



MONARCH NOTES[®]
ON CD-ROM

**User's Manual
For Both
PC & MAC**



Bureau Development, Inc.

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PC Users, If You're In A Hurry:

- 1.) Place your Monarch Notes
CD-ROM disc in your CD-ROM drive
- 2.) Log onto your CD-ROM drive
- 3.) Type `MON` to get started

More details inside



USER'S MANUAL
PC VERSION

FLIP MANUAL OVER FOR MACINTOSH VERSION



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COMBINATION PC AND MAC MANUAL

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The CD-ROM accompanying this User's Manual is designed for use on IBM and IBM-compatible personal computers as well as Apple Macintosh computers.

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Technical Support

For technical assistance for hardware or software, please contact the dealer from whom you purchased your system. Registered customers of Monarch Notes on CD-ROM may call BDI for technical support **on Monarch Notes only** at: (201) 808-2700

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Acknowledgments

The people at BDI wish to acknowledge Richard Bergman, Tom Dorick, Cathy Fowler, Anita Johnson, John Loughney, and Patricia Smith for their contribution in making Monarch Notes on CD-ROM and this User's Manual possible.



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System Requirements

To use Monarch Notes on CD-ROM, you need

- a PC-, XT-, AT-, PS/2 or 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
- DOS 3.1 or later

A hard drive with approximately 400K 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 with a 256K VGA Board.

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

Installation

You can run Monarch Notes directly from the CD-ROM drive. Simply log onto the CD-ROM drive and type `MON`.

If you plan to use Monarch Notes often and want faster program loading, you may copy it and run it from a hard disk drive (400K available space needed)

To install Monarch Notes on your hard drive:

- place the Monarch Notes 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 `MON` to run Monarch Notes on CD-ROM.

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 Monarch Notes

- place the CD-ROM disc into your CD-ROM drive
- type: D:MON <—— 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 Monarch Notes 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:

The top line is the name of the database.

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. Next you will see a list of matching articles. Highlight the article you want to view and press [Enter], you will 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 may want to 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.

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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.

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 Monarch Notes. Press [ESC] [Y] or [ESC] [ESC] [Enter].

The Five Major Functions

Monarch Notes' 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** Identifies the database on the CD-ROM. Monarch Notes is the only database on this disc.
- **Change/Quit** Exit from Monarch Notes 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 "Lincoln" within 5 words of the word "shot", enter:
"Lincoln [5] shot".

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 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.

Some words, such as "and," "the," "of," etc., are so common that they are excluded from the indices. If you enter one of these words during a search, you will get the error message "Word Excluded."

Words. Every word in every article appears in this index, except for the excluded words. 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 1-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.

Command Line Options

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:

You tell Monarch Notes to override its normal drive selection and to use a specific drive of your choosing as follows:

```
MON -dx
```

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

If you are using Monarch Notes on a network:

Monarch Notes on CD-ROM 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 Monarch Notes on CD-ROM on a network are furnished separately.

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

Monarch Notes on CD-ROM 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 do so, use the command line:

```
MON -vstdvga
```

Images will then be displayed using 320 x 200 x 256 colors (Standard VGA). Standard VGA is mode 13 on any VGA Board.

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

```
MON -vBOARDNAME
```

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

BOARDNAME	Description
tseng	Tseng Labs 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

* 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.

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

Mac Users, If You're In A Hurry:

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

More details inside



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MACINTOSH VERSION

FLIP MANUAL OVER FOR PC VERSION



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Acknowledgments

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System Requirements

To use Monarch Notes, you need

- A Macintosh Plus, SE, SE/30, II (any model), Classic, or LC.
- 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 400K available.
- 2 Megabytes of RAM. Monarch Notes 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.

Monarch Notes works with both the Finder and Multi-Finder.

Installation

You can run Monarch Notes 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 Monarch Notes often and want faster program loading, you may copy it and run it from a hard disk drive (400K available space needed).

To install Monarch Notes on your hard drive:

- Place the Monarch Notes 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.

Monarch Notes on CD-ROM is now installed. To run it, double click on the DiscPassage icon.

Getting Started

OK, let's get started.

To run Monarch Notes on CD-ROM:

- 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 Monarch Notes 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.

The main menu bar for Monarch Notes 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 article(s) 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 completed viewing figures, close the window to continue viewing the article.

Figures come in three flavors: images, tables & sounds. Tables may be viewed on any type of monitor, & 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 Monarch Notes on CD-ROM. Select the *Quit* option from the *File* menu.

The Seven Major Functions

Monarch Notes' 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 "Lincoln" within 5 words of the word "shot", enter: "Lincoln [5] shot".

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.

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.

Some words, such as "and," "the," "of," etc., are so common that they are excluded from the indices. If you enter one of these in a search, you get the error message "Word Excluded."

Words. Every word in every article appears in this index (except excluded words). 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 1-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.

AUTHOR/BOOK LIST continues on next page

Achebe, Chinua • Things Fall Apart

Aeschylus

The Suppliant Maidens • The Persians •
Seven Against Thebes • Prometheus Bound •
The Oresteia • Agamemnon • The Libation
Bearers • The Eumenides

Albee, Edward

The Zoo Story • The Sandbox • Fun and
Yam • The Death of Bessie Smith • The
American Dream • Whence Afloat of Virginia
Woolf • The Ballad of the Sad Cafe • Tiny
Alice • Malcolm • A Delicate Balance •
Everything in the Garden • Box-Man-Box •
All Over

Alcaeus • Poems

Anacreon • Poems

Aquinas, St. Thomas

Summa Contra Gentiles • Summa Theologiae
• On Kingship

Archilochus • Poems

Aristophanes

The Acharnians • The Knights • The Clouds •
The Wasps • Peace • The Birds • Lysistrata •
The Thesmophoriazuses • The Frogs • The
Ecclesiazusae • Plutus

Aristotle

The Physics • The Metaphysics • The Ethics
• The Politics • The Poetics

Austen, Jane

Emma • Mansfield Park • Pride and Prejudice
Beauvoir, Simone de • The Second Sex

Beethoven, Jeremy

An Introduction To The Principles Of Morals
And Legislation • Principles Of Legislation •
Other Works

Traditional • Bewolf

Bell, Heinrich

Tomorrow And Yesterday • Billiards At
Half Past Nine • The Clown • Group Portrait
With Lady • The Death of Elsa Bakosleit •
The Ballet Scales • And there was the
Evening and the Morning • Like a Bad
Dream • My Uncle Fred • This is Tilted •
Action Will Be Taken • Murk's Collected
Silences • The Throver-Away

Bradbury, Ray • The Martian Chronicles

Bratton, Anne • Poems

Brecht, Bertolt

Baal • In the Swamp • A Man's a Man • The
Threepenny Opera • St. Joan of the
Stockyards • The Measures Taken • Mother
Courage • Galileo • The Good Woman of
Sezuan • The Caucasian Chalk Circle

Bronte, Charlotte • Jane Eyre

Bronte, Emily • Wuthering Heights

Bryant, William Cullen • Poems

Buck, Pearl • The Good Earth

Camus, Albert

Myth of Sisyphus • The Rebel • The Plague •
The Misunderstanding • The State of Siege •
The Just Assassins • Other Plays • The Fall
Exile and The Kingdom • The Stranger

Carlyle, Thomas • Works

Cather, Willa

My Antonia • O Pioneers! • The Song of the
Lark • One of Ours • Death Comes for the
Archbishop

Catullus • Poems

Cervantes, Miguel de • Don Quixote

Chaucer, Geoffrey • The Canterbury Tales

Chekhov, Anton

Ivanov • The Scullery • Uncle Vanya • The
Three Sisters • Cherry Orchard

Chopin, Kate • The Awakening

Coleridge, Samuel T.

The Rime of the Ancient Mariner • Kubla
Khan • Christ's Dejection • An Ode

Conrad, Joseph

Lord Jim • Heart of Darkness • The Secret
Sharer

Cooper, James Fenimore

The Deerslayer • Last of the Mohicans • The
Pathfinder • Pioneers • The Prairie

Cowley, Abraham • Works

Cripe, Stephen • Red Badge of Courage •
Poems

Crawshaw, Richard • Works

DeLion, Daniel

Moll Flanders • Robinson Crusoe

Descartes, René

Discourse on the Method • Meditations on
the First Philosophy • Principles of
Philosophy

Dickens, Charles

Black House • David Copperfield
Great Expectations • Hard Times • Oliver
Twist • A Tale of Two Cities

Dickinson, Emily • Poems

Doctorow, E. L. • Ragtime

Doone, John • Poems

Dostoevsky, Fyodor

Notes From Underground • The Idiot • The
Possessed • Crime and Punishment • The
Brothers Karamazov

Driver, Theodore • Sister Carrie

Middlemarch • Sister Marner

Elton, T. S. • Murder in the Cathedral • The Love
Song Of J. Alfred Prufrock • The Waste
Land • Four Quarts

Emerson, Ralph Waldo

Nature • The American Scholar • Self-
Reliance • Circles • Selected Poems

Euclid

Rhesus • Alcibiades • Medea • Heracles •
Hippolytus • Andromache • Hector •
Clytemnestra • Aeneas • Hercules •
Suppliants • Trojan Women • Iphigenia in
Tauris • Electra • Helen • Ion • Prometheus •
Orestes • Bacchae • Iphigenia in Aulis

Faulstich, William

Abraham, Abraham • As I Lay Dying • Light
in August • The Sound and the Fury

Fielding, Henry

Joseph Andrews • Tom Jones

Fitzgerald, F. Scott

This Side of Paradise • Tender is the Night •
The Great Gatsby

Flaubert, Gustave

Madame Bovary • Three Tales

Forster, E. M.

Howards End • A Passage to India
Frank, Anne • The Diary of a Young Girl

Freud, Sigmund

The Interpretation of Dreams • Studies in
Hysteria • The Psychopathology of Everyday
Life • Totem and Taboo • Group Psychology
and the Analysis of the Ego • Moses and
Monotheism • Beyond the Pleasure Principle •
The Future of an Illusion • Civilization and its
Discontents • The Relation of the Poet to
Daydreaming • Jokes and Their Relation to the
Unconscious • Leonardo da Vinci: A Study in
Psychosexuality

Frost, Robert

Poetry • The Pasture • Eight Poems From a
Boy's Will • Five Poems From North of
Boston • Poems From Mountain Interval •
Poems From New Hampshire • Poems From
West-Running Brook • Poems From a Further
Range • Poems From a Witness Tree • Poems
From the Steeply Bush

Gay, John • The Beggar's Opera

Goethe, Faust

Golding, William

Lord of the Flies • The Inheritors • Pincher
Martin • Free Fall

Greene, Graham

Brighton Rock • The Power and the Glory •
The Heart of the Matter • On the Express •
Loser Takes All • Our Man in Havana

Hale, Edward Everett • The Man Without A
Country

Hammett, Dashiell • The Maltese Falcon

Hann, Thamus

Far from the Madding Crowd • Jude the
Obscure • The Mayor of Casterbridge • The
Return of the Native • Tess of the
D'Urbervilles

Hawthorne, Nathaniel

The House of the Seven Gables • The Marble
Faun • The Blithedale Romance • The Custom
House • The Scarlet Letter

Heller, Joseph • Catch-22

Hemingway, Ernest

A Farewell to Arms • The Sun Also Rises
For Whom the Bell Tolls • The Old Man and
the Sea

Herbert, George • Works

Henderson, The Histories

Hesse, Hermann

Knulp • King's Last Summer • The
Journey to the East • Siddhartha

Hilton, James

Lost Horizon • Goodbye, Mr. Chips
Holmes, Oliver Wendell • Poems

Homer

The Odyssey • The Iliad

Horace • Odes

Huxley, Aldous

Brave New World • Point Counter Point •
After Many a Summer Dies the Swan •
Eyeless in Gaza

Ibsen, Henrik

Brand • Peer Gynt • A Doll's House • Ghosts •
An Enemy of the People • The Wild Duck •
Hedda Gabler • The Master Builder • Pillars
of Society • Rosmersholm • John Gabriel
Borkman

James, Henry

Daisy Miller • The Turn of the Screw •
Washington Square

Joyce, James

Dubliners • Ulysses • Finnegans Wake • A
Portrait Of The Artist As A Young Man

Kafka, Franz

Short Works of Kafka • The Metamorphosis •
A Country Doctor • In the Penal Colony • The
Castle • The Trial • Amerika

Keats, John

Sonnets • Endymion • The Odes • Lamia •
Hyperion, and The Fall of Hyperion, A
Dream

Knowles, John • A Separate Peace

Lee, Harper • To Kill a Mockingbird

Le Guin, Ursula • The Left Hand of Darkness
Lewis, Sinclair • Babbalanja

Livy • Works

London, Jack

Call of the Wild • White Fang
Longfellow, Henry Wadsworth • Poems

Lowell, James Russell • Poems

Lucratus • On the Nature Of Things
Machiavelli, Niccolo

The Prince • Discourses On The First Ten
Books Of Titus Livius • Machiavelli's Other
Works And His Later Life

Marlowe, Christopher

Doctor Faustus • Tamburlaine The Great •
The Jew of Malta • Edward The Second

Marquez, Gabriel Garcia • One Hundred Years
of Solitude

Marvell, Andrew • Works

Mars, Karl and Engels, Friedrich

Works

Melville, Herman

Billy Budd • Moby Dick • Poems of Herman
Melville

Moliere, Jean

Unlabeled • On Liberty

Miller, Arthur

The Crucible • A Memory Of Two Mondays •
A View From The Bridge • After The Fall •
Incident At Vichy • Death of a Salesman • All
My Sons

AUTHOR/BOOK LIST continued from next page

Milton, John

Minor Poems • Comus • Paradise Lost
 Mitchell, Margaret • Gone With the Wind
 Mohr, John

The Precious Dammels • The School for Wives
 • Tartuffe • The Misanthrope • The Physician
 in Spite of Himself • The Miser • The Would-
 Be Gentleman • The Learned Ladies • The
 Imaginary Invalid

More, Sir Thomas • Utopia

Morrison, Toni • Beloved

Religious/God

Matthew • Mark • Luke • John • Acts • The
 Epistles • Revelation

Nietzsche, Friedrich

The Birth of Tragedy • Thus Spoke
 Zarathustra • Beyond Good and Evil • The
 Genealogy of Morals

Norris, Frank • The Octopus

Religious/God

Genesis • Exodus • Leviticus • Numbers •
 Deuteronomy • Joshua • Judges • Ruth •
 Samuel • Kings • Chronicles • Ezra and
 Nehemiah • Esther • Job • Psalms • Proverbs •
 Ecclesiastes • The Song of Solomon • Isaiah •
 Jeremiah • Lamentations • Ezekiel • Daniel •
 Hosea • Joel • Amos • Jonah • Micah • Nahum
 • Habakkuk • Zephaniah • Haggai • Zechariah
 • Malachi • The Apocrypha

O'Neill, Eugene

Anna Christie • The Emperor Jones • The
 Hairy Ape • Desire Under the Elms • Strange
 Interlude • Mourning Becomes Electra • Ah,
 Wilderness • The Iceman Cometh • Long Day
 • Journey into Night • A Touch of the
 Poet

Oswell, George

1984 • Animal Farm

Ovid • Metamorphoses

Paton, Alan

The Cry Beloved Country • Too Late The
 Phalarope • A Troubled Land

Pindar • Poems

Pinter, Harold

The Conventions of Menace • The Birthday
 Party • The Dumb Waiter • A Slight Ache •
 The Caretaker • The Collection • The Lover •
 Minor Works • The Homecoming

Plath, Sylvia

The Colossus • Two Views of a Cadaver
 Room • Night Shift • The Eye-Mote •
 Harkness Gate • The Colossus • Suicide Off
 Egg Rock • Mudrooms • Watercolor of
 Gleaner's Meadows • The Disquieting
 Muses • Spinsiter • Ariel • Tulips • Lesbos • A
 Birthday Present • Death • Co. • Fever 103
 Degrees • Daddy • Edge • The Bee Poems •
 The Bell Jar • Crossing the Water

Plato

The Republic • Gorgias • Meno • Protagoras •
 Theaetetus • Phaedrus • Symposium • Apology
 • Crito • Phaedo

Poe, Edgar Allan

Moss Found in a Bottle • Narrative of Arthur
 Gordon Pym • The Fall of the House of Usher •
 Ligeia • The Murders in the Rue Morgue • The
 Mystery of Marie Rogêt • The Purloined Letter
 • The Masque of the Red Death • The Pit and
 the Pendulum • The Cask of Amontillado • The
 Premature Burial • The Black Cat • Wilson
 • William • Facts in the Case of M. Valdemar •
 Poems

Pope, Alexander

The Rape of the Lock • Windsor Forest • Eloisa
 To Abelard • Pastorals • Other Works

Pynchon, Thomas

V. • Crying of Lot 49 • Gravity's Rainbow
 Rawlins • Myriam Kinman • The Yearling
 Remarque, Erich Maria • All Quiet on the
 Western Front

Rolsvåg, Ole • Giants in the Earth

Salinger, J.D.

Thoreau and Zooey • Nine Stories • The Catcher
 in the Rye

Sappho • Poems

Sartre, Jean-Paul

No Exit • The Flies • Dirty Hands • Nausea •
 Roads to Freedom • Short Stories •
 Existentialism • Being and Nothingness

Scott, Sir Walter

Ivanhoe • The Heart of Midlothian • Quentin
 Durward

Shakespeare, William (Comedies)

All's Well That Ends Well • As You Like It •
 The Comedy of Errors • The Merchant of
 Venice • The Merry Wives of Windsor • A
 Midsummer Night's Dream • The Taming of
 the Shrew • Twelfth Night • The Two
 Gentlemen of Verona • Love's Labour's Lost •
 The Winter's Tale

Shakespeare, William (Histories)

Antony and Cleopatra • Henry IV, Part I •
 Henry IV, Part 2 • Henry V • Julius Caesar •
 Richard III
 Shakespeare, William (Tragedies)
 King Lear • Macbeth • Othello • Romeo and
 Juliet

Shakespeare, William • Sonnets

Shaw, George Bernard

Arms and the Man • Caesar and Cleopatra •
 Man and Superman • Major Barbara •
 Pygmalion • Saint Joan • Candida • The Devil's
 Disciple • The Man of Destiny • Misalliance •
 Androcles and the Lion • Heartbreak House
 Sinclair, Upton • The Jungle
 Gaiman, Neil
 Pearl • Purity • Patience • Sir Gaiman and the
 Green Knight

Skinner, B. F. • Walden Two

Solzhenitsyn, Alexander • One Day In The Life
 Of Ivan Denisovich

Sophocles

Ajax • Antigone • Oedipus the King •
 Trachiniae • Electra • Philoctetes • Oedipus
 at Colonus

Spenser, Edmund

Faerie Queene • The Shepherds' Calendar
 • The Daphnia • Amoretti And Epithalamion •
 Fowre Hymnes • The

Strophilamon

Saint Augustine

The Confession • The City of God

Steinbeck, John

Of Mice and Men • The Grapes of Wrath •
 Cannery Row • East of Eden • The Winter
 of Our Discontent • The Red Pony • The
 Pearl

Stevenson, Robert Lewis • Treasure Island

Swift, Jonathan • Gulliver's Travels

Tactius, Annals

Taylor, Edward • Poems

Thackeray, William M.

Vanity Fair • Henry Esmond

Thoreau, Henry David

Walden • On the Duty of Civil Disobedience

• Poems

Thucydides • Peloponnesian War

Tolkien, J.R.R. • The Fellowship of the Ring

Tolstoy, Leo

Anna Karenina • War and Peace • Biography

of Harry S. Truman

Turgenev, Ivan

A Sportsman's Sketches • Rudin • A Nest of
 Gentlefolk • On the Eve • Fathers and Sons

Twain, Mark

The Adventures of Huckleberry Finn • The
 Adventures of Tom Sawyer • The Prince and
 the Pauper • A Connecticut Yankee In King
 Arthur's Court • Life on the Mississippi

Upldike, John

Rabbit Run • Rabbit Redux

Rahbar, Henry • Works

Virgil

The Aeneid • The Eclogues • The Georgics

Voltaire • Candide

Vonnegut, Kurt • Slaughterhouse-Five

Walker, Alice

Once • The Third Life of Gracie Copeland •
 In Love & Trouble: Stories of Black Women

• Revolutionary Petunias and Other Poems

Merrill • A Good Night Willie Lee, I'll See
 You in the Morning • You Can't Keep a
 Good Woman Down • Color Purple

Warren, Robert Penn • All the King's Men

Waugh, Evelyn

Decline and Fall • A Handful of Dust •
 Brideshead Revisited • The Loved One

Wells, H. G.

The Time Machine • The Invisible Man •
 The War of the Worlds • Tom-Bungay

Warton, Edith • Ethan Frome

Whitman, Walt

Inscriptions • Starting From Pausanias • Song
 of Myself • Children of Adam • Two Final
 Poems • Calamus • Drum-Taps • Out Of The
 Cradle Endlessly Rocking • When Lilacs Last
 In The Dooryard Bloom'd • Crossing Brooklyn
 Ferry • Poems

Wilde, Oscar

Lady Windermere's Fan • A Woman of No
 Importance • An Ideal Husband • The
 Importance of Being Earnest

Wilder, Thornton

Our Town • The Cabbage • The Bridge of San
 Luis Rey • Heaven's My Destination • The
 Skin of Our Teeth

Williams, Tennessee

The Glass Menagerie • A Streetcar Named
 Desire • Cat on a Hot Tin Roof • Orpheus
 Descending • Summer and Smoke • The Rose
 Tattoo • Camino Real • Suddenly Last Summer
 • Sweet Bird of Youth • Period of Adjustment •
 The Night of the Ignara

Wolfe, Thomas

Look Homeward, Angel • Of Time and the
 River • The Web and the Rock • You Can't Go
 Home Again

Woolf, Virginia

Mrs. Dalloway • The Lighthouse

Wordsworth, William

The Revere Of Poor Susan • We are Seven •
 The Thorn • Simon Lee • Lines Written In
 Early Spring • To My Sister • Expostulation
 And Reply • The Tables Turned • Strange Fits
 of Passion Have I Known • She Dwelt Among
 the Untroubled Ways • I Traveled Among
 Unlabeled Men • Three Years She Grew In Sun
 And Shower • A Slumber Did My Spirit Seal •
 Lucy Grey • The Two April Mornings • The
 Fountain • The Old Cumberland Beggar •

Michael • Resolution and Independence • The
 Solitary Repeater • To the Cuckoo • My Heart
 Leaps Up When I Behold • To The Small
 Celandine • To The Same Flower • To The Daisy •
 To The Same Flower • To The Daisy •

Wandered Lonely As A Cloud • Tintern Abbey
 • (Ode: Intimations Of Immortality From
 Recollections Of Early Childhood

Wright, Richard • Native Son

Years, William Butler

The Wanderings Of Oisín • Crossways • The
 Rose • The Wind Among The Reeds • In The
 Seven Woods • The Green Helmet •
 Responsibilities • The Wild Swans At Coole •
 Michael Robartes And The Dancer • The
 Tower • The Winding Stair • From "A Full
 Moon In March" • Last Poems • At The
 Hawk's Well • The Green Helmet (Play) • On
 Baile's Strand • The Only Jealousy Of Emery •
 The Death Of Cuchulain

Zola, Emile • Germinal