

Begin

The *Encyclopædia Britannica 2003 Ultimate Reference Suite* provides three complete Libraries of information tailored to your family's needs. Any member of your family – whatever their age – can use this powerful tool to search or browse for knowledge in a variety of sources.

Get started:

- Install the program. See the *Installation Guide* inside your program disc case. Be sure to register *Britannica 2003* to receive updates and benefits.
- To open the program, double-click the *Britannica 2003 Ultimate Reference Suite* icon on your Desktop.
- To increase text size in articles, open the **Tools** menu, select **Text Size**, and choose a larger size.
- Refer to **Help** in the program for more information and troubleshooting.

Choose a Library:

Encyclopædia

Britannica Library:

Advanced level, more information for more knowledge.

Britannica Student

Library:

Intermediate level, plenty of information for most students' needs.

Britannica Elementary

Library: Easiest level, shorter, easy-to-read articles for school and for fun.



Workspace

Collect the content you find in the right portion of the program window. You can have multiple windows open at one time.

Control Panel

Choose a Library, and Search or Browse for content.

Explore

Use the **Control Panel** to explore and find answers to questions. All exploration happens within a **Library**. The Library determines the complexity and the amount of content you will find when searching or browsing.

Search:

1. Select a Library at the top of the Control Panel.
2. Type a keyword or phrase in the Search box and click **Go** or press Enter. Wait for the Search Results to appear, ordered by relevance.
3. Click the type of content you want to list:
Encyclopedia articles are listed by default.
4. To view the content, click a title in the **Search Results** list. The content is displayed in the **Workspace**.

Choose Search Results:

Encyclopedia: Find encyclopedia articles.

Dictionary: Look up definitions, etymology, spelling.

Thesaurus: Find alternate words.

Images: View pictures and illustrations.

Multimedia: Find video, audio, and other presentations.

Online Content: Find Britannica-selected Web sites, magazines articles, and videos online.



Check Spelling: Type the first few letters of a word or phrase and click **Check Spelling**.

Search/Browse arrows: Click these arrows to hide and reveal options in the Control Panel.

Control Panel arrow: Click to create more viewing room in the Workspace.

Search Results: Choose the type of content you want to see in the Search Results list. Click on titles to view content.

Browse through alphabetical titles:

1. To explore the encyclopedia alphabetically, click a letter (A-Z) in the Control Panel, or type the first few letters of a word in the entry box and click **Go**.



Article titles are listed in the Search Results area.

2. To view more titles, use the arrows above the Search Results list. It's possible to browse through all encyclopedia titles in the Library!
3. To read an article, click a title in the Search Results list.

Browse maps of the world:

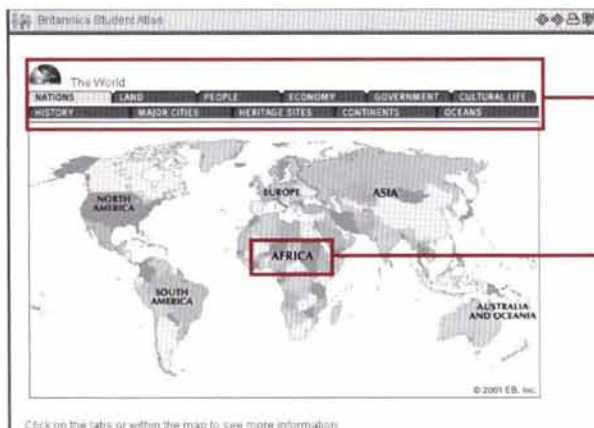
1. To open a world map, click **World Atlas** in the Control Panel. The World Atlas in each Library is slightly different.
2. Click a label on the map to open either an article from the current Library or another, more detailed map.
3. If special icons appear (precipitation, land use, and so on), click an icon to view a thematic map.

Search Tips:

Encyclopedia: Use quotations around search words to get an exact match:
"Nobel Peace Prize".
 Try natural language:
show me spiders in Australia.

Dictionary and Thesaurus: Use singular words and known phrases.

Online Content: Use keywords and known phrases.



Tabs: Click to view statistical, historical, or cultural information.

Labels: Click to open an article or a more detailed map.

Browse through history:

1. To open a Timeline of notable events, click **Interactive Timelines** in the Control Panel. Opening a Timeline will maximize the Workspace window.
2. To select a topic for the Timeline, click a label, such as **Exploration**, at the bottom of the Timeline. (In the Britannica Elementary Library, all topics are in one Timeline.)

To see more topics, click the arrows at either end of the topic list.

The Event nearest to the date selected on the Time Scale appears in the centre of the Timeline window.

3. To step through Timeline events, click the arrows in the **Previous Event** or **Next Event** boxes.
4. To read a related article, click **Learn more** in the Event box. An article opens in a separate window.

Browse Tips:

Each Library has its own **World Atlas** and **Interactive Timelines**.

The **Timeline** date always "snaps" to the nearest event available in the Timeline.

The screenshot shows the 'ART' section of the timeline. A central event box displays a painting by Jean-Baptiste-Siméon Chardin, 'Le Bénédicité' (The Grace), dated 1740 AD. The text describes the painting as a study of an intimate domestic scene. To the left, a 'Previous Event' box shows Antoine Watteau's 'La Partie Quarrée' (1713 AD). To the right, a 'Next Event' box shows William Hogarth's 'Marriage' (1743 AD). Below the event boxes is a 'Time Scale' ranging from 100,000 BC to 2000 AD, with a dropdown menu set to 1740 AD. At the bottom, a 'Topic List' includes Childhood, Daily Life, Ecology, Exploration, and Literature. Annotations with red lines point to various elements: 'Learn more' (click to open an article), 'Topics' (click to choose a topic), 'Time Scale' (drag to select the date), 'Date' (current date setting, click arrows to step through time), and 'Learn more' (click to open an article).

Learn more: Click to open an article.

Topics: Click to choose a topic.

Time Scale: Drag to select the date.

Date: The current date setting. Click the arrows to step through time.

ART

Event 1740 AD

French painter Jean-Baptiste-Siméon Chardin completes "Le Bénédicité" ("The Grace"). Like most of his work, this study of an intimate domestic scene is marked by sobriety of colour.

Image Credit: Erich Lessing—Art Resource, New York City

Previous Event (1713 AD): Antoine Watteau depicts the nobility of love and leisure in "La Partie Quarrée" ...

Next Event (1743 AD): William Hogarth executes his moralizing series of paintings and engravings "Marriage" ...

100,000 BC 10,000 BC 1000 BC 0 500 AD 1000 AD 1500 AD 2000 AD

Beginning of Time End of Time

Childhood **Daily Life** Ecology Exploration Literature

Browse through KnowledgeNavigator™ :

1. Choose the **Encyclopædia Britannica Library** in the Control Panel. Click **KnowledgeNavigator**.

KnowledgeNavigator opens in a Workspace window. If you are at the "top" level, you see a ring of general topics.

2. Click a topic to send it to the centre. New, related topics cluster around the centered "target" topic.
3. Click the centre topic to open an article.

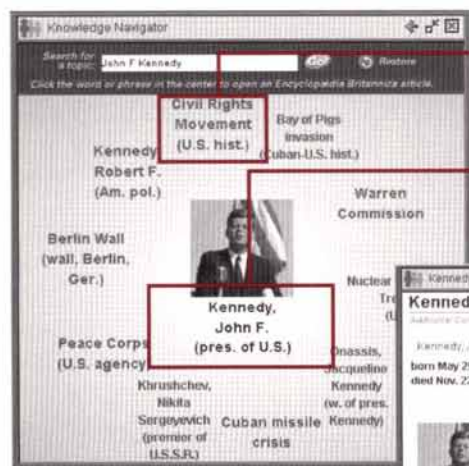
Look up topics in KnowledgeNavigator:

1. Type a keyword, last name, or place in the entry box at the top of KnowledgeNavigator. Click **Go**.
2. Select a topic from the KnowledgeNavigator Search Results, then begin navigating through topic relationships.

Browse Tips:

KnowledgeNavigator is only available in the Encyclopædia Britannica Library.

If you don't see Browse options on the Control Panel, click the arrow next to **Browse** to reveal them.



Topics: Click a related topic to centre it.



View Article: Click a centered topic to view the article in a new window.



Learn

Britannica 2003 provides a wide range of information in its articles, including links to various types of content. An article can be as brief as a paragraph or as long as an entire book, with many sections.

Learn from Britannica articles:

- To open an article, conduct a Search and click a link in the Search Results, or use any of the Browse options. They all link to articles. The article opens in a Workspace window.
- To navigate through previously viewed content in an article, click the forward and back arrows at the top of the article window.
- To minimize a window in the Workspace, click  on that window's toolbar.
- To print an article, click .

Article Links:

Article: The main article page.

Article Contents:

Display all sections of an in-depth article.

Flags, Images, Maps:

Visual information associated with the current article.

Index Entry: Display links to other articles on the same or similar topics.

Statistics: Facts about nations.

Tables: Information in tabular format.

Yearbooks: Articles from the *Britannica Book of the Year*.





Article links: Articles about major topics include additional information.

Maximize: Click  to return a window to full size.

Close: Click  to close a Workspace window.

Save sources and take notes:

- Click  at the top of a window to attach a **Text Note** to the item. Click **Save and Close**. Any Note you create in a Workspace window will automatically link to the content.
- When an image or map is enlarged, click the  icon on the window's toolbar to capture it in an **Image Note**.
- To view all Notes, open **Research Organiser**. To open a Note's source content, double-click the Note in the left pane of Research Organiser.

Learn from Online Content:

1. Make sure you are connected to the Internet.
2. To view online titles, click **Online Content** in the Search Results area.
3. Your default Web browser will open, displaying available Web sites, magazine articles, and videos online.

Note Tips:

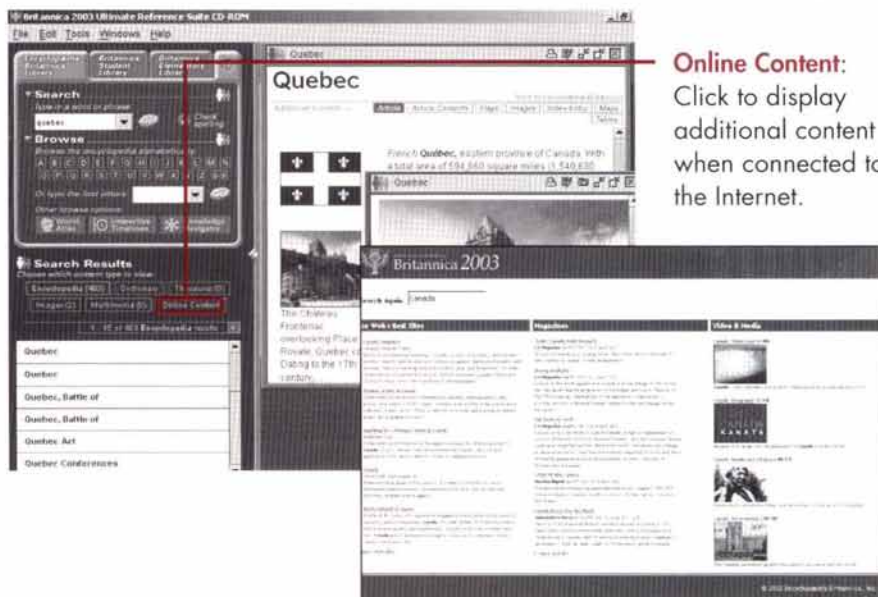
If text is highlighted when you create a **Text Note**, the text is automatically pasted into the body of the Note.

If you don't see your Notes in Research Organiser, double-click the **Unfiled Note Cards** folder to reveal them.

Create a link to a Web site by pasting an Internet URL in a Note's citation form to create (see **Help** for directions).

Online Content:




Click to display additional content when connected to the Internet.






Create

In addition to a vast amount of information, *Britannica 2003* provides tools for following the basic steps in creating a research report.

Arrange notes in an outline:

- Open the **Tools** menu. Select **Research Organiser**.
- Create **New Project** folders  and drag-and-drop your notes into them. Drag the folders into an order that makes sense.
- Edit all Note text and your outline structure by selecting **Outline** view  from the toolbar.
- Create new **Notes**  to flesh out your outline.

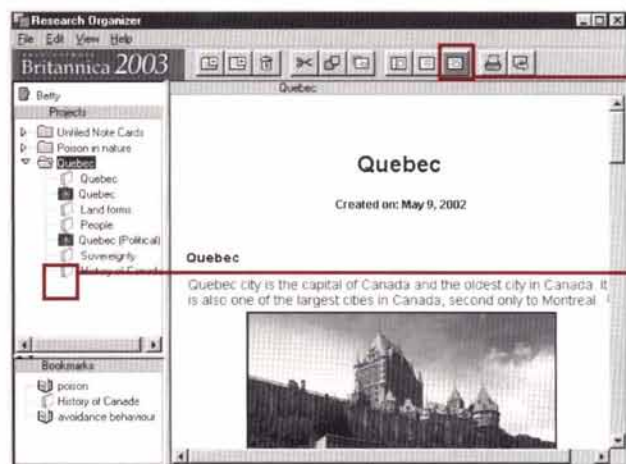
Print or export notes as a report:

- To view the report, select a project folder in the left pane, then click **Report**  view on the toolbar.
- **Print**  the formatted report, or **Export**  it to HTML to view in a Web browser.

Report Tips:

You can add your own .jpg or .gif pictures to a Research Organiser report. Open the **File** menu, select **New Note Card**, and **Image**. Select your picture.

You can **Export** your notes to an HTML or Plain Text file, then continue working in another application. Use the Research Organiser **File** menu.



Report View: Select to view your Notes as a formatted report in the right pane.

Note: Click once to display a Note's contents in the right pane; double-click to display the source.