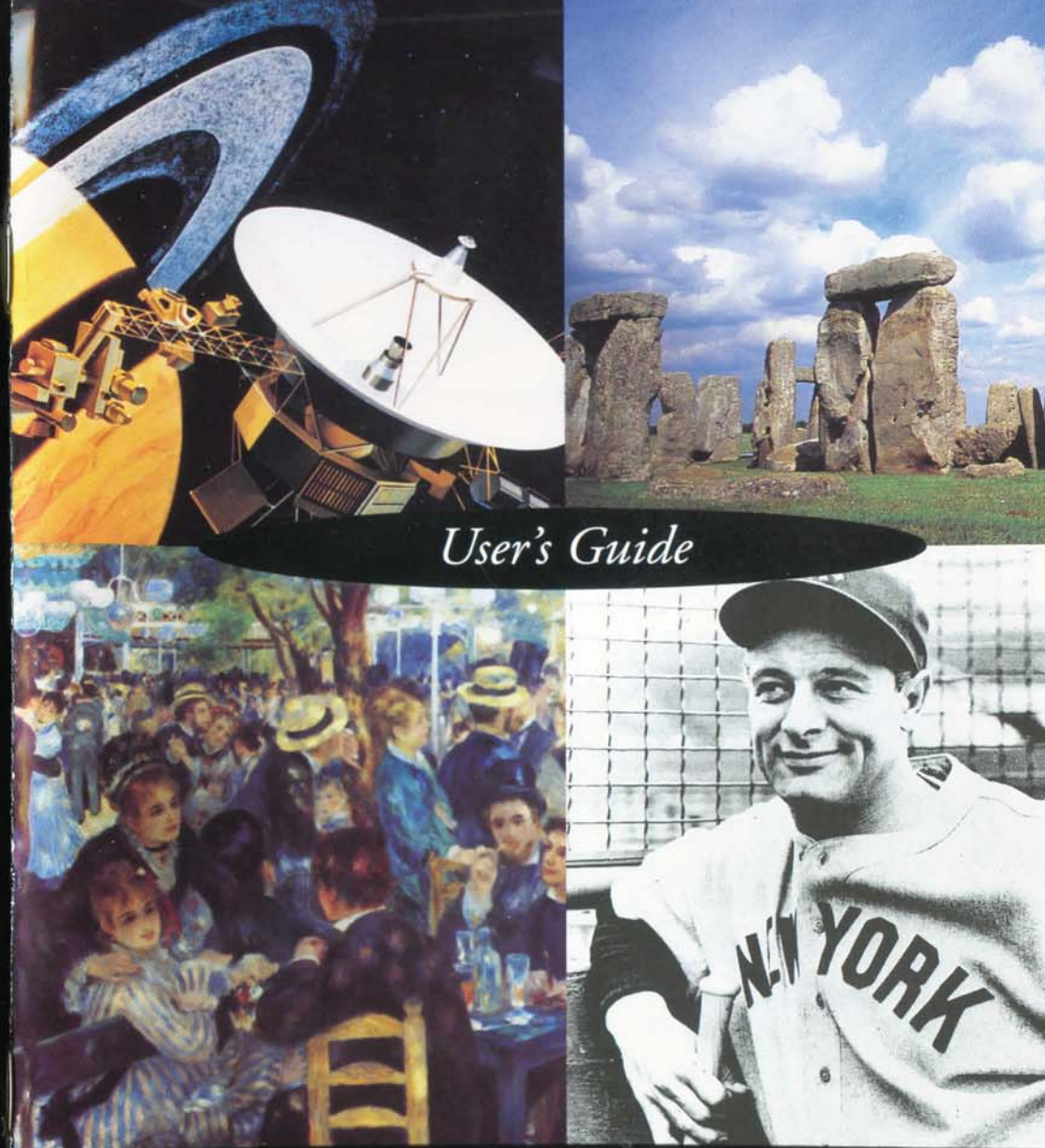


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Macintosh



*User's Guide*

THE 1995  
**GROLIER**  
MULTIMEDIA ENCYCLOPEDIA

THE 1995  
**GROLIER**  
MULTIMEDIA ENCYCLOPEDIA

## **User's Guide**

Macintosh Version



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# Chapter 1:

# Getting Started

## Using this guide

Welcome! *The 1995 Grolier Multimedia Encyclopedia* (the *GME*) is a CD-ROM containing the complete text of all 21 volumes of Grolier's *Academic American Encyclopedia*, plus pictures, maps, animations, videos, timelines, sounds, and much more.

This User's Guide consists of the following chapters:

1. **Getting Started** tells you what you need to run the *GME* and how to install it on your computer.
2. **10-Minute Tour** guides you through the basics of searching, reading articles, using the multimedia features, and viewing Maps, Timelines, and Pathmakers.
3. **Research Tools and Techniques** describes using more sophisticated search tools, using electronic bookmarks, editing with word processors, saving to disk, and printing.

**Appendixes** contain everything else you might need to know, including how to get technical support.

Items in the margins contain technical notes or other asides that are informative but not essential to using the *GME*.



### What's new in the 1995 GME?

The 1995 *GME* has many important enhancements over previous versions:

- More than 5,500 articles have been added or updated to reflect world developments in the past year.
- Thousands of new illustrations and photographs have been added, as well as new animations and Knowledge Explorer essays.
- A new feature called Pathmakers helps you explore the *GME* in new ways.
- Graphical timelines present civilizations and major trends along with important events.

### Package contents

The 1995 *Grolier Multimedia Encyclopedia* includes the following:

- A **CD-ROM** containing the complete text of all 21 printed volumes of Grolier's *Academic American Encyclopedia*, plus additional articles written specifically for the *GME*. There are nearly 33,000 articles with comprehensive indexes of all the articles, pictures, maps, and multimedia features.
- This **User's Guide**, which features step-by-step instructions for using the *GME*.
- A **Warranty Card** for registering your copy of the *GME*. In order to receive the best service possible, you must register. So before doing anything else, please complete and return the warranty card or call (800) 285-4535.

### System Requirements

Most Macintosh computers sold in the last few years easily meet or exceed the *GME*'s system requirements. If you're not sure if your Macintosh does, don't worry. Just try using the *GME*. If something doesn't work the way it's supposed to, consult this list and check the troubleshooting instructions in Appendix C. The *GME* requires the following:

- A Macintosh LC II (16-megahertz 68020 central processing unit) or better
- System 7.0 or higher
- 2 megabytes of unused memory
- A hard disk with 5 megabytes of free space
- A 12-inch or larger monitor capable of displaying at least 16 colors or shades of gray
- A CD-ROM drive with throughput of 150 kilobytes per second or greater (slower drives will work, but QuickTime videos won't play as smoothly)
- A Macintosh-compatible printer (optional)



### Installing the *GME*



1. Put the disc with the label side up in your CD-ROM drive.

2. Double-click the GME95 CD-ROM icon on your desktop.

3. Drag the folder GME95 to your hard drive.



4. Open the folder entitled Put Contents in System Folder and drag QuickTime to the System Folder on your hard disk. You will be prompted to put QuickTime in the Extensions folder. Click OK to put it there automatically.

5. Open the GME 95 folder on your hard disk and double-click the GME icon to launch the program.

**Note:** As stated in the system requirements, you must have System 7.0 or higher installed on your Macintosh to run the 1995 *GME*. The *GME* installation will not work without it.

## Chapter 2: 10-Minute Tour

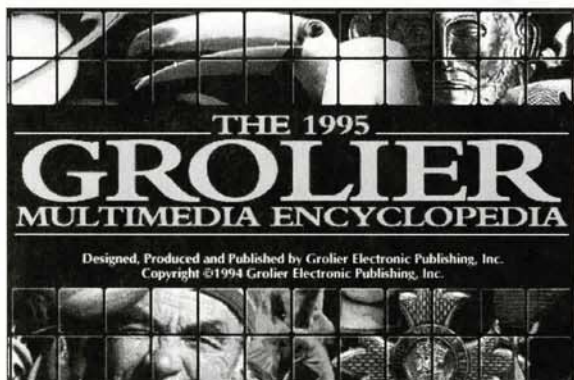
This chapter gives you a guided tour to get you up to speed with the powerful, interesting, and entertaining features the *GME* offers. You'll learn how to look up articles by title, search for items containing particular words, listen to sounds, view pictures, watch videos, explore maps, navigate timelines, and much more. Devoting your first session to completing this tour helps you understand the basic concepts of the program and gives you a feeling for the wealth of information you now possess at your fingertips.

Help is always available from the Help menu and via Help buttons that appear on some screens.

Help...

## Title screen and Main Features screen

When you first launch the *GME* (by double-clicking the Grolier Multimedia Encyclopedia icon), a registration reminder appears. Click OK. The Title screen appears as the application loads.



When loading is complete, the Title screen is replaced by the Main Features screen.



The Main Features screen contains 12 buttons which take you to the main features of the *GME*. When a button is clicked, the Main Features screen closes automatically and the selected feature appears along with the toolbar. But don't worry. Even if the Main Features screen is hidden, you can still access all of the same items by choosing from the menu bar or using the toolbar. See for yourself by clicking any of the buttons on the Main Features screen.

## Toolbar

In addition to opening the desired feature, clicking any of the buttons on the Main Features screen automatically closes the Main Features screen and replaces it with the toolbar. The toolbar provides direct access to the most popular features.

**Article Title List**  
see page 8

**Hyperlink to Selection**  
see page 36

**Pathmakers**  
see page 26

**Timelines**  
see page 23

**Multimedia Maps**  
see page 17

**Sounds**  
see page 16

**Animations**  
see page 16

**Word Processor**  
see page 40

**Print**  
see page 43



**Word Search**  
see pages 11 & 30

**Word Search on Selection**  
see page 36

**Knowledge Tree**  
see page 20

**Maps**  
see page 19

**Pictures**  
see page 15

**Videos**  
see pages 16 & 60

**Knowledge Explorers**  
see page 18

**Add Bookmark**  
see page 36

**Save**  
see page 44

You can disable the display of the registration reminder and Main Features screen by choosing Preferences from the Edit menu and unmarking the appropriate checkboxes.

You can move the vertical toolbar wherever you like so that it doesn't obscure anything of interest; just click its title bar and drag to a new location.



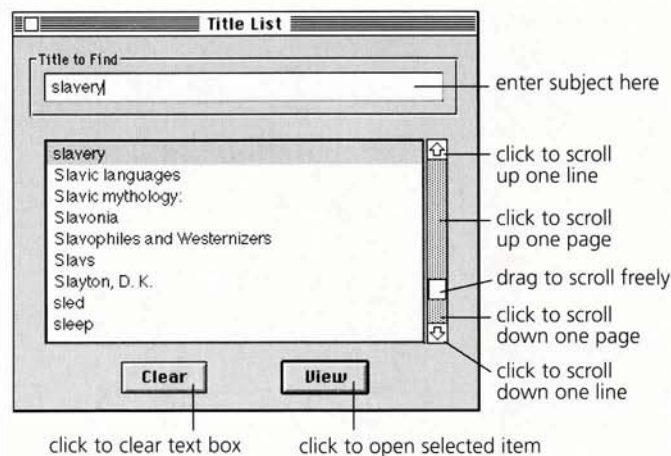
Most of the toolbar buttons are functionally equivalent to buttons on the Main Features screen. The exceptions are Hyperlink to Selection, Word Search on Selection, Word Processor, Add Bookmark, Print, and Save. Clicking one of these buttons is functionally equivalent to choosing the command of the same name from the menu bar. If a tool or command is dimmed, it's not available. For instance, some tools are available only when articles are open.



### Browsing article titles

Let's start our tour with the assumption that you're researching President Lincoln's position on slavery in the United States. To find out if there is an article on slavery in the encyclopedia, open the Title List by clicking the Title List button on the Main Features screen or toolbar, or by choosing Title List (Command-I) from the View menu.

There are many ways of accomplishing a given task in the *GME*. From now on, for simplicity's sake the User's Guide assumes you're using the toolbar, but keep in mind that you can click the corresponding buttons on the Main Features screen or choose commands from the menu bar if you prefer.



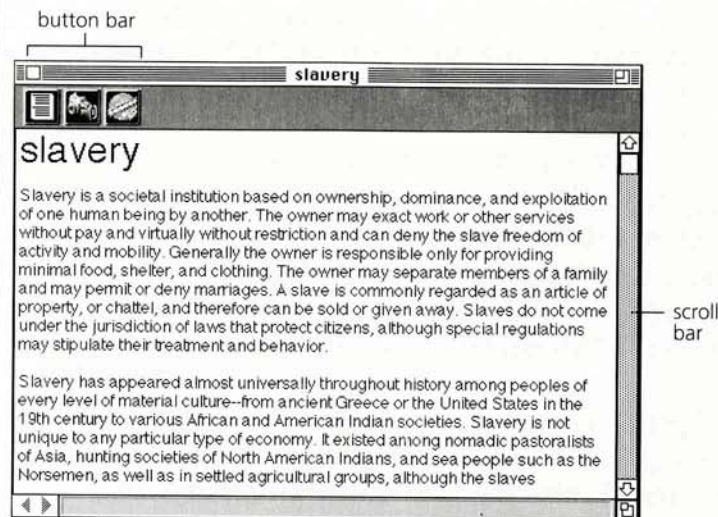
The Article Title List contains the names of every article contained in the *GME*. It's useful when you know exactly which article you're looking for.

Begin typing the word **slavery** in the Title to Find text box. Notice that as soon as you start entering characters, the highlight in the scroll box moves to the closest match. This feature is known as Speed Scroll.

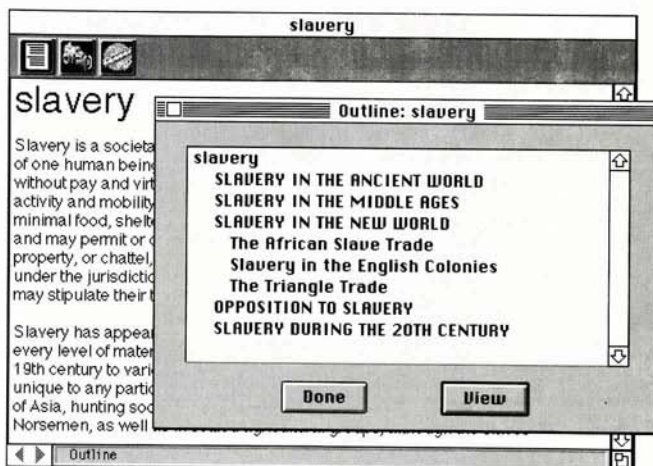
If Speed Scroll hasn't selected the article you want, click any title or use the mouse to drag the scroll box. Neither method changes the selection; just the view on the contents of the scroll box is affected. This means that the selection may not always be visible in the scroll box. To change the selection, click a new title.

As soon as the title you want is selected, click View or press Return or Enter to open the article. Alternatively, you can double-click a title in the scroll box.

Remember that people are listed last name, first name.



When an article opens, the cursor appears at the beginning of the text. You can use the vertical scroll bar to scroll the article. One way to find out if this lengthy article contains a section devoted to Lincoln is to click the outline button on the button bar to look at all the headings and subheadings of this article.

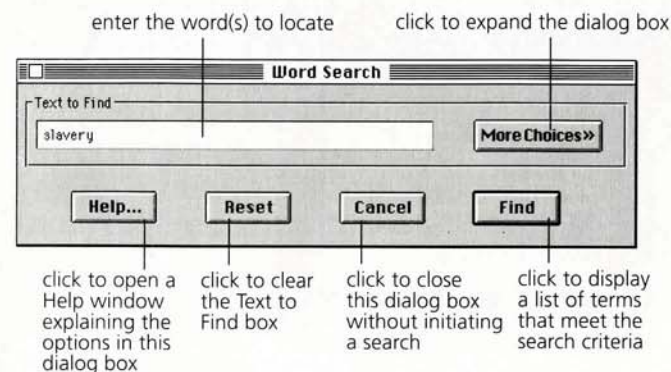


The article remains open and visible behind the outline. If you see a section heading that interests you, double-click that heading and the cursor automatically jumps to the beginning of that section in the article. Unfortunately, it doesn't look like the slavery article has a section dealing specifically with Abraham Lincoln. Don't despair. There's another way of finding exactly the kind of articles for which you're looking.

### Searching for words and phrases

Whereas the Article Title List allows you to find an article whose title begins with a particular word, Word Search enables you to locate all articles containing a single word or various combinations of words. Article Title List is like going to the video store and asking for a particular movie by name; Word Search is like requesting all comedies starring Bob Hope. As such, it's much more useful when you're interested in a particular subject but aren't sure where it might be located or what it's called.

Click the Word Search button on the toolbar to open the Word Search dialog box.





In the Text to Find box, enter the word **slavery** and click Find or press Return to see the Search Results list of all the items containing that word. They are listed in order of their relative importance.



As you can see, there are many articles containing the word “slavery.” But not all of these articles are relevant to Lincoln’s position. To narrow the search to more pertinent articles, click the close box and click the Word Search button again.

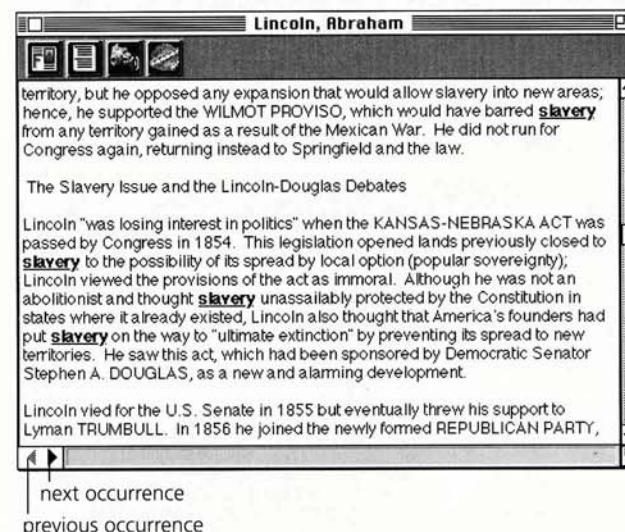
In the Text to Find box, enter **slavery and Lincoln**, then click Find to locate all of the articles containing both words.



The *GME* isn’t case-sensitive, so you needn’t enter capital letters when searching.

Another way to refine your search is to click More Choices to expand the Word Search dialog box. See Chapter 3 for details.

This new search locates fewer articles, but all of them contain the words Lincoln and slavery, so there’s a better chance that they are relevant to your research. Since you have already opened the slavery article, double-click Lincoln, Abraham to see what that has to offer.



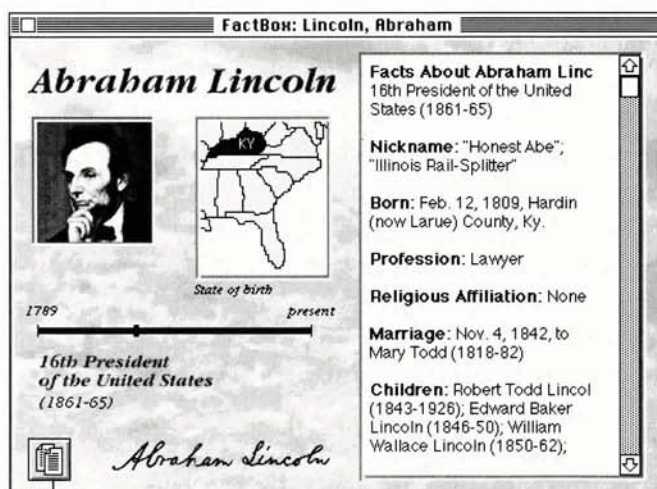
When the article opens, all of your search words are automatically underlined, and the cursor is automatically positioned at the beginning of the article. Click the buttons along the bottom left of the window to jump to any occurrences of your search words. These controls allow you to quickly find the passages of an article dealing with the subjects in which you’re interested. If you didn’t use Word Search to locate an article, these controls are dimmed and can’t be used.

### Looking at multimedia items

As you've learned so far, the *GME* allows you to search the entire text of a huge multi-volume encyclopedia in seconds. But the *GME* offers much, much more. For example, look at the button bar at the top of the article on Abraham Lincoln. Each article's button bar reflects the features available with the article. The article on Lincoln has Factbox, Outline, Pictures & Sounds, and Multimedia Map buttons. You've already seen what the outline looks like, so look at the other items one at a time.



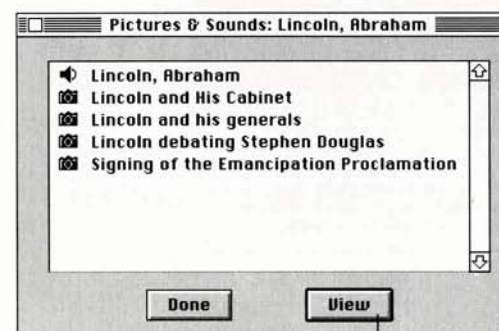
Click the Factbox button on the button bar to see important, frequently-cited statistics on Abraham Lincoln. As with the outline, the Factbox displays in a separate window in front of the article.



click for related article

There are Factboxes for all U.S. Presidents, U.S. states, Canadian provinces, countries of the world, and continents. After you're done with the Lincoln Factbox, return to the article by clicking the close box or by clicking the Article button in the lower left corner.

Back in the Lincoln article, click the Pictures & Sounds button on the button bar. A list appears from which you can choose an item of interest.

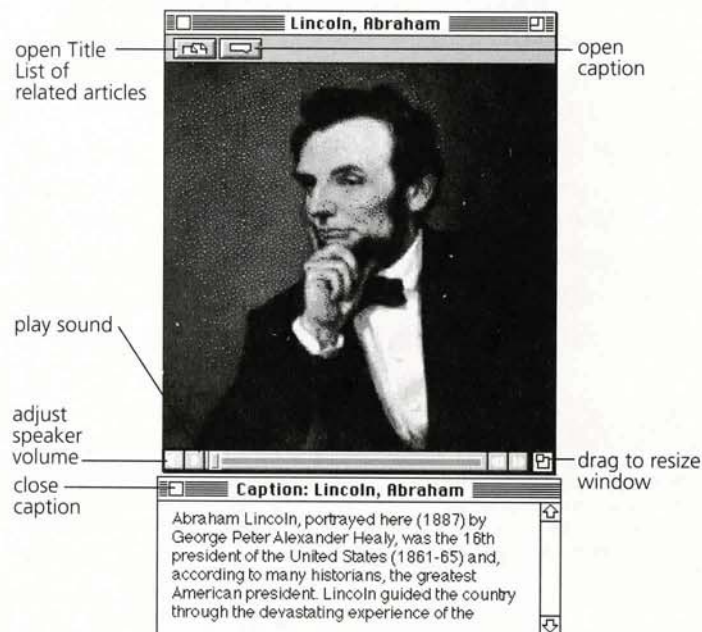


click to open selected item

The icons to the left of the names in the list indicate whether an item is a sound or a picture. Every sound has a related picture (but not vice versa), so this is really a list of pictures, some with sounds attached.

Elsewhere you may encounter lists with different icons indicating the various kinds of items available in the *GME*: videos, maps, animations, etc. Regardless of the contents, all list windows work in a similar fashion.





You can have as many windows open as you wish, although things can get confusing when you have a lot of overlapping windows. The Window menu is a handy way of getting back to an open window that's obscured by other items on the screen. Just choose from the list of open windows at the bottom of the Window menu and your choice pops to the front. For now, let's return to the article on "Honest Abe" by choosing Lincoln, Abraham from the Window menu.

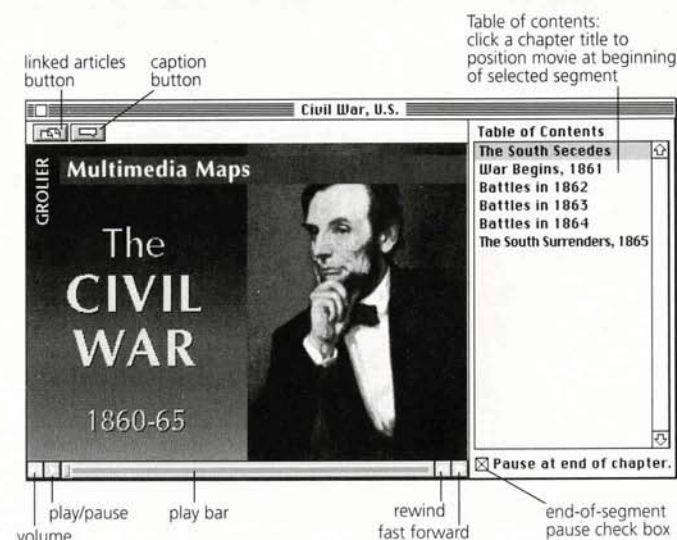
Back in the Lincoln article, click the Multimedia Maps button on the button bar to open the Civil War Multimedia Map. Multimedia Maps use text, maps, and sound to depict important events in history. A table of contents will appear on the right side of the window.



Animations and videos also use standard QuickTime windows, but their controls are active.

Pictures with sound are displayed in a standard QuickTime window. To hear the sound (if any), click the Play button. You can adjust the volume by clicking the speaker icon in the lower left and dragging to a new level. Pictures without sound are displayed without a control bar.

Whenever you open a picture, its caption opens too. After reading it, you can close a caption by clicking its close box. Another way of closing a caption is to close the window with which it's associated. Similarly, Factboxes, Tables, and Outlines also close when you close their related article windows.



Click the Play button to start the Multimedia Map. As it plays, the selection in the table of contents changes to reflect what's being illustrated in the Multimedia Map. To jump to a particular subject, click its heading in the table of contents.

If you click the Articles button in the upper left corner, a Title List appears with the names of articles related to the current segment. As the Multimedia Map plays and the heading changes, so do the related articles.

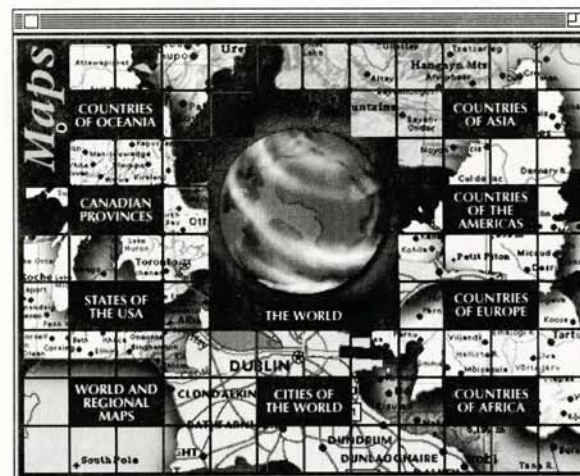
The controls along the bottom of the window work just like those on a VCR, allowing you to adjust the volume, play/pause, rewind, fast forward, and move around by dragging the play bar. As the Multimedia Map plays, you can pause by clicking once anywhere inside the window, or by clicking the Pause button. Click again to resume playing. When you're finished, click the close box.



Most Knowledge Explorer essays and Pathmaker videos also use extended windows like those used for Multimedia Maps.

### Exploring the globe

By now you could probably use a break to get your mind off Abraham Lincoln. How about taking a quick trip around the world? Click the Maps button on the toolbar to open the Map Categories window.



The Map Categories window graphically displays the broadest categories for all maps in the GME. Other multimedia items have their own category windows, and each allows you to narrow the search to the items that most interest you. Once you've learned how to use one category window, you've learned them all.

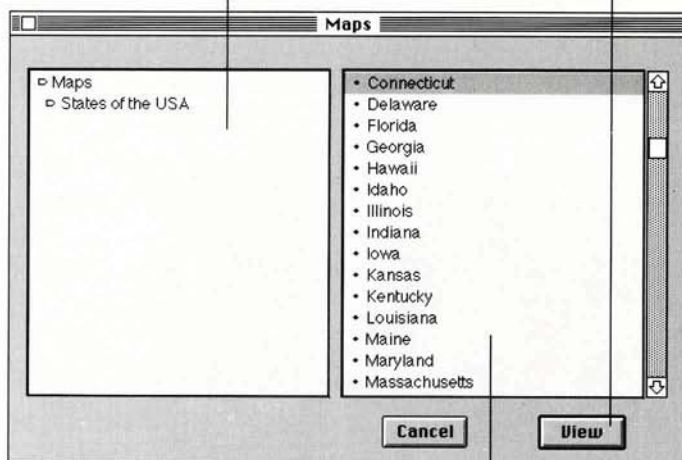
Click The World to open the map of the entire world, or if you'd like to see someplace in particular, click the button that corresponds to your interests. If you're interested in American geography, click States of the USA to open an index showing all of the maps associated with the United States of America.

You can turn off the display of category windows by choosing Preferences from the Edit menu and unmarking the Show category index windows checkbox. This causes index windows (see following figure) to appear instead of category windows.



Click to select an item or double-click to retreat to the selected level of the hierarchy.

Click to view the selected item or advance to the next level.



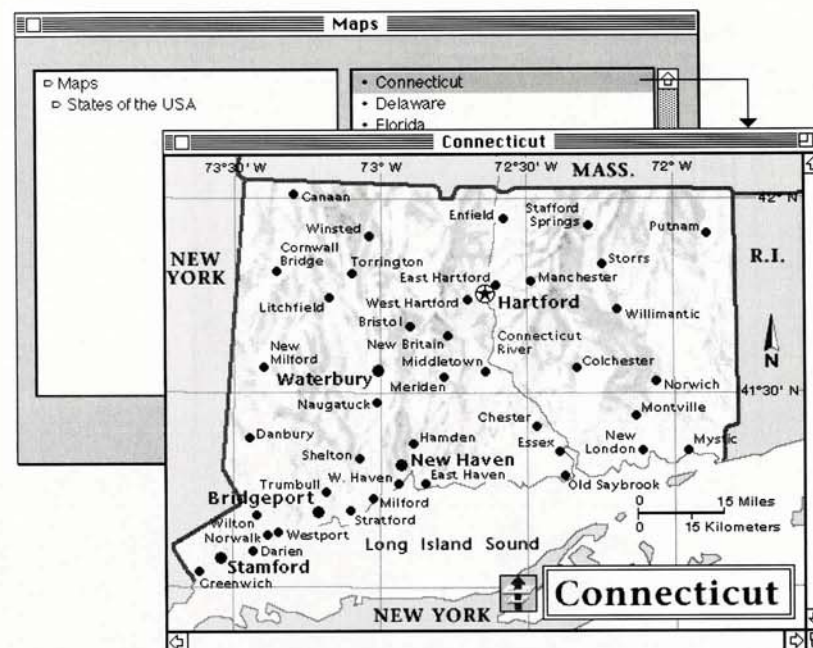
Click to select an item. Double-click to view an item or advance down to the next level of the hierarchy (i.e., view a category).



The Knowledge Tree is a special index that allows you to access the GME's articles through a hierarchy of topics and subtopics. It's nearly the complete encyclopedia in outline form! Take time to explore this important research tool.

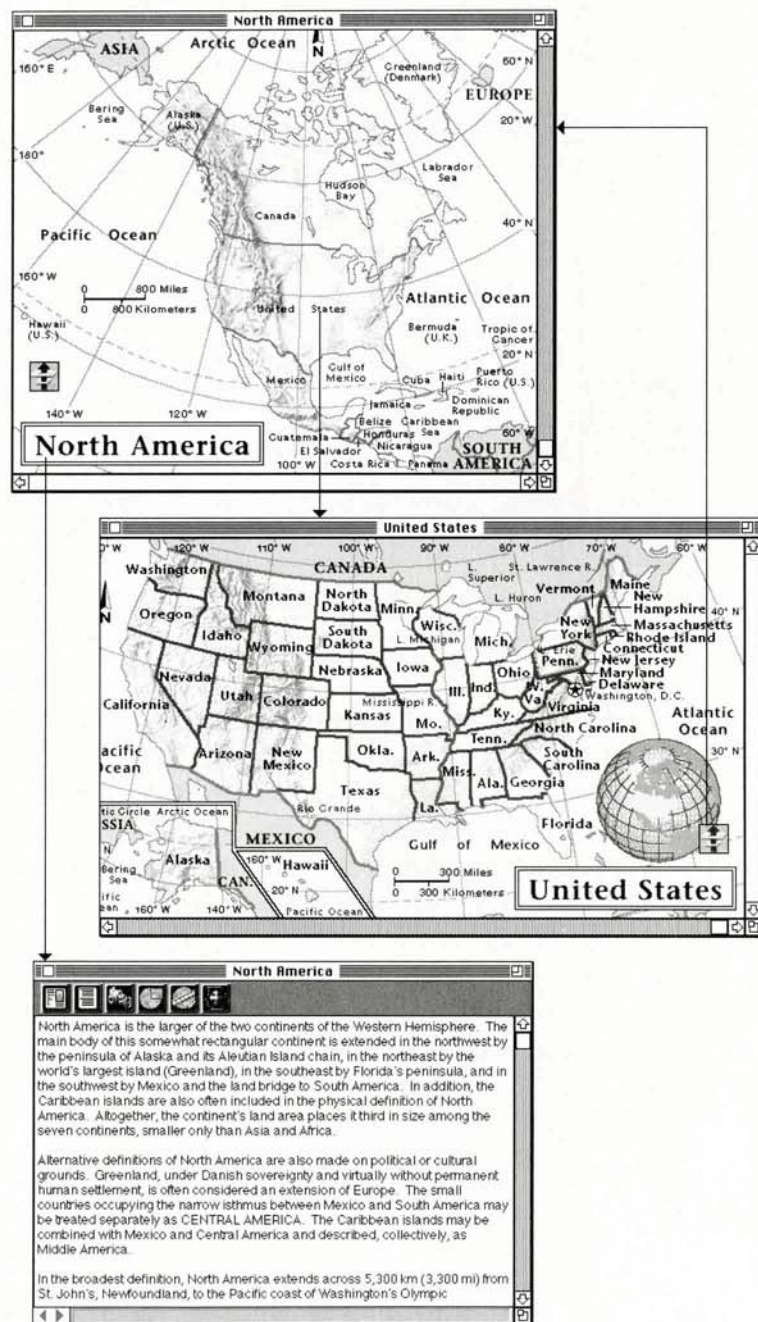
Indexes are used to select and access items of interest using an outline navigation system. Each index window is divided in half vertically with the index name and broad categories on the left and subcategories and individual items on the right. Categories are preceded by either an open or closed pointer, whereas items are indicated by bullet points.

Double-click a subcategory on the right and continue double-clicking until you see an item you want to open, then double-click the name of the item to open its window.



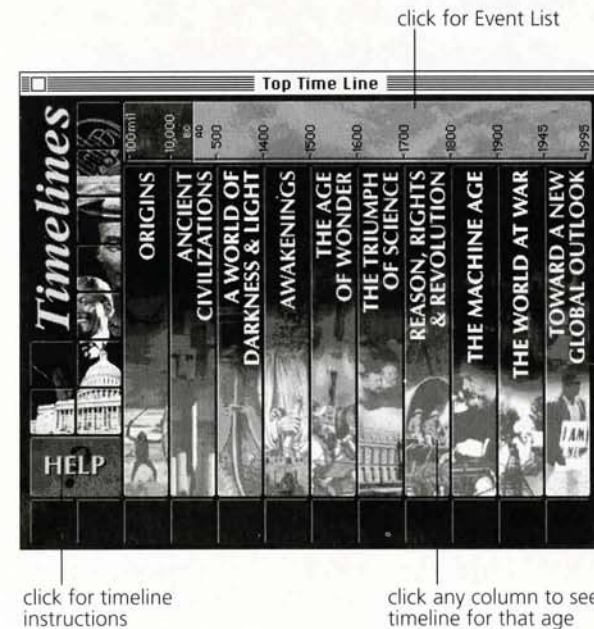
Many of the labels on maps link to other maps or to related articles. For instance, if you are viewing the map of North America and you click the United States label, the map of the United States opens. If you click on the North America label, the related article will open.

You'll know you've found a link because the pointer changes from an arrow to a hand when it passes over the label. Try clicking some labels and see what happens.



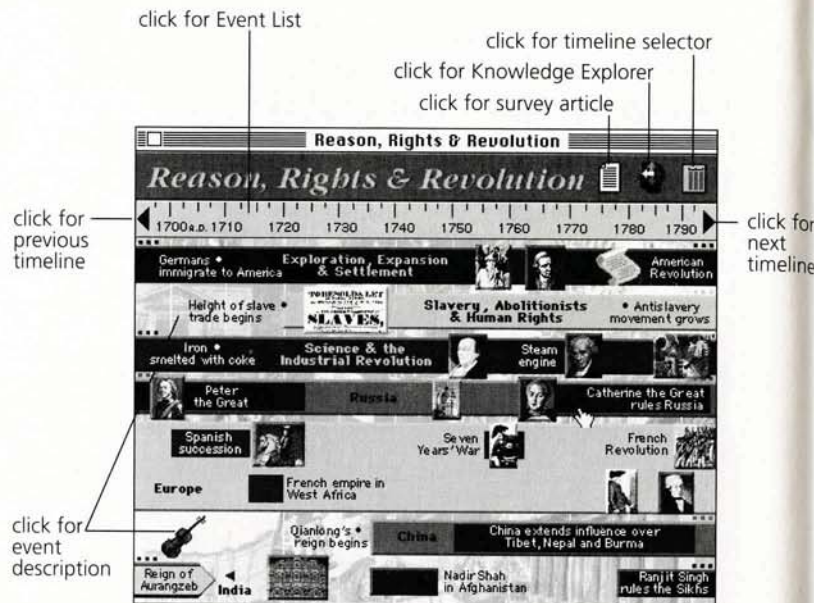
### Traveling through time

Timelines offer you the ability to explore the chronological relationship between events. Select an age of interest, and the timeline for that age appears. Begin by clicking the Timelines button on the toolbar to open the timeline selector.



The timeline selector is used to pick one of the 10 timelines. A single click on any timeline replaces the timeline selector with the chosen timeline. If you're interested in finding a particular event, and you know the year in which it occurred, click the time scale to present the Event List instead of viewing a timeline. The Event List is discussed below, so for now open a timeline of interest.

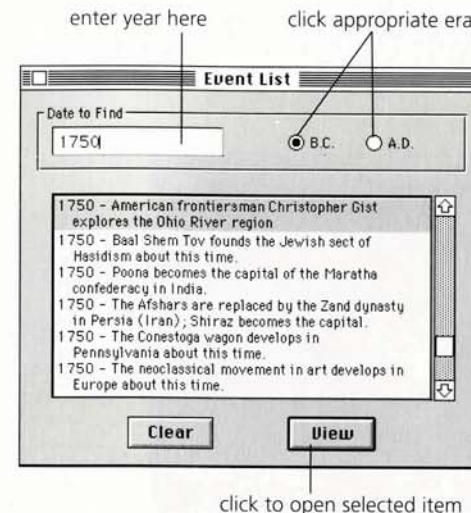




Timelines graphically display the chronological relationship of important events in the history of the world. Civilizations and major societal transformations are shown as bars to indicate their duration. One-time events are represented by small pictures. Click an item of either type to view a brief description of it.

You can switch to the next timeline by clicking the arrow icons at the ends of the time scale.

Clicking on the time scale opens the Event List with the event closest to the clicked date automatically selected.



The Event List is used to select events based upon the year they occurred. The Event List works just like the Article Title List, with the addition of the radio buttons for selecting the appropriate era. When you see an event in which you're interested, double-click it to open a list of related articles, or select it and click View. Once you open an article, you can continue exploring since you already know what to expect when you click the buttons on the button bar.

## Pathmakers

The Pathmaker Gallery is a new addition to the GME that adds an aspect of serendipitous exploration by providing an introduction to, and a launching off point for, a group of articles that are related in less-than-obvious ways.



Click the Pathmakers button on the toolbar to open the Pathmaker Gallery.



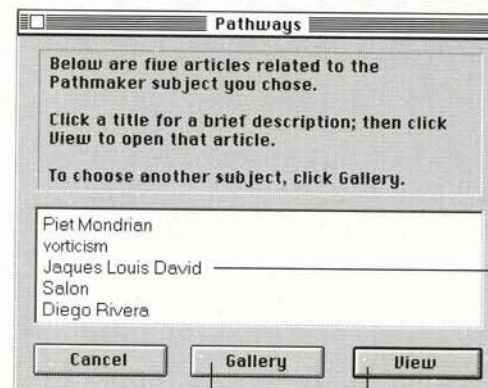
click name for  
article on speaker

click text for  
list of articles

click picture  
for video

The Pathmaker Gallery is used to choose from among six topics, each comprising a group of related articles. Videos of notable personalities introduce each topic. Clicking any of the six pictures in the Pathmaker Gallery opens the chosen video in the same type of window used for the Multimedia Map you saw earlier in the tour.

When you're done viewing a video, click the person's name to view an article about him or her, or click any of the six title buttons to display an article drawn at random from that group. Once the article appears, it acts just like all others with the exception that it has a Pathmaker button on the button bar, indicating that it is part of a Pathmaker group. Click this button to present a list of other articles drawn randomly from that group.



click to hear  
a fact about  
the article

click to return to the  
Pathmaker Gallery

click to open the selected article  
and hear an explanation

The Pathmaker dialog box contains a list of five articles, drawn randomly from the articles in the selected Pathmaker group. Click any of the titles in the scroll box to hear a fact related to the article. If it interests you, click View to open the article and hear a longer explanation of its significance to the subject.



### Moving on

Congratulations! You've finished the guided tour and should now have a pretty good understanding of how to explore everything the *GME* has to offer. You've learned how to look up specific articles by their titles, search for items containing particular words, listen to sounds, view pictures, play videos, explore maps, travel through time, and much more. Now that you know the basics of working with the *GME*, you can explore at your leisure. Detailed instructions for using some of the more powerful features in the *GME* can be found in the rest of this User's Guide.

## Chapter 3:

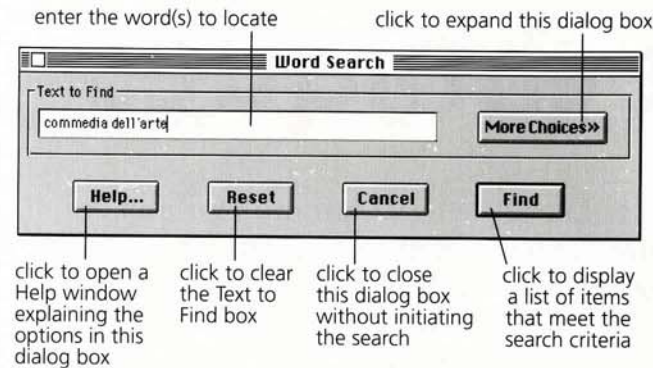
# Research Tools and Techniques

After completing the 10-minute tour in Chapter 2, you should feel comfortable navigating through the *GME* and using the basic tools. However, some topics were intentionally avoided because they are a little more complicated. This chapter contains in-depth explanations of advanced Word Search techniques, using bookmarks to keep your place in the *GME*, working with a word processor, copying and pasting, and printing and saving.

Avoid searching for common words such as "for," "he," and "the." Such words, called stop words, are ignored because they occur so frequently that they would cause a search to find far too many articles to be useful. The complete list of stop words is located in Appendix B.

### Advanced Word Search techniques

The Word Search dialog box is one of the most powerful tools in the *GME*. As its name implies, it can be used to locate articles and other items containing particular words or phrases. In its Fewer Choices form, the Word Search dialog box is pretty much self-explanatory.



To begin locating items, enter text in the Text to Find box. The simplest search is for a single word, but you can enter multiple words, in which case the *GME* searches for an exact match of the entire phrase, ignoring capitalization.

#### Wild cards

Many searches can be made more fruitful by casting the net a bit wider to get a related group of words. For example, suppose you want articles on the Danish fairy-tale author Hans Christian Andersen, but you don't know if his last name is spelled Andersen or Anderson. Sure, you could perform two separate searches for each of the different spellings, but why bother? With wild card characters, you can find articles without knowing the exact spelling.

Just as the jokers can act as any card in a game of poker, the wild cards ? and \* can represent any character or characters in the Word Search dialog box. Specifically, the question mark is a wild card for a single character, whereas the asterisk signifies any number of characters.

In our example, enter **Anders?n** and click Find to locate articles containing either spelling of the last name. On the other hand, if you enter **Anders\***, not only do you get articles containing either spelling, but you also see articles on the Confederate Army's notorious Andersonville Prison, and everything else that begins with "Anders."

The asterisk wild card is also helpful for locating articles containing root words. For example, if you're writing a report on education, you may want to search for articles that include any of the following terms: education, educator, educate, educated, educates, educating, and educational. Since all these words begin with the same six letters, they're perfect candidates for searching with the asterisk wild card. If you enter **education** and click Find, the *GME* will locate many articles with that word. But if you enter **educat\*** instead, it finds even more articles with that root.

Use the question mark wild card carefully; it stands for one and only one character. For example, the search for **village?** finds "villager" and "villages," but misses "village."

The asterisk wild card is more flexible; it stands for any number of characters, including none. For example, the search for **ro\*te** finds "rote" as well as "route" and "rotate."



### Operators

There are three common words that have special meaning in the Word Search dialog box. The words “and,” “or,” and “not” are standard Boolean operators that broaden or narrow searches, depending on their use.

The “and” operator is perhaps the easiest to understand. If you enter **Lincoln and slavery**, only articles containing both words are found. But you aren’t restricted to pairs of words. You can also search for **Lincoln and slavery and Civil War**, if you wish. The more words you add to the search criteria, the more narrow your focus and the fewer articles you’ll find. That may be what you want if your initial search yields too many articles to be useful, but avoid narrowing the search to such a degree that you overlook important references to your topic.

The “or” operator is also pretty easy to figure out. It’s useful when you’re unsure of what words an author may have used to describe a particular topic. For example, suppose you’re interested in nuclear weapons. If you enter **nuclear or atomic**, articles containing either word are found. The more alternative words you add to the search criteria, the broader the search and the greater your chances of finding what you want. Just don’t specify so many alternatives that you end up with more articles than you could possibly read.

Placing a comma between words is the same as separating them with the “or” operator.

The “not” operator is perhaps the most difficult to understand at first, but once you see it in action, it makes perfect sense. It’s useful when you want to exclude certain words to narrow your search. For example, if you want information on the 16th-century German theologian Martin Luther, you might search for **Martin Luther**. However, this finds lots of articles, many of which deal with Martin Luther King, Jr., the 20th-century civil-rights leader. To eliminate these articles, enter **Martin Luther not Martin Luther King**, then click Find. The *GME* searches for all articles containing the phrase “Martin Luther,” then drops all of the articles that contain the phrase “Martin Luther King.”

You can combine operators in a single search by using parentheses, and you can even incorporate wild cards. For example, enter **(iron or steel) not (Pennsylvania or Pitts\*)** to find all articles containing “iron,” “steel,” or both words, then exclude articles containing the word “Pennsylvania” or any words starting with the string “Pitts.” If you find the use of parentheses confusing, click More Choices to expand the Word Search dialog box.



## More Choices

The additional text boxes in the More Choices form of the Word Search dialog box allow you to construct the same sort of complex searches as are possible with operators and parentheses in the Fewer Choices form, but the layout makes it easier to understand.

Using our same example, enter **iron** in the first Text to Find box, then press Tab three times to move the cursor to the second text box. Notice that as soon as you start entering **steel**, the word AND appears in the operator drop-down list box. That's the default operator for creating a complex search. Click the arrow to open the box, and select OR. Tab down to the next text box and enter **Pennsylvania or Pitts\***. Change the AND operator in the box to the left of it to NOT by selecting NOT. When you have entered everything as shown, click Find and you should get the same results as when you used parentheses in the Fewer Choices form.

The More Choices form of the Word Search dialog box adds the following options to the Fewer Choices form.

**Word Proximity**

By default, the GME looks for two or more search words in the same article, no matter how far apart they are. However, this might result in finding articles that just happen to contain the words but aren't really relevant to your search. Logic tells us that the closer together two or more words appear in an article, the more likely they are related to one another.

Click the Within radio button and enter a number to specify how far apart the words may be and still be considered valid. The words must be no more than the specified number of words apart, in any order. This applies to all the words entered, so the first word must be within the range of the second, and the second within the range of the third, etc.

**Related Concept Searching**

To expand your search to include related ideas, topics, or concepts, mark the Related Concept Searching checkbox. When this option is selected the GME performs your search, figures out other words (topics or concepts) that might also be relevant, searches for those topics and arranges the results list in order of their relevance to your search.

It is important to remember several things when using Related Concept Searching. First, this option is designed to expand your search, so it is likely that you will get a greater number of articles with this option than without it. Second, because Related Concept Searching is much more sophisticated, it will take longer to get the results than will a regular search, so be patient. Third, when you select this option, the GME will try to figure out other words that



might also be meaningful, but while in many instances it might turn up items that you are interested in, in others the additional articles might not be helpful.

The best way to understand how Related Concept Searching works is to try it. Create a search that finds articles that you are interested in. Initiate the same search with the Related Concept Searching option selected. Compare the results.

### **Scope of Search**

By default, the *GME* searches for your words in the text of articles, titles, Factboxes, captions, and maps. However, you can ignore any of these sources by unmarking the appropriate checkboxes.

### **Tools for finding related articles**

The *GME* provides several ways to easily jump around the encyclopedia so that you may follow your interests wherever they lead.



#### **Word Search on Selection**

One way to search for a word is to highlight it in a window (click and drag a phrase or double-click a single word), then click the Word Search on Selection button on the toolbar. This initiates a search for that selection just as if you had typed it into the Fewer Choices form of the Word Search dialog box. After searching on a selection, the Search Results window appears.



#### **Hyperlink to Selection**

Many *GME* articles contain words that appear in ALL CAPS. Most of these are titles of other articles, and the *GME* provides an easy way to open these articles. Highlight the word or

phrase in a window (click and drag a phrase or double-click a single word), then click the Hyperlink to Selection button on the toolbar. The Title List opens with the selection in the Title to Find text box and the closest match selected in the scroll box.

### **Search Timeline for Selection**

Just as you may search the Article Title List for the closest match to a word selected in an article, so may you search the Event List for the closest match to a year that appears in an article. Suppose you're reading the article on the Battle of Hastings and you begin wondering what was going on in the world at the same time. Highlight the year 1066 by double-clicking it in the article, then choose Search Timeline for Selection from the Find menu. The Event List appears with the selected date entered in the Date to Find text box and the closest match highlighted in the scroll box.

### **Bookmarks**

If you come across an article you want to return to later, you can add a bookmark to the *GME* just as easily as you can a printed encyclopedia.

Bookmarks point to particular articles and a cursor position inside the article. They allow you instant access to the articles without having to go through the series of steps that brought you to the window in question.

Bookmark information is stored in files called bookmark lists. When you first launch the *GME*, an untitled bookmark list is automatically created.

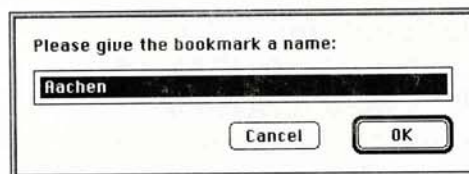
Not every word in all caps is an article title. Section headings, abbreviations, and acronyms may also appear in all caps.





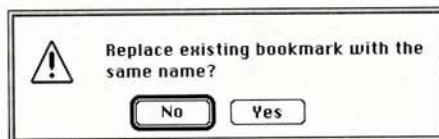
### Adding bookmarks

You can add to the current list by clicking the Add Bookmark button on the toolbar (the frontmost window must be an article window, otherwise the button is dimmed).



The default name for a bookmark is the name of the current article. However, you may change this if you wish. This allows you to create multiple bookmarks for a single article. When the name in the text box is acceptable, click OK or press Return. If you don't want to add a bookmark after all, click Cancel.

If you try naming a bookmark using an existing name, an alert box appears to that effect.



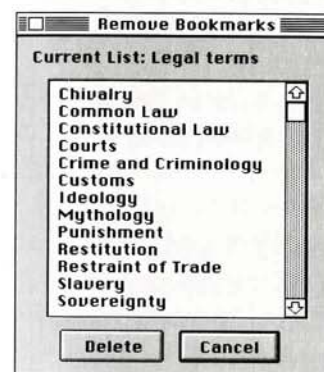
Click Yes to replace the old bookmark. Or click No to return to the previous dialog box, where you can enter a different name and try again.

Once you have added a bookmark, it appears at the bottom of the Tools menu. Choosing a bookmark from the Tools menu opens the related article and places the cursor where it was when you created the bookmark.

You may create as many bookmarks as memory allows, although as a practical matter more than a handful can be confusing since they are listed in the order they were added to the list, not alphabetically.

### Removing bookmarks

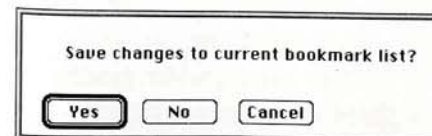
To delete a bookmark, choose Remove Bookmark from the Tools menu. A window appears listing all of the current bookmarks in a scroll box.



Select a bookmark, then click Delete to remove it. When you're finished making changes, click the close box, or click Cancel to revert back to the bookmark list as it existed when this dialog box was opened.

### Saving and opening bookmark lists

If you have made changes to a bookmark list (by adding or editing bookmarks), the GME prompts you to save your changes to disk upon quitting the application or changing bookmark lists.





Click Yes and a standard file selection dialog box allows you to specify the name and location of the bookmark list file. If you don't want to save the changes, click No. To return to the *GME* without quitting or opening a new list, click Cancel.

Multiple bookmark lists are allowed, so you can have different lists for different research projects or different users. However, only one may be open at a time. To open an existing list, choose Open Bookmark List from the File menu. To create a new list, choose New Bookmark List from the File menu. In either case, if the existing list has been changed, you're prompted to save the changes before the new list is opened.

Opening an existing list opens a standard file selection dialog box for you to locate the desired list. Creating a new list doesn't appear to do anything, but you're prompted to save upon quitting if you add any bookmarks. If you don't add anything to a new list, it's not saved.

### Working with a word processor

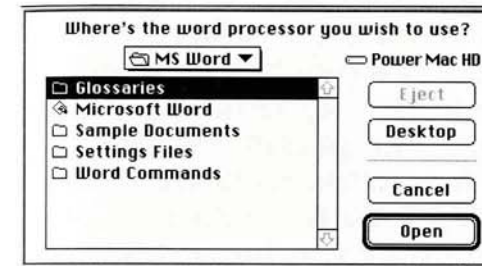
As you explore the *GME*, you may find information that you would like to incorporate into a report, homework assignment, business letter, or other document. The *GME* offers the ability to launch your word processor so you can paste and edit items using a full-featured application with which you're already familiar.



#### Launching a word processor

Before you can launch your word processor from within the *GME*, you must tell the *GME* where it's located. The first time you click the

Word Processor button on the toolbar, the *GME* opens a dialog box asking you to specify the location of your preferred word processing application.



Only volumes, folders, and applications appear in the file selection dialog box. Once you see the application you wish to use, double-click its name or select it and click Open. The *GME* launches the application you specified and remembers its location so that you needn't relocate the application the next time you click the Word Processor button on the toolbar. (If you don't have a full-featured word processor, you can always use TeachText or SimpleText, two text editors that come with your Macintosh System software.)

If you make a mistake in choosing the word processor, or if you want to change it for some other reason, you may do so by choosing Preferences from the Edit menu and clicking the Choose Word Processor button.

If the *GME* can't locate the specified application when you click the Word Processor button on the toolbar (perhaps you've moved the application or changed its name), it alerts you to the problem and opens a file selection dialog box asking you to relocate it.

The *GME* doesn't verify that you have chosen an appropriate type of application for word processing. If you specified an arcade game as your word processor, that's what the *GME* launches when you choose this command.

The *GME* defaults to opening the same bookmark list last used with the application. If the *GME* can't find it, it opens a standard file selection dialog box asking you to locate the bookmark list file or create a new list.



### Copying and editing

You may copy articles from the *GME* and paste them into other applications. Here's how:

To copy text from the *GME* to the Clipboard, first select it by positioning the cursor over the start of the passage you want, then click and drag to extend the selection over the desired material. If you want to highlight everything in the current window or text box, choose Select All (Command-A) from the Edit menu. Once text is selected, choose Copy (Command-C) from the Edit menu to place it on the Clipboard. Click the Word Processor button on the toolbar to launch or switch back to your word processor, then choose Paste (Command-V) from your word processor's Edit menu. Once material from the *GME* is in the document, you may use all of the standard commands offered by your word processor.

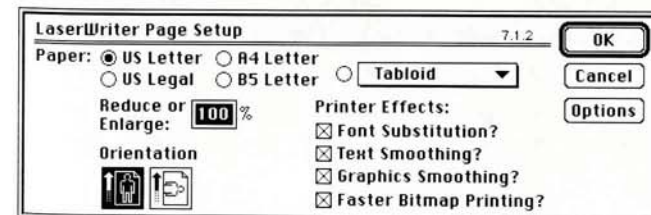
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### Printing and Saving

Most items in the *GME* can be printed or saved to disk by clicking the appropriate toolbar button or choosing the desired command from the File menu. If an item may not be printed, the buttons on the toolbar are dimmed, as are the Print and Save commands in the File menu.

### Printing

Before printing for the first time, it's a good idea to choose Page Setup from the File menu to open the standard Page Setup dialog box for the current printer.

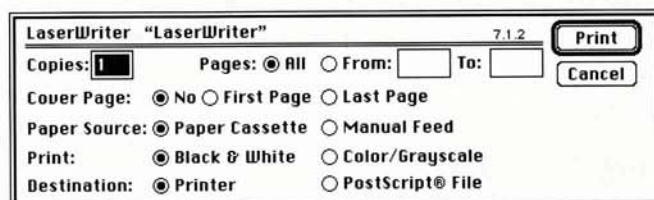




Make whatever changes you like to the available options then click OK to accept them, or click Cancel to revert to the original state.



Once you're satisfied with the Page Setup, make sure the desired window is the frontmost window by clicking on its title bar, then click the Print button on the toolbar to open the standard Print dialog box.



If you want to print a page range, you can enter it in this dialog box, but if you want to print only a selection from the current window, click Cancel, then choose Print Selection from the File menu.

### Saving

Clicking the Save button on the toolbar opens a dialog box asking whether you want to save the entire current window or a selection. (If there was no selection in the current item, this dialog box is bypassed.) After specifying what you want to save, a standard file save dialog box appears, allowing you to specify the name and location for the file. Click Save to save the item to disk.

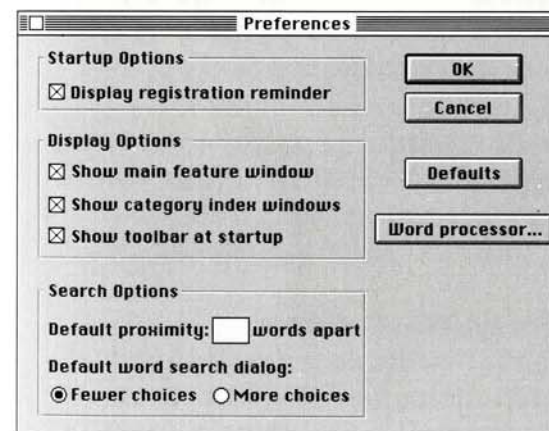


Text is saved in unformatted text files that can be opened by any word processor. Maps and pictures are saved as files that can be opened by most graphics programs.

## Appendix A

# Preferences

The *GME* comes configured to work a certain way when you first start using it. However, you may find that you prefer options other than the default settings. Choose Preferences from the Edit menu to open the Preferences dialog box. There you can change a number of settings. Whenever you make changes to these settings, the *GME* application on your hard drive is updated so that you needn't make these changes again.



The *GME* does not create a separate preferences file in your System folder. Instead, it modifies itself. If you're running an anti-viral utility, it may alert you to an attempt to change a resource. This is normal; just grant permission to allow the *GME* to make the changes.

**Display registration reminder**

The default is for the reminder to appear, but feel free to turn it off by unmarking this checkbox after you've registered. To register, send in your warranty card or call (800) 285-4535.

**Show Main Features screen**

The default is for the Main Features screen to appear when all other windows are closed, but if it is turned off you can still make the same choices from the toolbar or the menu bar.

**Show category index windows**

The default is for category windows to appear when you click any of the appropriate buttons on the toolbar or Main Features screen, or if you choose the appropriate commands from the View menu. But if the category windows are turned off, the item's index window appears.

**Show toolbar at startup**

The default is for the toolbar to appear when the application is launched, but it may be turned off by unmarking this checkbox.

**Default Proximity: Words Apart**

The default is that multiple words entered in the Word Search dialog box must be no more than 10 words apart. Use the up and down arrows to change the range. The closer together the words, the more likely they are related to one another.

**Default Word Search dialog**

The default is to open the Word Search dialog box in its Fewer Choices mode, but if you prefer the More Choices mode, click that radio button instead.

**Word processor button**

The first time you click the Word Processor button on the toolbar, you go through the process of selecting the name and location of the word processor that you want to use in conjunction with the *GME*. If you want to change the default application, click this button to open a standard file dialog box so that you can specify the location of the new application you want.

**Font**

The default font is 12-point Geneva, but if you choose Font from the Edit menu, a dialog box appears allowing you to choose any font in your System. Only article text is affected by this setting. All other areas where text appears use the standard system font.



# Appendix B

## Stop Words

The following “stop words” are excluded from the Word Search dialog box because they’re too common to be useful and are therefore ignored.

A	begun	every
about	being	
across	between	F
after	bibliography	for
again	but	from
all	by	
along		G
also	C	generally
although	called	got
among	can	
an	caused	H
any		had
are	D	has
around	developed	have
as	development	he
at	different	her
		him
B	E	himself
be	each	his
became	early	
because	ed	I
become	est	if
been	established	in
before	even	include

included  
includes  
including  
into  
is  
it  
its

**K**  
known

**L**  
later  
led

**M**  
made  
make  
many  
most  
much  
must

**N**  
near  
nearby  
no

**O**  
of  
on  
only  
other  
over

**P**  
probably

**R**  
repr

**S**  
see  
served  
several  
she  
so  
some  
soon  
such

**T**  
than  
that  
the  
their  
them  
then  
there  
thereby  
these  
they  
this  
those  
though  
through  
thus  
to  
took

**U**  
under  
until  
up  
upon  
use  
used  
using  
usually

**V**  
various

**W**  
want  
was  
were  
what  
when  
where  
which  
while  
who  
whom  
whose  
why  
widely  
with  
within

## Appendix C

# Troubleshooting

The following pages give solutions to the most common problems you may experience while using the *GME*. Many other problems with the *GME* can be solved by reinstalling the program as described in Chapter 1.

If you still need help after consulting this Appendix, our technical support staff will be happy to assist you. When you call, please have the following information ready:

- Macintosh model, amount of memory, System version (choose About This Macintosh from the Apple menu)
- A list of your extensions and control panels
- CD-ROM drive make and model
- The nature of your problem; please tell us as many details as you can about your problem, including the exact wording of the error messages, etc.

For technical support hours and phone numbers, see the Quick Start card or choose Technical Support from the Help menu.



**Problem:** After you double-click the *Grolier Multimedia Encyclopedia* icon to start the program, an alert box appears indicating that the GME can't find the needed files on the CD-ROM.

**Solution:** Make sure you have inserted the GME95 disc in your CD-ROM drive. Make sure your CD-ROM drive is properly plugged into a working outlet, the drive is turned on, and the CD-ROM extensions are properly installed in the System folder.

**Problem:** When you attempt to perform an operation, an alert box appears indicating that all available memory has been exhausted.

**Solution:** There is not enough memory available to perform the operation requested. Once the program has quit, locate the *Grolier Multimedia Encyclopedia* icon in the Finder. Click once on the icon to select it, then choose Get Info from the File menu. In the lower portion of the Get Info window, increase the Application Memory Size to at least 2048K.

**Problem:** The Animation and Video buttons are dimmed on the toolbar and button bar.

**Solution:** Check that QuickTime 2.0 or later is installed in your System folder. If not, drag the QuickTime extension from the CD-ROM to the System folder on your startup volume.

**Problem:** An error message appears when you try to print.

**Solution:** Make sure your printer is properly plugged into a working outlet, the printer is turned on, and the print driver extensions are properly installed in the System folder. If you are using a network printer, choose Chooser from the Apple menu and reselect the printer. If the printer doesn't appear in the Chooser, the network connection is suspect and should be fixed. Printing will also not function if you do not have enough free hard drive space.

**Problem:** Everything appears in black & white on a color monitor.

**Solution:** Choose Control Panels from the Apple menu, then double-click the Monitors control panel. Make sure the selected monitor is set to display a minimum of 256 colors.

## Appendix D

# Menus

### File menu

- |                    |   |
|--------------------|---|
| New Bookmark List  | Creates a new bookmark list. If the current list has been changed, you're prompted to save the changes before the new list is created.  |
| Open Bookmark List | Allows you to locate the existing bookmark list that you wish to open. If the current list has been changed, you're prompted to save the changes before the new list is opened. |
| Close              | Closes the active (frontmost) window and its offspring, if any.   |
| Save               | Allows you to specify the name and location of a file to which you may save a selection or the entire contents of the current window.   |
| Page Setup...      | Opens a dialog box allowing you to change the default options for the current printer, such as paper size, orientation, etc.  |
| Print Selection    | Prints only the selected portion of text, not the entire window.  |
| Print...           | Opens a dialog box allowing you to specify the number of copies, page range, etc. before continuing to print the entire window.   |
| Quit               | Closes all open windows, prompts you to save changes (if any) to the current bookmark list, exits the <i>GME</i> , and returns you to the Finder.                               |

### Edit menu

- |      |  |
|------|--|
| Undo | Reverts the current window to its state prior to the previous Edit command. Does not undo other actions.   |
| Cut  | Removes selected text from a text box and places it on the Clipboard. The contents of the Clipboard may be pasted into documents created by other applications, such as word processors. |



Copy	Copies the selected text to the Clipboard. The contents of the Clipboard may be pasted into documents created by other applications, such as word processors.
Paste	Inserts contents of Clipboard (text only) into a text box.
Clear	Deletes the contents of the current text box.
Select All	Highlights everything in the current window.
Font...	Allows you to choose the default font and size used in article windows.
Preferences...	Allows you to change the default settings for a variety of options that affect how the <i>GME</i> works.

### View menu

Article Title List	Opens the Article Title List.
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### Multimedia submenu

Maps	Opens the Map Categories window.
Multimedia Maps	Opens the Multimedia Map Categories window.
Pictures	Opens the Picture Categories window.
Sounds	Opens the Sound Categories window.
Videos	Opens the Video Categories window.
Animations	Opens the Animation Categories window.
Knowledge Explorer	Opens the Knowledge Explorer Categories window.
Pathmakers	Opens the Pathmaker Gallery window.
Knowledge Tree	Opens the Knowledge Tree Categories window.
Atlas	Opens the interactive World Map.
Timelines	Opens the Timeline Selector window.
Toolbar	Toggles the vertical toolbar on (checkmark) and off. The toolbar is a palette that floats in front of all other windows so it's always available, expect when the Main Features screen appears.
Caption	Toggles the current window's caption open and closed (checkmark).

### Find menu

Word Search...	Opens the Word Search dialog box.
Hyperlink to Selection	Opens the linked article on the selected subject (titles of linked articles appear in ALL CAPS in article text). If the selection is incomplete or not the title of a linked article, the Title List appears with the selection in the Title to Find text box and the closest match selected in the scroll box.
Word Search on Selection	Searches for items containing the selected text using the Word Search dialog box's Fewer Choices settings and opens the Search Results window.
Search Timeline for Selection	Opens the Event List with the selection in the Date to Find text box and the closest match selected in the scroll box.

### Tools menu

Word processor...	Launches or switches to the word processor previously defined. If the default application can't be found or hasn't been defined, a dialog box opens in which you can specify the application to use.
Add Bookmark...	Opens a dialog box in which you can name a bookmark and add it to the current bookmark list.
Remove Bookmark...	Allows you to remove bookmarks from the current bookmark list.
1...n Bookmark	Opens the article indicated by the bookmark and positions the cursor where it was when the bookmark was created.

### Window menu

Cascade	Arranges open windows in stair-step fashion from the upper left corner of the screen.
Close All	Closes all open windows.
1...n Open Window	Brings the chosen window to the front.

### Help menu

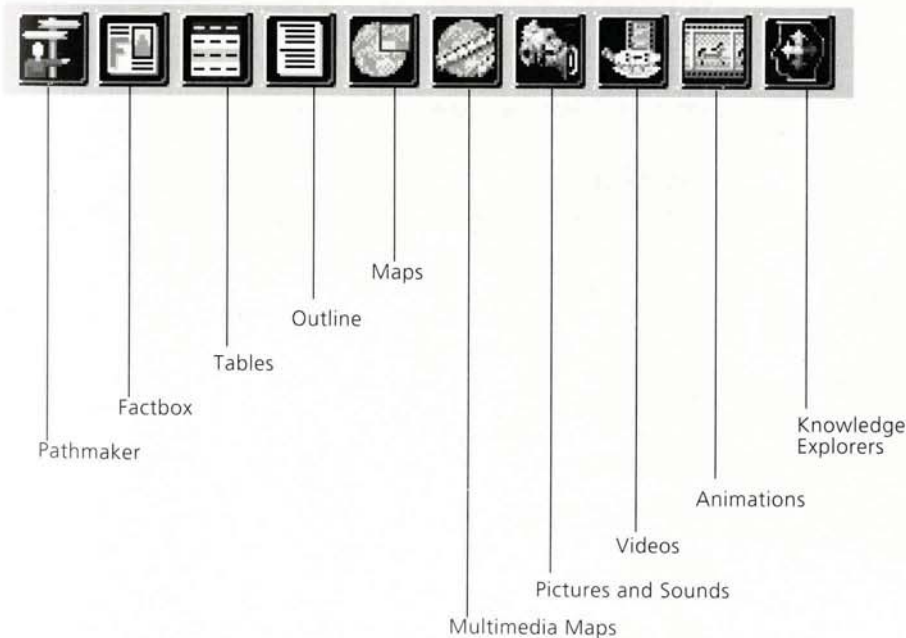
Registration & Support	Opens this help topic.
Quick Start	Opens this help topic.
Navigating through the GME	Opens this help topic.
Searching	Opens this help topic.
Articles	Opens this help topic.
Pathmakers	Opens this help topic.
Timelines	Opens this help topic.
Multimedia Players	Opens this help topic.
Tools	Opens this help topic.
Contributors	Lists the names and affiliations of the writers of many of the articles in the <i>GME</i> .
Copyrights	Lists copyright information.
Acknowledgements	Lists the names of the people responsible for producing the <i>GME</i> .

## Appendix E

# Buttons and icons

### Button bar

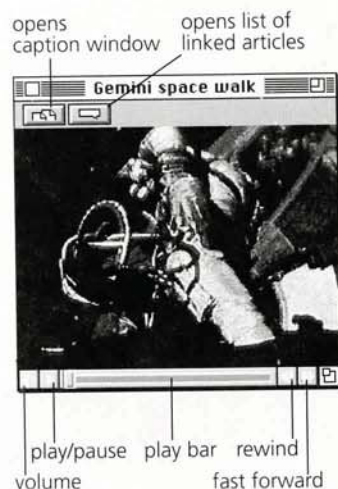
Button bar buttons indicate the multimedia items linked to an article. Click these buttons to open an item or list of items related to an article.





### QuickTime buttons

The *GME* uses QuickTime technology to play sounds, animations, videos, Multimedia Maps, Knowledge Explorer essays, and Pathmaker videos. The last three items appear in extended windows with tables of contents, but the standard QuickTime controls are still used.



### List icons

List windows contain small icons indicating the type of item in the list. The complete set of icons follows.

-  Article
-  Picture
-  Sound
-  Video
-  Factbox
-  Map
-  Multimedia Map
-  Animation

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