is active when *World Book Notepad* is open.

Copy: Click to copy any currently selected text onto the clipboard. Text appearing in these windows can be selected and copied: Article, Article Update, Caption, Dictionary, Sticky note, Table. Simply select what you want to copy by moving the cursor over it while clicking and holding down the mouse button, then select the **Copy** option. Only one block of text may be selected at a time in any one window. A single word is the smallest element that can be selected. You also may copy many pictures, maps, and diagrams to the clipboard in order to paste them into a paint program or many word processing programs. To do this, select **Copy** from the **Edit** menu when a picture or multimedia item is in view.

Paste: Click to insert cut or copied text into the World Book Notepad.

Clear: Click to deselect selected text.

Select All: Click to select an entire article to copy to the clipboard for later use in word processing programs.

Find/Find Next: Clicking **Find** enables you to enter a word you want to find in the article in view. All instances of the word are located and highlighted in the Article display; the display is initially positioned at the first instance of the search word. Click **Find Next** to advance to the next instance of the search word.

Font Size: Click to choose among three size options for the article text.

Go

Go: click for the following capabilities.

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

Forward: Click to go to the next screen.

History: Click to see a list of the last 30 resources you have used during your current *World Book* session. Click any item on the list to retrieve it. (The **History** list is not saved from session to session.)

Tools

Tools: click for the following capabilities.

Sticky List: Click for a list of existing sticky notes. Click a note on the list to go to the article where the note was placed; click the note indicator in the article to open the note.



Notepad: Click to paste or write using the *World Book* Notepad program.

Clear all highlights: Click to erase all your highlights throughout *World Book*.

Clear article highlights: Click to erase your highlights from the article in view.

Online

Online: Click for the following capabilities.

Disconnect: Click to disconnect from your ISP.

Download Directory: Click to delete files that have been downloaded from the Internet to your hard disk.

Note: *The first time you use a World Book online feature you will see a dialog box in which you must select your preferred browser. After the browser is specified, World Book will be able to automatically launch AOL and other ISPs when you request information from the Internet.*

Help: Click for the following capabilities. (The **Help** menu option appears only on System 8 and higher. On earlier systems, **Help** can be found under the **Chooser** icon.)

Help: Click for screens that present actual graphics of *World Book—Macintosh Edition* displays and functions. Click on any element in the graphic to learn more about that element.

Note: *Click on the **Apple** icon and select **About World Book** to view product credits and acknowledgements.*

Control Panel



The **Control Panel** consists of thirteen options displayed in two groups. To the left of the screen are major tools and functions: Search, Dictionary, Sticky Note, and Highlighter; to the right are navigation controls: Back, Forward, Main Menu, Article, Just Looking, Around the World, Time Frame, What's Online, and Stop. Clicking most options results in a menu with more choices. The **Control Panel** is always available within *World Book*, making it easy to move between features and functions.

Search: click for the following capabilities.



Search by topic: This is the primary search method. Type the name of your topic in the **Enter Search Words** text entry 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, a message box appears. Trying a synonym for your term may help. Click on the closed file folder icon next to an item in the search results list to see the available subtopics.





Search by word: At the top of the window that appears, click the type(s) of media you want to locate (videos, sounds, etc.). “All” will be selected unless you choose otherwise. To refine your search, use the and/or/not text entry boxes to combine up to three search terms. You also can direct the program to search only in certain text elements and according to the proximity of the terms. 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. 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. The search term(s) you used will appear in red in the corresponding articles.

Search always opens to the most recent search performed to allow you to continue or expand that search. **Search** also can be opened from the **Main Menu**.)

Dictionary: click for this capability (the current “Spotlight On” article appears when **Dictionary** is selected from the **Main Menu** for the first time).

Enter a word to look up or to display a list of words with similar spelling. Click **Go** or press **Return** for a definition, or click **Word List**. The dictionary window retains the last word looked up. You also can find the meaning of any word in an article, illustration caption, or dictionary entry simply by double-clicking the word. Dictionary text can be selected and copied into the clipboard. See **Copy** on p. 6.

Sticky Note: click for the following capabilities.

Click for the **Sticky Note** window. You can add, remove, change, rename, place, and move sticky notes. A **Sticky Note** indicator will appear when there is an existing sticky note. Click the indicator to see the sticky note. Click and drag the indicator to reposition the note in the article. Delete the text within the sticky note to remove the note.

Highlighter: click for the following capabilities.

Click to turn **Highlighter** on and 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** is on, 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. The selected text will be highlighted. You can erase any highlighting by reselecting the highlighted portion or you can erase all highlighting within the current article by clicking **Clear Article Highlights** under **Tools**.



Nine icons on the **Control Panel** on the basic screen allow you to quickly move within the *World Book* program.



Back: takes you back one screen at a time.

Forward: takes you forward one screen, if available.

Main Menu: returns you to the Main Menu.

Article: opens the Article display.

Just Looking: opens the Just Looking browser feature.

Around the World: opens the Around the World atlas search feature.

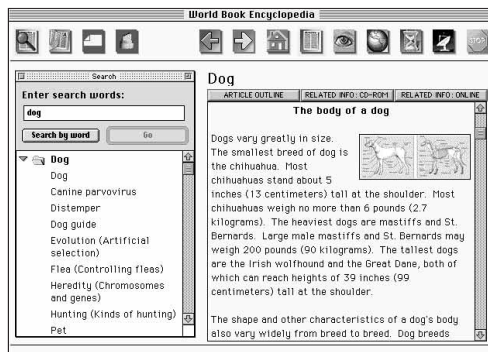
Time Frame: opens the Time Frame chronological search feature.

What's Online: starts the online access feature.

Stop: ends feature or function currently in use. The button will appear red when it is available to be used to stop a function, such as audio or video playback.

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 on-screen 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 bar at the bottom of the window.

ARTICLE



Article is where you view articles, related information (on the CD-ROM or online), and media thumbnails, such as those for pictures and videos. The **Article** display appears when you click **Monthly Spotlight** from **Browse**, or **Topics** or **Dictionary** from **Search** on the **Main Menu**. When you want to go to the **Article** display from other displays, click the **Article** icon in the **Control Panel** or click the **Go To Article** button when it's available.

Functions within Article:

Tables: Tables are opened by clicking the tables icon when present; tables appear in the Table Viewer.



Facts in Brief about the States

- Click **Footnote** to toggle footnotes on and off; click **Go to Article** to go to the article associated with the table.



Cat meow

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

Timeline: Click this icon when it appears in an article to view a related chronology. (Allow your computer time to retrieve the Timeline. Repeated clicks can result in a malfunction.) Click **Go to Article** from within the Timeline to return to the article.



China timeline

- Click **Change View** to toggle between **Compact** (vertical) and **Banner** (horizontal) Timeline versions. Click **Print** for a print options window.



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



Media thumbnail: Click on any small image when it appears in an article to move to the Media display for an expanded view of the image.

Article outline: Click this button for a display of article contents by headings, which will appear in the window at the left of the display. Click an item in the outline to position the article at that selection. Double-click media icons to access the media. The outline and article scroll in tandem.

Related Info: CD-ROM: Click this button for a list of related *World Book—Macintosh Edition* articles. Double-click any article title to open the article.

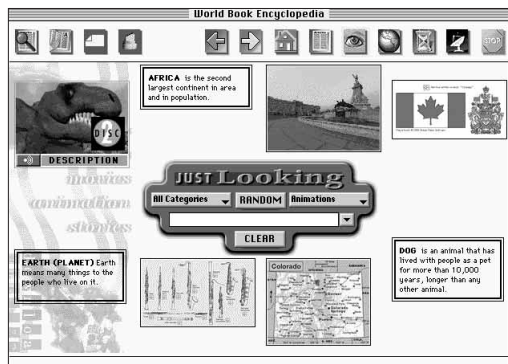
Related Info: Online: Click this button for a list of related *World Book* and other online resources. Online resources are listed by category: **Our Century** (year-by-year articles providing overviews of the topic); **Online Library** (special reports linked to selected articles); **Web Sites; Article Updates.** If **Article Updates** is selected, an **Article Update** window will appear directly beneath the **Related Info** window. Click on the closed file folder icon next to an item in a Related Info list to see the available subtopics.



Article media: Click this control to unroll a “filmstrip” showing all media elements related to the article in view. Click on 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 on the end of the filmstrip to retract the filmstrip. When the “filmstrip” is extended, click the left and right icon arrows that will appear to move the filmstrip up/down one picture at a time. If an article does not contain any media, this control will appear grey.

Monthly Spotlight: The **Spotlight On** article appears when you select **Monthly Spotlight** from the **Main Menu** (it also appears when you select **Topics** or **Dictionary** from the **Main Menu** for the first time). **Spotlight On** is an article for you to browse; it changes automatically each month (online connection not required) with highlights from *World Book—Macintosh Edition* and interesting facts about the month. (If you use the **Update Now** online feature, material in the **Spotlight On** articles will be updated with the latest information. The articles also may be updated with information about *World Book's* online features and special online “events”).

JUST LOOKING



Just Looking enables you to browse through any content in *World Book* — *Macintosh Edition*. When the display first appears, you will see an introductory welcome to the feature. Click **Random** to see a random sampling of text and media thumbnails. (Also, **Just Looking** can be opened from the Main Menu under Browse/*World Book*.)

Functions within Just Looking:

Find: Click to look up a term by either typing it in or selecting it from an alphabetical list.

Random: Click to view a sampling of text and media thumbnails.

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

- CD content (selected until you make a choice) • Animations • Articles • Bubble Views
- Maps • Media • Online Library • Our Century • Pictures • Sounds • Timelines • Videos

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

- All categories (selected until you make a choice) • Geography • History • Humanities
- Industry/Technology • Life Science • Physical Science/Math • Recreation • Social Science

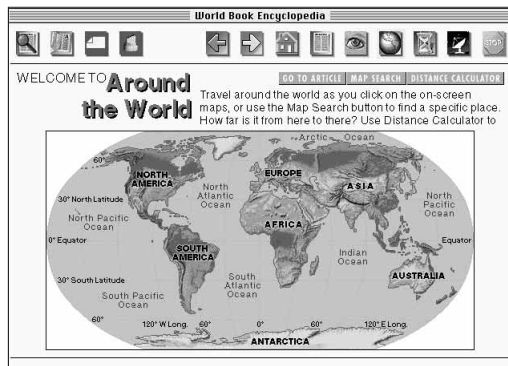
Clear: Click to remove all thumbnails from the viewing area.

Audio icon: Click the thumbnail audio icon to hear the selection; click the thumbnail text to move to the article containing the selection.

Disc 2: Thumbnails of material on the second disc provide an option to play an audio description of the item to help you decide if you wish to view the material. Click on the audio icon or **Description**.



AROUND THE WORLD



Around the World opens with an introductory welcome to the feature and a map of the world. You can immediately begin your review of *World Book's* maps by clicking on any continent label; then continue clicking to view progressively more detailed maps to learn about countries, states, provinces, or cities. (Also, **Around the World** can be opened from the **Main Menu** under **Search/Maps**.)

Functions within Around the World:

Go to Article, Overlays, Map Search, and Distance Calculator buttons are in a menu bar at the top of the initial **Around the World** window. When you move to other levels in the **Around the World** feature, an additional button appears in this menu bar: **Zoom Out**.

Map Search: Click to open the **Map Search** window. Type the location you want to find in the text entry box or double-click on 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**.

Distance Calculator: Click to open the **Distance Calculator** window. A globe and flat map appear along with the **Distance Calculator** controls. Click the arrows in the **Distance Calculator** text entry boxes to open scrollable drop-down lists of city names. When you click on a name on the list, it will appear automatically in the text entry box, and its location will be shown on the globe. (You also can click in the text entry box to activate it, and then begin to type in a city name. The drop-down list will be positioned at city names corresponding to what you type. Click on a highlighted city name to select it, or continue typing in the name and then press **Return**.) The **Distance Calculator** computes the distance only between cities that appear on the drop-down lists. Information can be cleared by clicking **Clear**. When both city names have been selected, they are marked and labeled on the globe and flat map. A line linking the city locations appears on the flat map. Click **Go to Map** to move to the map related to the city.

If you move the mouse cursor over the globe before any cities have been specified, latitude and longitude of the cursor position will appear in the top **Distance Calculator** box; if one city has been specified, cursor position latitude and longitude will appear in the bottom box. Rotate the globe by placing the mouse cursor slightly above or below, or left or right of the globe.

Zoom Out: Click to move to progressively larger scale maps.

Overlays: Click to open a list consisting of:

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

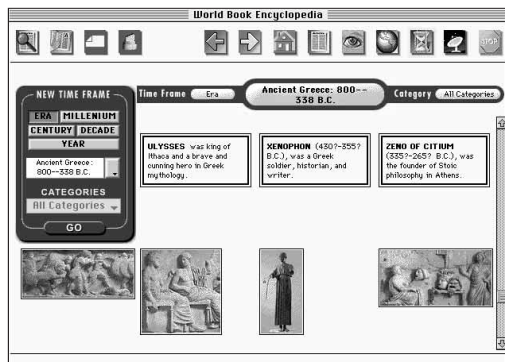
Click an overlay to select it and view the map with the corresponding information. (Not all overlays are active for all maps.) Once you select **Overlays**, either a thumbnail locator map or a legend appears in the **Overlays** window to provide a global point of reference for the selected map.

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



TIME FRAME



Time Frame opens with an introductory welcome to the feature and the **Time Frame** window. Use **Time Frame** to locate information related to a specific year, decade, century, millennium, or era. (Also, **Time Frame** can be opened from the **Main Menu** under **Search/Time Frame**. **Time Frame** results are customized according to choices you make. Some articles contain **Timelines** which have been specially prepared to complement the articles.)

Functions within Time Frame:

Time Frame: Select from:

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

and specify whether **A.D.** (selected until you make a choice) or **B.C.** Then type in a year. If you select a period other than **Year**, the date will be reset to reflect the selected time period. (For example, if you select **Decade** and then type **1952**, the date will be reset to **1950**.) To focus your search, use **Categories** to choose from:

- All categories (selected until you make a choice) • Geography • History • Humanities
- Industry/Technology • Life Science • Physical Science/Math • Recreation • Social Science

Click **Go** to begin your search. Clicking on **Era** will display a drop-down menu of broad time periods; click one of these to select that era, then click **Go**. The search results are displayed as thumbnails in the viewing area under a banner showing your specifications; use the scroll bar as needed to view all the thumbnails. The date(s) you used, or dates corresponding to the period you used, will appear in red in the resulting articles.

Audio icon: Two types of audio features are available in **Time Frame**.

1. An audio icon appears to the left of some text thumbnail windows. Click the audio icon once to play the selection. Click the text in the thumbnail window once to go to the **Media Window** and automatically play the selection. Click **Go to Article** from the **Media Window** to go to the article containing the audio selection.
2. An audio icon appears within some picture thumbnail windows. Click the picture thumbnail once to go to the **Media Window**. Click the audio icon once to play the selection. Click **Go to Article** to go to the article containing the picture and audio selection.

Disc 2: Thumbnails of material on the second disc provide an option to play an audio description of the item to help you decide if you wish to view the material. Click on the audio icon or **Description**.

New Time Frame: Click to retrieve the **Time Frame** window to do another search.



WHAT'S ONLINE



World Book — Macintosh Edition enables you to view article updates, historical articles, special reports, and other timely information on the Internet. Click on a feature in the **What's Online** display to select the feature. (Also, **What's Online** can be opened from the **Main Menu** under **Search/What's Online**.) Please refer to *System Requirements for Online Access* in this User Guide; you need to have at least 8 MB extra hard disk space. As a purchaser of the *Macintosh Edition*, you receive twelve months free access to *World Book's* online

resources. A subscription is required to maintain access after the free period. For subscription information, please phone Customer Service at (800) 439-7664, Monday–Friday, 9:30a.m. – 8:00p.m. (EST).

When you select articles from **Online Library**, **Our Century**, or **Article Updates**, they download from the Internet to your hard disk and appear in the **Article** display. At the end of a session, these articles will automatically be saved into the program's Download Folder. You can delete these files by using the **Delete Articles** options from the **Online: Download Directory** menu.

You can use *World Book — Macintosh Edition* with many ISPs.

Functions within What's Online:

Update Now: Click to go online to download Article Updates and updates to Month in Brief, Web Sites, Our Century, and Online

Article Updates: Click for a list of *World Book* articles that have been updated. Each article heading is accompanied by "headlines" naming each update. Click a headline to select the update for viewing in the **Article** display.

Month in Brief: Click for a calendar and a day-by-day chronology of events. Click on a calendar date to go directly to information related to that date. Use the scroll arrows to view other days and other months. Up/down, right/left keys can be used to navigate the calendar; and page up/down keys can be used to navigate the chronology.

Web Sites: Click to open a window where you can combine up to three terms to search the Web site database. Click **Go** to start the search. Click on a highlighted Web site in the results list to go to the site. Click **OK** or **Cancel** in the **Web Site** advisory window.

Our Century: Click to open a window and select a topic from a drop-down menu. A chronological annotated list of historical articles appears. Double-click a year or an annotation to go to the corresponding article.

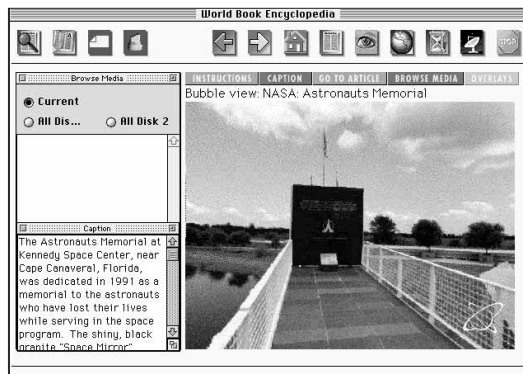
Online Library: Click to go to special reports prepared by World Book editors to supplement the Encyclopedia articles. A list of report categories will be available for you to use to narrow your search.

World Book Web Site: Click to go to World Book's Web site where you'll find special informational features, homework hints, activities, resources for parents and teachers, technical support, and an online bookstore. Click **OK** or **Cancel** in the **Web Site** advisory window.

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MEDIA WINDOW



All videos, animations, pictures, and Bubble Views appear on this screen.

Functions within Media Window:

Instructions: Click for tips on using *World Book* media: animations, sounds, videos, Bubble Views, and pictures.

Caption: Click to display/hide caption. Caption text can be selected and copied onto the clipboard. See **Copy** on p. 6.

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 **Current** to browse all the media associated with the article in view before you moved to the **Media Window**, or the current **Time Frame** or **Just Looking** search.
- Click **All Disc 1/All Disc 2** to browse all the media on the specified disc.
- **Overlays:** Click to use any overlays available for the media element in use. Button will be dimmed if no overlays are available.

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

- Clicking on a sound icon retrieves a sound associated with a picture; click **Stop** in the **Control Panel** to stop the audio playback.
- 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.
- Clicking the sound icon on videos opens a volume control bar. The pause button next to the sound icon starts/stops the video. Clicking inside the video also will stop it. Click on the slider control to manually go forward/ backward in the video. The buttons to the right of the position indicator/slider control can be used to go forward/backward in stop-frame mode.
- Move the cursor onto a **Bubble View** to navigate within the 360° view. The cursor changes to a hand icon which you move to choose a direction to follow in the **Bubble View**. Zoom in and out by moving the cursor to the center of the **Bubble View** and using the + or – magnifying glass cursor that appears. Click the door icon when available to go to different viewpoints. Double-click **Reset View** to return to the initial viewpoint.
- Depending on the screen resolution you use, some images may appear with vertical and/or horizontal scroll bars for you to use to see the entire image.

Note: The first time you need to switch to Disc 2 to retrieve media, the program will prompt you for the disc location. Click **Desktop**. Choose **Disc 1** and click **Eject**. Insert Disc 2 in the CD-ROM drive and click **Desktop**. Choose **WBD2600** in the dialog box and click **Select WBD2600**. (If your system has more than one CD-ROM drive you do not have to eject Disc 1.)



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