

M U L T I M E D I A

WORLD FACT BOOK

NON
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INFO

The World FactBook is produced annually by the Central Intelligence Agency for the use of United States Government officials

Also includes the KGB USSR Yearbook, Hammond maps, color flags & national anthem segments.



User's Manual
for both
PC & MAC

Bureau Development, Inc.

PC Users, If You're In A Hurry:

- 1.) Place your Multimedia World Factbook CD-ROM disc in your CD-ROM drive
- 2.) Log onto your CD-ROM drive
- 3.) Type `CIA` to get started

More details inside

COMBINATION PC AND MAC MANUAL



USER'S MANUAL
PC VERSION

FLIP MANUAL OVER FOR MACINTOSH VERSION



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COMBINATION PC AND MAC MANUAL

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COMBINATION PC AND MAC MANUAL

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This entire agreement shall be construed, interpreted, and governed by the laws of the State of New Jersey.

System Requirements

To use Multimedia World Factbook, you need

- a PC or a PS/2 compatible computer
- a CD-ROM drive that supports the ISO-9660 standard, with interface card, cable & software
- Microsoft Extensions version 2.0 or later
- a minimum of 640K RAM, with 500K available
- DOS 3.1 or later

A hard drive with approximately 500K available space is recommended but not required. No mouse is required. All point-and-click functions are performed using a standard keyboard.

Image display requires a 640x480x256 VGA monitor and 512K VGA Board. Images may be displayed with some loss of clarity, or with full resolution in black and white, with a 256K VGA Board.

A printer is recommended but not required. Images may not be printed, but any dot matrix or laser printer that prints ASCII text is acceptable for printing **text** files.

Installation

You can run Multimedia World Factbook directly from the CD-ROM drive. Simply log onto the CD-ROM drive and type CTA.

If you plan to use Multimedia World Factbook often and want faster program loading, you may copy it and run it from a hard disk drive (500K available space needed)

To install Multimedia World Factbook on your hard drive:

- place the Multimedia World Factbook CD-ROM disc into your CD-ROM drive
- type: c: where c: is the drive where the search and retrieval software is to be placed. If your hard disk drive is not c:, use the appropriate letter instead.
- type: d:install d: where d: is your CD-ROM drive. If your CD-ROM drive is not d:, use the appropriate letter instead.
- Press [Enter] to continue. In a moment you will see the message: Installation Complete. Type CTA to run Multimedia World Factbook.

See command line options for alternate system configurations, or to improve your system's performance.

Getting Started

You may receive context-sensitive help at any time by pressing [F1].

OK, let's get started. To run Multimedia World Factbook

- place the CD-ROM disc into your CD-ROM drive
- type: D:\CIA <———— if your CD-ROM drive is not D:, use the appropriate letter.

In a moment, the copyright screen will appear. Press [Enter] to acknowledge your acceptance. The Multimedia World Factbook logo will appear briefly, after which the first screen appears. Since this screen is one that you will see often, you should be familiar with what is on it:

Select Organization. Multimedia World Factbook is organized into two categories: CIA World Factbook and USSR Yearbook.

The top line is the name of the database you selected.

The second line is the menu bar. Available menu options are: Search, Browse, Contents, Database, Change/Exit. Press the first letter of each menu item or press the right- and left-arrow keys to move among the menu items. As you highlight each menu item, additional

choices appear in a pop-up menu. You press [Enter] to start the function you have highlighted.

The bottom line is the command prompt line. The bottom line always displays available function keys.

To perform a search. Choose Search from the menu bar, and either Word, Author, Subject or Title from the sub menu. Type the word or phrase, and press [F10] to start the search (to utilize Boolean operators, see page 4). Next you will see a list of matching articles. Highlight the article you want to view and press [Enter]. You will then see the first page of the article. To see the first occurrence of the search term press [F10].

While you are viewing the article there are several functions you can perform:

View the article. Press the up- and down-arrow keys, the page-up and page-down keys, and the home and end keys, to browse the article at will.

Find additional matches. Press [F10] or [RightArrow] to find additional matches within the article. If no more matches are found, you'll hear a beep and you'll see the last screen of the article.

Print the article. Press [F7]. The article will begin to print. You may press [ESC] at any time to suspend printing. Follow the [ESC] key with Q to quit, R to reprint from the beginning, or C to continue printing.

Copy the article to disk. Press [F8]. The article will be saved on floppy or hard disk. To get an article copy, you must provide a file name. You cannot copy articles to a CD-ROM drive.

Please note that all articles are under copyright © 1992 Bureau Development, Inc. All Rights Reserved. You have permission to reproduce small portions of articles provided you give proper copyright notice.

View/Hear figures. (i.e. pictures, tables and sounds) When viewing an article, look at the bottom line. If it includes "F9 Figures" then figures are available with this article. You press [F9] to see a list of figures, press the up- and down-arrow keys to highlight the desired figure and press [Enter] to view or hear it. Repeat this step for each figure.

When done viewing figures, press [ESC] to return to the figure menu. Press [ESC] again to return to viewing the article.

To locate all the sound on the disc, search for `hear audio` in the subject index. To locate

all the pictures on the disc, search for `see pictures` in the subject index. To locate all the tables on the disc, search for `see tables` in the subject index.

Figures come in three flavors: images, tables and sounds. Tables may be viewed on any type of monitor, and they may be printed with [F7], just like articles. Images require a VGA monitor and a VGA Board and **may not be printed**. Sounds can be listened to through either headphones or external speakers connected to your CD-ROM drive.

Exit article display. Press [ESC] once to return to the search screen and again to return to the main menu. The [ESC] key always brings you back to the previous screen.

Exit Multimedia World Factbook. Press [ESC] [Y] or [ESC] [ESC] [Enter].

The Five Major Functions

Multimedia World Factbook's search and retrieval software supports five major functions:

- **Search** Find articles containing specific words, authors, subjects, or titles.
- **Browse** Review lists of words, authors, subjects, and titles, then select corresponding articles.
- **Contents** Review list of books, then select corresponding articles.
- **Database** Identify the database on the CD-ROM.
- **Change/Quit** Exit from Multimedia World Factbook or change to another CD-ROM disc or drive.

These five major functions appear on the top line of the screen (the menu bar). Each of the five major functions has its own menu selection.

Search, Browse, and Contents are similar because they all bring up a list of articles. They are different only in the way the article list is defined.

Search and Browse Techniques

Wildcard Searches:

Convenient for words that have common roots but different suffixes. The two wildcard characters are the asterisk ("*") and the question mark ("?"). The asterisk is a multi-character placeholder, while the question mark is a single-character placeholder.

Phrase Searches:

To search for a phrase, enter it with spaces between the words in the search field.

Proximity Searches:

To find articles containing a word within a certain number of words from another word, follow this example: to find articles that contain the word "Snow" within 7 words of the word "dwarfs", enter:

```
Snow [7] dwarfs
```

Boolean Operators:

The words AND, OR, and NOT are called "Boolean operators." They are used to make your search more or less specific, and they appear between search terms. AND narrows the search by only selecting articles

containing both terms. OR broadens the search by selecting articles containing either term. NOT narrows the search by selecting articles containing the first term but not the second. A fourth operator, OFF, disregards the search term.

Press the space bar to toggle between the Boolean operators.

You may enter up to 7 search terms. The cumulative number of article matches are displayed under the column labeled "Combined Matches."

Searchable Indices

Search and Browse may be performed on four different indices: Words, Authors, Subjects, Titles. The same screens are used for all indices. When you search or browse on any of these indices, the number of matches indicates the number of articles containing the match, not the number of times the word appears.

Words. Every word in every article appears in this index. Image captions for both pictures and tables are indexed. However, words appearing in tables are not.

Authors. Every word or name that appears in the author field is part of the Authors index.

Subjects. Every article has been given 10 subjects, which are the 10 most popular words appearing in the article (excluding one-letter words and common words like "these," "from," etc.)

Titles. Each article's title appears on the top line of the screen during article display. The title is identical to the article name.

Troubleshooting

If your computing environment includes multiple CD-ROM drives, a network, unusual VGA board, or anything out of the ordinary, you can improve performance as follows.

If you have multiple CD-ROM drives: Tell Multimedia World Factbook to override its normal drive selection and to use a specific drive of your choosing as follows:

CJA -dx

where x is the drive letter (do not enter the colon).

If you are using Multimedia World Factbook on a network:

Multimedia World Factbook comes in two versions: a single-user version and a network version (cost varies according to number of users; please contact your dealer or Bureau Development, Inc. for details). Instructions for installation and use of Multimedia World Factbook on a network are furnished separately.

If you have VGA capability but only have 256K on your VGA Board:

Multimedia World Factbook works best if you have 512K on your VGA Board: the images look crisper and more colorful. However, images may be viewed with VGA Boards that have only 256K. To see images in color with reduced resolution, use the command line:

```
CIA -vstdvga
```

To see images in black & white at full resolution, use the command line:

```
CIA -vmode12
```

If you have an EGA or CGA video card:

Since images cannot be viewed in any video mode below VGA, use the text only mode to avoid any problems with your display. Use the command line:

```
CIA -vtextonly
```

If you have a monochrome video card:

For greater clarity of the menu functions on mono displays, use the command line:

```
CIA -vmono
```

If you have VGA capability but your VGA display is not working properly, use the command line:

```
CIA vBOARDNAME
```

where BOARDNAME is the VGA Board you are using as defined below:

Boardname	Description
tseng	Tseng Labs ET3000 chipset
tseng4	Tseng Labs ET4000 chipset
paradise	Paradise (Western Digital)
video7	Video 7
trident	Trident TVGA
everex	Everex
ati	ATI (ViewPerfect, etc.)
chipstech	Chips & Technologies 451-452
aheada	Ahead A
aheadb	Ahead B
genoa	Genoa 6400
zymos	Zymos
oak	Oak OTI-067
tecmar	Tecmar
vesa	VESA (Video Electronics Standards Association)
stdvga	Standard VGA - color in mode 13x, b&w in mode 12
mode13	Standard VGA - 320 x 200 x 256 colors
mode12	Standard VGA - 640 x 480 x 16 colors

* If your Board is not on this list, you may be forced to use the `-vstdvga` option in order to at least have standard VGA.

For a complete list of all video options currently supported, type:

```
dp -vall
```

Note: You may use multiple options on the CIA command line: separate each option with a space.

Memory Usage

Multimedia World Factbook uses virtual memory, so it can take advantage of any expanded or extended memory on your system. If you have expanded or extended memory, add the following line to your AUTOEXEC.BAT file:

```
set TMP=c:\discpass
```

If you want to increase the size of your environment space (the default size is 128 bytes for MS-DOS), you can add the following line to your config.sys file:

```
shell = c:\command.com /e:1024 /p
```

where c:\ is the location of command.com, and you wish to increase the environment size to 1024 bytes.

A new video option has been added, which allows you to force text display to black and white. This option was added primarily to support Braille users with EGA video. This option will work in conjunction with other -v option switches. In particular, if you are a

Braille user with EGA, you should use Multimedia World Factbook in the following manner:

```
CIA -vtexonly -vmono
```

in order to view text properly on an EGA display, in black and white. This option may also be helpful for display on some laptops.

Problem: Get error message: CDR101:
Error reading drive ...

Solution: Clean disc to make sure there is no dust or dirt on it. Check all connections on the CD-ROM drive. Use CD drive cleaner to clean the drive. Make sure CD-ROM disc is in label side up.

Problem: Get error message: CDR103:
Disc is not High Sierra format

Solution: You have an old version of the MS-DOS CD-ROM Extensions (MSCDEX.EXE). You should have version 2.2, dated 10-15-90 or later. Contact your CD-ROM dealer or drive manufacturer to get a more recent version.

Problem: You have an EGA display, and the display is distorted in a "staircase" fashion.

Solution: Disable the graphics drives by using the text only mode. Enter CTA -vtexonly.

Problem: Get error message: OUT OF MEMORY

Solution: The latest version of DiscPassage requires about 500K of memory, and your computer doesn't have this much. Try to remove unnecessary buffers, files, drivers and TSRs. Also, see the notes above on memory usage. If this doesn't help, an older version of DiscPassage may work fine as described in the next section.

See the README file on the root of your CD-ROM drive for more up-to-date information on the software. Be sure to install software from the floppy, if you received one with your package.

DiscPassage for "Vintage" Computers

The new version of DiscPassage provided with this product is optimized to work on newer PC compatible computers -- computers with larger memory capacity, new VGA systems, etc. If you have a "vintage" computer that has less than 1 MB of RAM or a computer with an older video card, you may find that one of the earlier releases of DiscPassage will give you substantially better performance with this database.

The DPOLD subdirectory contains an earlier release of DiscPassage. If you have memory limitation problems -- particularly with an older machine -- try this version before seeking technical assistance. Simply change to the DPOLD subdirectory on your CD-ROM drive and type DP. The available options with this earlier release of DiscPassage are described on the README file in the DPOLD subdirectory.

Mac Users, If You're In A Hurry:

- 1.) Place your Multimedia World Factbook CD-ROM disc in your CD-ROM drive
- 2.) Double click on the icon for your Multimedia World Factbook disc
- 3.) Double click on the DiscPassage icon

More details inside



USER'S MANUAL
MACINTOSH VERSION

FLIP MANUAL OVER FOR PC VERSION



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System Requirements

To use Multimedia World Factbook, you need

- A Macintosh Plus, SE, SE/30, II (any model), Classic, LC, or Quadra.
- System Software 6.0.4 or greater.
- A CD-ROM drive.
- Driver software for your CD-ROM drive (in your System folder). For instance, if you have an AppleCD SC drive, the init (driver software) is named "Apple CD-ROM." If you have a different type of CD-ROM drive, you need the specific init for that drive.
- The following init files in your System folder:
 - Foreign File Access
 - ISO 9660 File Access
 - High Sierra File Access

Recommended for improved performance:

- A hard drive with approximately 500K available.
- 2 Megabytes of RAM. Multimedia World Factbook is sized to run in 1 Megabyte, but if you have enough memory, re-sizing the application to take advantage of the extra memory will allow you to have more windows & image files open simultaneously.

Images require:

- 32-bit QuickDraw (this should already be part of your system as shipped from Apple).
- A monitor and video capability for 640x480 resolution in 256 colors or shades of grey. For color images, you need a color monitor.

Multimedia World Factbook works with both the Finder and Multi-Finder.

Installation

You can run Multimedia World Factbook directly from the CD-ROM drive. Simply locate the DiscPassage icon on the CD-ROM drive and double click on it.

If you plan to use Multimedia World Factbook often and want faster program loading, copy it and run it from a hard disk drive (500K available space needed).

To install Multimedia World Factbook on your hard drive:

- Place the Multimedia World Factbook CD-ROM disc into your CD-ROM drive
- Locate the DiscPassage icon on the CD-ROM disc
- Drag the DiscPassage icon to the area on your hard drive where you wish to install it. Multimedia World Factbook is now installed. To run it, double click on the DiscPassage icon.

Getting Started

OK, let's get started.

To run Multimedia World Factbook:

- Place the CD-ROM disc into your CD-ROM drive
- Double click on the DiscPassage icon from the CD-ROM drive (or from your hard disk).

In a moment, the copyright screen will appear. The Multimedia World Factbook logo will appear briefly, after which the first screen appears.

An item with a folder icon to the left of the entry indicates that there are levels beneath this. Individual entries which can be called up directly are labelled by one of these icons:

T ----- Text file
 smiley face ----- Image

You can navigate the disc in the normal Macintosh way, opening folders and files by double clicking on their icons, and closing them in the top left corner close box.

Select Organization. Multimedia World Factbook is organized into two categories: CIA World Factbook and USSR Yearbook. The main menu bar for Multimedia World Factbook has these options:
 File Edit Format Document Search Browse Find

By moving the mouse, select any of the options, experiment a bit, and return to the first screen.

To perform a word search: Select *Words* from the *Search* menu. The Search Word screen appears.

Type a word to search for, then press [Return] or click on the *Search* button . The number of article(s) matched is shown to the right.

Click on the *Titles* button to show the *Search Word Results* screen, displaying the name of the articles that were found. To access any of the articles, double click anywhere on the title of the article.

The beginning of the article is displayed. To see where your search term is in the text, press [⌘-N] or select the *Find* menu then go to the *Find Search Term* option. Your search term is now shown highlighted.

At this point there are several functions you may want to perform:

View the article. Move the scroll bars with the cursor to browse the article at will.

Find additional matches. Open the *Find* Menu and select the *Find Next* option, or press [⌘-N] . If no more matches are

found, you'll hear a beep and you'll see the last screen of the article.

Print the article. Select the *Print* option from the *File* menu or Press [⌘-P]. The article will begin to print. You may press [⌘-Period] at any time to suspend printing.

Copy the article to disk. Choose the *Save* option from the *File* menu or press [⌘-S]. The article can be saved on floppy or hard disk (or any writable drive).

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View/Hear figures. (i.e. pictures, tables and sound). When viewing an article, look under the *Document* menu to see if any figures are available with this article. When finished viewing figures, close the window to continue viewing the article.

To locate all the sound on the disc, search for *hear audio* in the subject index. To locate all the pictures on the disc, search for *see pictures* in the subject index. To locate all the tables on the disc, search for *see tables* in the subject index.

Figures come in three flavors: images, tables & sounds. Tables may be viewed on any type of monitor, and they may be printed just like articles. Images may also be printed. Sounds can be listened to with either headphones or external speakers connected to your CD-ROM drive.

Exit article display. Close the article window to the search screen & return to the main menu.

Exit Multimedia World Factbook. Select the *Quit* option from the *File* menu.

The Seven Major Functions

Multimedia World Factbook's search and retrieval software supports seven major functions:

- **File** Save, print articles or quit the program.
- **Edit** Cut, Copy and Paste parts of the document.
- **Format** Change font, style & size of text.
- **Document** View/Hear figures.
- **Search** Find articles containing specific words, authors, subjects, or titles.
- **Browse** Review lists of words, authors, subjects, and titles, then select corresponding articles.
- **Find** Locate occurrences of search terms in articles.

Search and Browse Techniques

Wildcard Searches:

Convenient for words that have common roots but different suffixes. The two wildcard characters are the asterisk ("*") and the question mark ("?"). The asterisk is a multi-character placeholder, while the question mark is a single-character placeholder. Asterisks may only appear at the end of a word, while question marks may appear anywhere within a word.

Phrase Searches:

To search for a phrase, enter it with spaces between the words in the search field.

Proximity Searches:

To find articles containing a word within a certain number of words from another word, follow this example: to find articles that contain the word "Snow" within 7 words of the word "dwarfs," enter: *Snow [7] dwarfs*.

Boolean Operators:

The words AND, OR, and NOT are called "Boolean operators." They are used to make your search more or less specific, and they appear between search terms. AND narrows the search by only selecting articles containing both terms. OR broadens the search by selecting articles containing either term. NOT narrows the search by selecting articles containing the

first term but not the second. A fourth operator, OFF, disregards the search term.

Select the Boolean operators from the popup menus to the left of each search line. To use Boolean operators, enter your first search term. The Boolean operator AND will appear in the small box next to the second search term box. To change it, simply click the mouse on the box and select the operator you wish. Then enter the second search term. You can continue this procedure for all 6 search terms.

You may enter up to 6 search terms. The cumulative number of article matches are displayed under the column labeled "Combined Matches."

Searchable Indices

Search and Browse may be performed on four different indices: Words, Authors, Subjects, and Titles. The same user interface is used for all indices. When you search or browse on any of these indices, the number of matches indicates the number of articles containing the match, not the number of times the word appears.

Words. Every word in every article appears in this index. Image captions for both pictures & tables are indexed, however, words appearing in tables are not.

Authors. The author field is in the second line of every article. (The book name is the first line). Every word or name that appears in the author field is part of the Authors index.

Subjects. Every article has been given 10 subjects, which are the 10 most popular words appearing in the article (excluding one-letter words and common words like "these," "from," etc.)

Titles. Each article's title appears on the top line of the screen during article display. The title is identical to the article name.

Troubleshooting

You should see an icon for the CD-ROM disc on the desktop. If you don't, the system is not mounting the drive properly. Check to be sure your SCSI cable is securely connected and there are not multiple devices assigned to the same SCSI address. If trouble persists, check the SCSI termination.

Some commonly encountered problems:

An Apple CD-ROM drive requires the Apple CD-ROM init version 2.0 or greater to properly mount ISO-formatted CD-ROMs. If your CD-ROM disc is not mounting on the desktop consistently, you may have an init conflict. Be

sure to only install the init for the CD-ROM drive you are using, and hide the others (create a folder inside your System Folder to save them). Other inits beside drivers may conflict with your CD-ROM inits.

This is not a Macintosh disk, do you wish to initialize it? This occurs when you do not have the Foreign File Access, ISO-9660 File Access and High Sierra File Access program in the System Folder. If you have System 7.0 or 7.01, those files may be in the Extensions folder within the System Folder. If so, drag them out of the Extension folder and put them in the root of the System Folder. If you have System 6.0.8 or lower, check to make sure you have the files in the System Folder. If not, they should be on the installation diskette that came with your CD-ROM drive. Copy them into the System Folder. If you still get this error, make sure these files are a recent version (The current versions of these files are dated April 1991).

See the READ.ME file on the root of your CD-ROM drive for more up-to-date information on the software. Be sure to install software from the floppy, if you received one with your package.