# AMERICAN POETRY

## THE NINETEENTH CENTURY

USER'S GUIDE

## REGISTRATION AND SOFTWARE SUPPORT

Please fill out and return the enclosed warranty card. This registers your copy of the software and helps us keep you informed about updates and other software you may be interested in.

If you ever have problems with Voyager software, please call us at (914) 591-5500.

## TECHNICAL REQUIREMENTS

- Any color Macintosh (25-MHz 68030 or better recommended)
- System 7
- 4,000K of available RAM (at least 8 MB installed)
- 13-inch (640×480 resolution) color monitor
- QuickTime™-compatible CD-ROM drive (double-speed recommended)

## SETTING UP

Before you can use this product, you must:

- Copy the American Poetry folder from the CD to your hard drive
- Install the necessary fonts
- Copy HyperCard from the CD to your hard drive if necessary
- Allocate 4,000K of memory to HyperCard if necessary
- Install QuickTime 2.0 and Sound Manager 3.0, if necessary

### Installing Software from the CD

1. Insert the CD into your CD-ROM drive according to the drive manufacturer's instructions.

2. Double-click the CD's icon. A window showing its contents will open.

Everything you may need to install appears in this window. Keep it open until you're finished setting up.

## Copying the American Poetry Folder

Drag the American Poetry folder to your hard drive to copy it.

## Installing Fonts

Install the provided fonts as follows:

1. Locate the American Poetry folder on your hard drive and double-click to open it.

2. Drag the American Poetry Fonts suitcase to the System Folder on your hard drive and drop it. The Macintosh will guide you through the rest of the font installation.

If you use HyperCard regularly, you can skip steps 3 and 4, because you have almost certainly installed the HyperCard fonts already. If not, proceed as follows:

3. Locate the HyperCard folder on your hard drive and double-click to show its contents.

4. Drag the font suitcase named "HyperCard Fonts" to the System Folder on your hard drive and drop it. The Macintosh will guide you through the rest of the font installation.

## Installing HyperCard

If HyperCard 2.1 (or later) isn't already on your hard drive, you should drag the folder named "HyperCard" to your hard drive to install it.

## Allocating Memory to HyperCard

If you have copied HyperCard from the CD, you can skip this step because the copy provided has the correct memory settings.

1. Locate your copy of HyperCard on the hard drive and select it.

2. Choose "Get Info" from the File menu. A HyperCard Info window will appear.

3. Type "4000" in the box at the lower-right corner of the HyperCard Info window.

4. Close the HyperCard Info window.

## Installing Extensions

*American Poetry* requires QuickTime 2.0 and Sound Manager 3.0. If you have a Power Macintosh, you also need the QuickTime PowerPlug 2.0. All extensions are in the QuickTime and Sound Manager folder.

### INSTALLING QUICKTIME 2.0

To install QuickTime 2.0, drag the icon for QuickTime 2.0 to your system folder and drop it. The Macintosh will guide you through the rest of the installation.

If you have a Power Macintosh, you must also install the QuickTime PowerPlug. To do so, drag the QuickTime PowerPlug to your System Folder and drop it. The Macintosh will guide you through the rest of the installation.

### INSTALLING SOUND MANAGER 3.0

To install Sound Manager 3.0 and the new Sound control panel, drag these items to the System Folder and drop them. The Macintosh will guide you through the rest of the installation.

## HOW TO USE *AMERICAN POETRY*

Every time you wish to use *American Poetry,* you must insert the American Poetry CD in the CD-ROM drive. To begin, find the American Poetry folder on your hard drive, open it, and double-click the American Poetry icon.

If you encounter problems at this point, it may be because you have an extra copy of HyperCard (or Player) on your hard drive, or because not enough memory is available. Quit all applications, find the copy of

HyperCard whose memory you set according to the instructions given above, and drag the American Poetry icon right on top of this copy. Let go when HyperCard highlights.

## Important Tips

To display or hide the Tool Palette, which contains several navigational and other features, click in the margin to the right of the text, or choose Tool Palette from the Books menu.

To display the menu bar (if hidden), move the cursor to the top of the screen, or press ⌘-space.

To go from page to page, press the right or left arrow on the keyboard.

To jump to another chapter of the book, click and hold on the Chapter button on the Tool Palette, or on the running header of any page. Select your desired destination and release.

To return to the last page you were on, click Retrace on the Tool Palette. To return to a page you visited recently, click and hold on the Retrace button and select the desired page.

Audio performances are marked by a speaker icon to the left of the text. Click on the speaker to begin the performance.

To go to the next audio performance, choose Find Next Performance from the Am.Poetry menu.

Text with a gray underline is linked to explanatory material in the Line Notes section. To show or hide the gray underlines, choose Annotations from the Books menu. To read the annotation, click on the underlined text. To return to the text, click again on the annotated passage.

## Navigation

*American Poetry* is divided into two major sections: "Contents" and "Text." The Contents pages are numbered 1–89, and the Text 1–4289.

• **Contents** contains the Contents Overview page, the Introduction, and three detailed tables of contents. "19th-Century American Poets" is arranged in chronological order. "American Indian Poetry" and "Folk Song and Spirituals" are arranged in no specific order. Click on any item in Contents section to go to its corresponding section in the text.

• **Text** contains all the poetry and songs, as well as the appendices and indices. Each poet has his or her own chapter. Each line of "Index of Titles and First Lines," "Index of Poets," and "Audio Index" is linked to a poem or song. Click the line to go to that poem or song.

To go to the next or previous page, press the right or left arrows on the keyboard, or click the right or left arrows beside the Page button on the Tool Palette.

To go to a specific page, click the Page button on the Tool Palette, or the page number at the bottom of the page. In the "Go Page…" window, select "Contents" or "Text," enter the desired number, and click Go.

To go to the next or previous chapter, click the right or left arrows beside the Chapter button on the Tool Palette.

To jump to any chapter of either the Contents or the Text, click and hold on the Chapter button on the Tool Palette, or on the running header of any page. Select your desired destination and release.

To return to the last page you were on, click Retrace on the Tool Palette. To return to a page you visited recently, click and hold on the Retrace button and select the desired page.

Another navigational aid (visible in the Text section only) is the Progress Gauge. To display the Progress Gauge, select "Progress Gauge" from the Books menu. A slider gauge representing your position in the Text section will appear at the bottom of the page. To jump to another page in the Text section using the Progress Gauge, drag the slider to the right or left, and release it when the page number indicator has reached the desired page.

## Playing Audio Performances

Audio performances are marked by a speaker icon to the left of the text, and by an audio controller to the lower right. As performances progress, the speaker icon will move, and pages will turn automatically.

To begin or pause a performance, click on the triangle icon in the lower right of the screen, or select Play/Pause Performance from the Am.Poetry menu.

To begin or replay the performance from any line of text featured in the performance, click on the desired line. You can also drag the moving speaker to any line of text in the performance.

To find the next audio performance in the Text, select Find Next Performance from the Am.Poetry menu.

To start or stop the speaker from moving, select Moving Speaker from the Am.Poetry menu.

To control the volume of a performance, click and hold on the speaker icon in the audio controller and select the desired level from the pop-up.

## Finding Words and Phrases

To display a pop-up menu listing Find options, click and hold on any word in the Text section, or click the Find button on the Tool Palette. From the pop-up, you can choose to find the first, last, next, previous, or all occurrences of the word you clicked on, or choose to find something else. From the Tool Palette's Find button, you can find all occurrences of any word or phrase you enter.

If you choose to find all occurrences of a word or phrase, finds will appear in a results window with a few words of context, and with the location of each find in the Text. To go to an occurrence of the found word or phrase, click on it in the results window.

When you close the Find results window, you will be prompted to save your finds. If you choose to save finds, you will be able to call up the results window later, without having to perform a search again. To load a saved find, click and hold on any word in the Text section and select "Load Previous Find…" from the pop-up.

## Marking and Highlighting Features

To mark a page, click the Mark button on the Tool Palette or click in the upper right corner of the page. To Mark a page with a message, click and hold the Mark button, select "Mark this page with a message" from the pop-up, and type a short message.

To find the next or previous marked page, click the arrows to the right or left of the Mark button. To select from a list of marked pages, click and hold on Mark and select from the pop-up.

To highlight text, click the Highlight button on the Tool Palette. This will display a palette of four highlight colors. Select the text you wish to highlight by dragging across it—as you would in any word processor—then press the highlight color button of your choice.

To find passages you have highlighted throughout the Text, click and hold on any of the four color buttons, and select the desired page from the pop-up.

## Taking Notes

To take margin notes, click in the left margin of the Text section and type. You can edit these notes using standard Macintosh editing commands.

To bring up a Notebook, in which you can enter and organize several longer notes, select "Notebook" from the Books menu.

## Viewing Annotations

Text with a gray underline is linked to explanatory material in the Line Notes section. To show or hide the gray underlines, choose Annotations from the Books menu. To read the annotation, click on the underlined text. To return to the text, click again on the annotated passage.

## Reading Poets' Biographies

Biographies are available for all poets. To view a biography, go to the first page of the poet's chapter in the Text section, and click the poet's name.

## Large Print

To display the text in large-print format, select "Large Print" from the Books menu, or press ⌘-L. Selecting Large Print will also bring up a large version of the Tool Palette.

Note: the margin notes and highlighting features will not work while in Large Print mode.

## Other Presentation Options

To display the text in white against a black background, select "Inverse Text" from the Am.Poetry menu. Note: Margin Notes and selecting text will not work with Inverse Text.

To disable color backgrounds, which will speed up page-turning, deselect "Color Backgrounds" from the Am.Poetry menu.

To display a large, simplified version of the Tool Palette, select "Large Tool Palette" from the Am.Poetry menu. This palette features a large-print navigation system.

To hide the desktop on large monitors, select "Frame" from the Am.Poetry menu.

To hide the title bar on large monitors, deselect "Title Bar" from the Am.Poetry menu.