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Installation

Installing Compton's Interactive Encyclopedia for Windows is a very simple procedure. The installation program offers options to let you configure the program to your liking. You may install just the minimum required files or choose to install more files on your hard disk to optimize performance. Installing fewer files doesn't inhibit the encyclopedia's effectiveness; it just won't run as fast. The program also lets you choose where files are installed and other options.

1. Place the compact disk in the CD-ROM drive.
2. At the DOS prompt, type WIN and press ENTER.
3. Double-click on the Program Manager icon to open it.
4. Open the File menu and select Run.
5. In the Command Line, type x:\setup (where x is the letter of your CD-ROM drive) and press Enter. For example, if your CD drive is drive D, type d:\setup and press Enter.
6. Before the installation begins, you will see the Custom Installation window. Review the information in this window to make sure it is correct.

To change the destination drive (the place where the program files will be installed), click on Set Location and type a new path. Then click Continue. To return to the installation window without changing the path, click Back. To stop the installation process and return to the Program Manager, click **Exit**.

The Installation Options lists the files that are available for installation. An x in the check box next to an item indicates that the file will be copied onto your hard drive during installation. To deselect an item, click in the check box to remove the x.

7. To begin the installation, click on Install. To quit the program without installing any files, click on **Exit**. When the installation process is done you will see a new program group called **Compton's** in the Program Manager window.

To start using Compton's Interactive Encyclopedia, double-click on the Compton's program group to open it, and then double-click on the *Compton's Interactive Encyclopedia* icon.

ON-LINE DOCUMENTATION

To view the On-Line documentation, you must first install the On-Line Document Viewer utility. To install the viewer utility, follow steps 1-4 above and then in the Command Line, type x:\ACROREAD.EXE and press Enter. To view the documentation: using the viewer utility load the On-Line documentation file x:\MANUALS\MANUAL.PDF from the Compton's Interactive Encyclopedia CD-ROM (where x is the letter of your CD-ROM drive).

Introduction

Welcome to Compton's world of facts and resources. Here, every piece of information leads to another and every answer sparks a new universe of questions. Here you will learn about the world around you and find tools to share that knowledge with others.

Did you know that Monrovia, the capital of Liberia, was named after U.S. president James Monroe? Where exactly is Liberia? Why did they name their capital and principal port after an American president? And how else has the United States influenced Africa's oldest republic?

With Compton's you can answer each of these questions in an instant. You'll learn that the small country called Liberia, on the west coast of Africa, was established by former American slaves before the American Civil War. And like the U.S., its government is headed by a president, cabinet, Senate and House of Representatives.

Compton's, has a tool for every research style and need—and multimedia to help you understand and keep you asking for more. Whether you are looking up a favorite animal or historical figure, creating an electronic report for you science class, or putting together an interactive birthday card for you grandmother, you'll find that Compton's and Editing Room are indispensable tools you'll use again and again.

This year's encyclopedia has been entirely redesigned with a new interface that helps you make connections between articles, pictures and other media. We've updated the contents to include the latest-breaking stories from around the world and produced all-new videos and other multimedia. Plus, we've added new features like Editing Room so you can create your own presentations, Explore so you can browse through the encyclopedia's information in a fun-filled setting, and Events Highlights so you can learn about recent history-making events and people.

Browse through this guide for details on the program, or just launch the software and begin exploring on your own. Click on Guided Tour for an overview of the encyclopedia escorted by Patrick Stewart. And whenever you have a question, just click on Explain or select the On-Line help from the menu bar for instant information.

How Do I Find Information In Compton's?



What Was The “Glorious Resolution”?

Use the **CONTENTS** to see alphabetical listings of the contents of the encyclopedia. Type a title in the search request box or scroll through the lists to select an item to open.



Who Is The Father Of Television?

Use **IDEA SEARCH** to find information about a specific topic. Type a question or phrase that describes a topic, and the computer will display a list of articles, pictures, movies, sounds and tables, that contain information related to your request.



What Does Da Vinci Have To Do With The Aerospace Industry?

Use **INFOPILOT** to find groups of articles that are related to a topic. Type a topic, and the computer will search the encyclopedia for articles that are related to your subject and display them in an array of active windows on the screen.



What Kinds Of Government Can You Think Of?

Use **TOPIC TREE** to see the articles in the encyclopedia arranged by topic and subtopic. Browse through the lists to narrow your area of interest until you find an article you want to see.



Where Is Timbuktu?

use the **ATLAS** to explore the Earth and learn about the many places on the planet. Click on a location to spin the globe, or zoom in for a better view. Double-click on any place name to see an article about that place.



Which Came First, The Landing Of The Mayflower Or The Founding Of Jamestown, Virginia?

Use **TIMELINE** to learn about people and events in U.S. and world history. Scan through a timeline of world history that goes back billions of years. Or browse the timeline that charts U.S. history since 1485. click on a picture or event box to learn about the items importance in history.



What If Everything You Touched Turned Into Facts, Fun And Information?

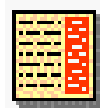
Use **EXPLORE** to see the encyclopedia in a whole new way. The four explore screens take you out of the computer environment and into comfortable settings where you can click on familiar objects to get to the information in the encyclopedia.

What Kind Of Information Is In Compton's?

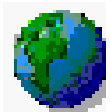
As you explore the articles in Compton's, you'll encounter many kinds of data—text, sound, animation, maps, tables, and more. Every piece of information in the encyclopedia can be found through the paths—Contents and Idea Search, for example. Or you can access the multimedia from within the articles as you read them. Here is a list of article icons that lead to multimedia.



ANIMATION leads to a short animated sequence.



SIDEBAR displays a table, list, or another document related to the article.



ATLAS opens the ATLAS path to a location related to the article.



SLIDESHOW leads to a slide show related to the article.



CHART leads to a chart related to the article.



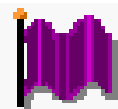
SOUND opens a window that describes what you are about to hear and then lets you hear a sound, quote, or musical selection related to the article.



FACT opens a short, informative article on a related topic.



TABLE lets you view a table related to the article.



MAP displays a map related to the article.



TAKE ANOTHER LOOK opens a window that explains a difficult concept in the text of the article.



MIDI opens a window where you can listen to a MIDI sound file and read about the sound you hear.



TIMELINE displays a view of the world or U.S. timeline that is related to the article.



VIDEO displays a video about the subject of the article.



PICTURE leads to an illustration related to the text. Use the scroll bar to read through the caption. Click on Full Screen to enlarge the picture for a closer view.

See Also... When you see purple text in an article, double-click on it to go to another encyclopedia article related to the current article.

Exploring Compton's

Compton's has always offered multimedia to help you understand information in the way that best suits your learning style. Now we've added new environments to give you even more versatility in the way you use the encyclopedia.

The four non-computer settings in the new encyclopedia are an attic, a newsroom, a spaceship, and a playroom. When you want to explore the information in Compton's from a fun-filled environment, click on Explore to begin a new kind of research experience.



Once you have arrived in your new surroundings, you are ready to begin exploring. Move the cursor around the screen to discover "active" items. Click once on an item to see a short animation. Click again while the animation is playing to activate the time and go to the corresponding screen. Using the Explore mode, you can browse the encyclopedia and use its tools and features from an environment unlike other computer programs. Just click on anything to see what happens and where it takes you!

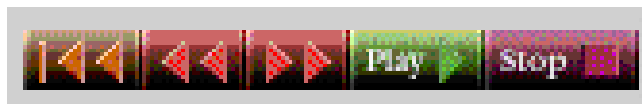
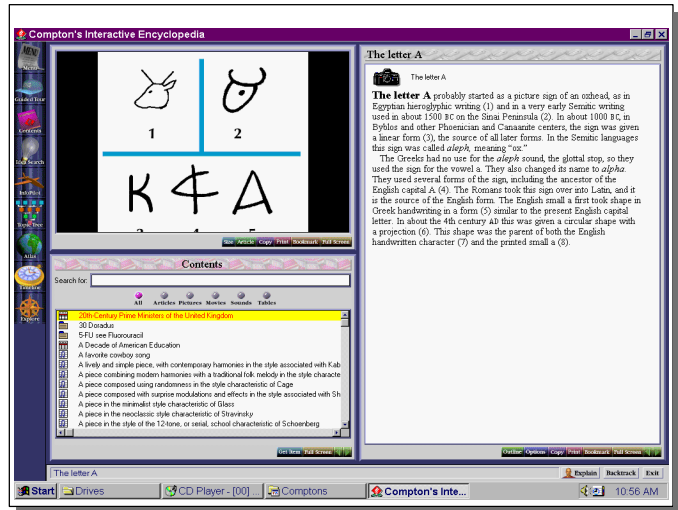
When you've explored a path or feature and want to return to the environment, click the Explore button on the path bar. To choose another environment, choose Setup/Preferences from the menu bar or current environment and change the Explore Environment setting.

The Tableau & Viewers

When you open the encyclopedia, you see the tableau screen, which frames the four main components of Compton's environment: the path bar that runs down the left edge of the screen, the multimedia viewer in the top left, the article viewer on the right, and the path viewer on the bottom left. The storehouse of information. See the descriptions in this guide for details on how to use each path.

The Picture Viewer offers pictures in two sizes: the actual picture size and a size that fits within the current window. To view the picture at the largest size available, click on Full Screen and adjust the size to the larger view. Click on Article to see the article that corresponds to the picture.

The Multimedia Viewers—which display videos, slide shows, animation and sounds—have the same kinds of controls as your VCR or cassette player, with the addition of the Rewind to the Beginning button that lets you return to the beginning of a clip instantly. In the video, slide show and animation viewers, click on Size and hold down the mouse button to select a playback size.



At the maximum size, click anywhere to stop the playback.

The Table Viewer offers a Freeze On/Freeze Off “toggle” button so you can freeze the first row and column of a table into place. When freeze is on, column and row headings stay in view while you use the scroll bars to see the rest of the text in the table.

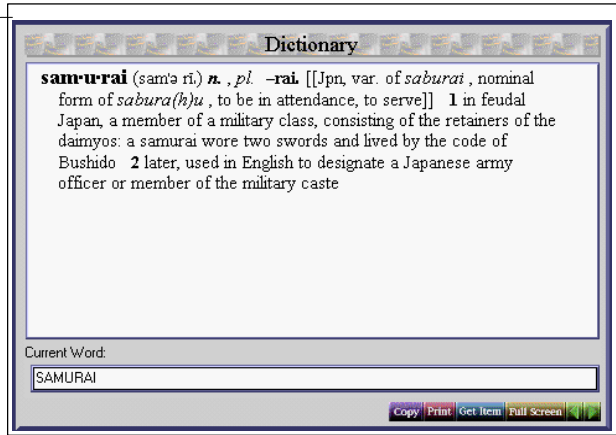
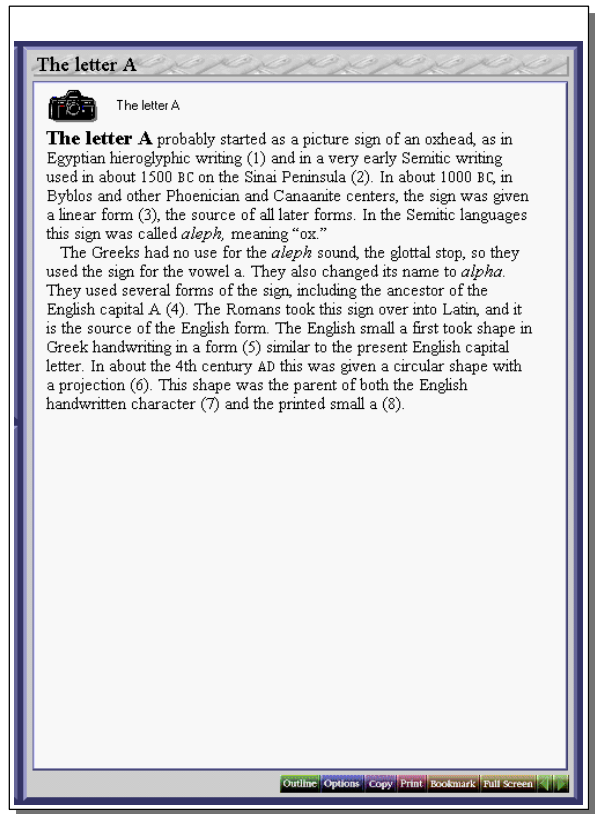
The Article Viewer is the largest of the viewers in the tableau. Here you'll see the text of articles and the icons and cross-references that lead to multimedia and other articles. Use the buttons along the bottom to navigate and manipulate the article text and the viewer.

Purple text represents cross-references to other articles in Compton's. Double-click on a purple title to see an article related to the one on screen. To return to the article you were viewing, just click on Backtrack. If you encounter a word you don't know while reading an article, double-click on it to see its definition to learn its meaning. Double-clicking on any word in any article or caption text leads to the dictionary.

In the small screen mode, the Dictionary Viewer is very simple. Double-click on a word in an article or caption to see its definition, or open the dictionary from the menu bar, type the word you want defined, and press Enter. In the full screen view, the dictionary viewer also features a scrolling list of words to choose from and an alphabetical position bar with a movable selector. Click and drag the selector to move quickly to another part of the dictionary.

OUTLINE displays a list of the article contents including text, multimedia and cross-references. When you select Outline, the article outline appears in the bottom left corner of the tableau. Click on the media selection buttons at the top of the outline viewer to choose the type of list you want to see. Double-click on items preceded by multimedia icons or Quick Fact icons to learn more about the subject of the article. These items are displayed in the multimedia viewer. Listings without icons indicate subsections of the article in the article viewer.

OPTIONS offers several useful features. Click on Options and hold down the mouse button to see the list of option features. While still holding the mouse button, drag the cursor to highlight the option you want and release the mouse button.



- Select Bookmark List to see a list of the bookmarks you have placed. Double-click on a bookmark name to go to it.
- Select Research History to see a list of the articles and multimedia you have opened in your recent explorations through the encyclopedia. Double-click on an item to return to it.
- Highlight the text you want and select Copy to Idea Search to

Copy to Notebook to copy the selected text to the Idea Search path or the Notebook file.

- While holding down the mouse button, highlight Font Size to see a selection of text sizes. Move the cursor to highlight the size you want and release the mouse button. The article text will change to the size you selected.
- Select Find a Word, Find Next, or Find Search Highlight to find the next instance of a specific word. If you selected the article from an Idea Search, Find Search Highlight will find the next instance of a keyword from your latest search request.

Copy

Copies any text you have selected to the Window clipboard.

Print

Prints the text of the current article.

Bookmark

Places a bookmark in the current section of the article.

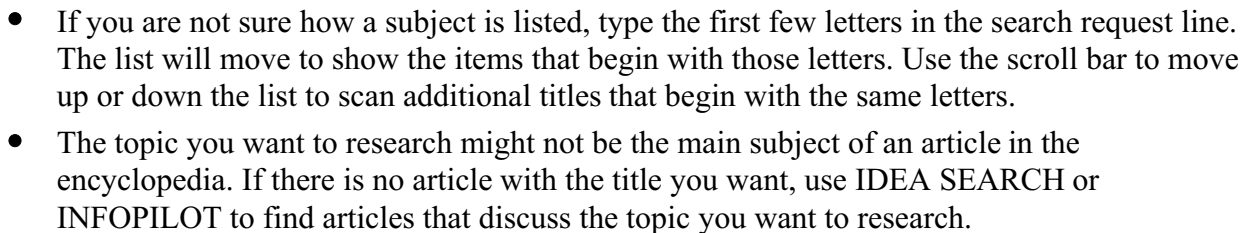
Full Screen

Enlarges the article viewer to full-screen size.



Display the previous and next articles in the encyclopedia.

To open an article, see a picture or movie, or hear a sounds, click on its title to select it and click on Get Item, or just double-click on the title.



Idea Search

Search for: 000

Articles Pictures Movies Sounds Tables

000 Gnosticism
 000 Gorbunov Joseph Arthur de
 000 Graphic Arts
 000 Greek Literature
 000 Hanseatic League
 000 Heat
 000 Hittites
 000 Humanism
 000 Inorganic Chemistry
 000 Intelligence Tests
 000 Invention
 000 Italian Literature
 000 James, Kings of England
 000 James, William
 000 Ramanujan, Srinivasa
 000 Ray, Ramenshan
 000 Realism
 000 Renaissance

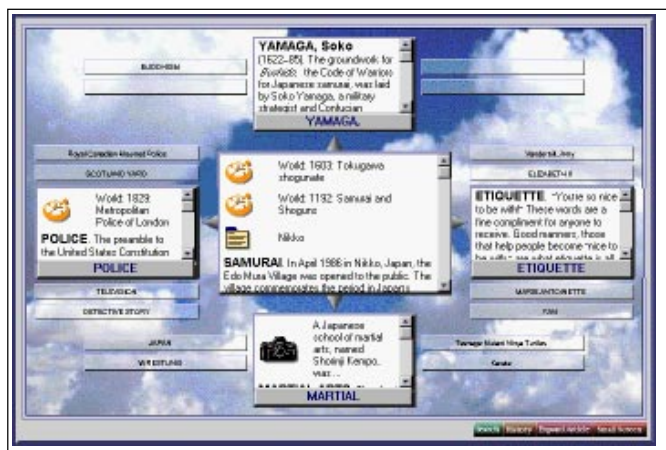
Search | Contents | Copy | Print | Query List | Reset Screen

When you want to return to a previous search, click on the Query List button. The Search History window displays a list of your recent queries. Highlight a query and click on Select or just double-click on a query to center it in the search request box. When the Search History window is closed, click on Search to begin the search process.

- Comptons Encyclopedia 1995 - 10*

Infopilot

INFOPILOT offers a unique way to browse through the encyclopedia and explore the information it contains. Using INFOPILOT is like asking the program to brainstorm on a topic or question. Click on Search and enter a request. INFOPILOT will present a list of one or more related articles. Highlight a topic and click on Select or just double-click on a title to choose a focus article. To refine your search further, highlight a topic and click on Search. Once you choose a focus article, INFOPILOT will display a selection of article windows and titles that relate to your topic.



The articles in the full-screen INFOPILOT are arranged in functional mini-viewers. You can scroll through the text of the five articles and use the multimedia icons in them. Clicking on any article title refocuses INFOPILOT on that topic and creates a new array of related articles.

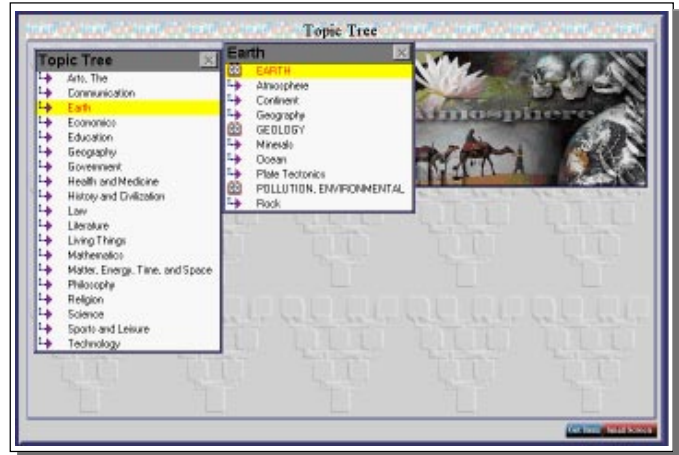
Click on the Expand Article button to see a grid that represents the articles that title sin the Infopilot window. Choose the block that corresponds to the article you want to expand. On the Expand Article grid the large blocks represent the article windows, while the smaller blocks correspond to the title tiles that surround each miniature article.

Topic Tree

TOPIC TREE represents the world of information as a tree of topics and branching subtopics. Browse through the topics lists to discover areas of interest. Start with a broad subject and narrow your view to a specific aspect by exploring related subtopics.

Arrows point to each entry on the first list of the tree, indicating that each is a topic with relate subtopics and articles. Double-click on an entry to see a new list that reveals subtopics and articles. Subtopics are indicated by topic arrows,

while article titles are marked with article icons. Article titles are also displayed in uppercase letters to distinguish them from subtopics.



- In the small-screen TOPIC TREE, you'll see only one list of topics at a time. The topic bar along the bottom of the viewer shows the route you've take in to arrive at the current list. Double-click on any entry in the topic bar to return to a previous level of topics. Use the arrows on the topic bar to review or return to previous topic lists.
- When using TOPIC TREE full screen, you may have several lists open at once, double-click on any topics or subtopic in any list on the screen to see another list and close the ones that do not relate to the new topic.

Atlas

The **ATLAS** path lets you explore the Earth's surface using an interactive atlas screen. Choose the place you want to see by clicking on the map, typing a search request, double-clicking on an entry in the place finder. When you click on a location on the globe or double-click on an entry in the place finder, the atlas redraws with that location at the center of the screen. To find out more about a place, double-click on its title to see the encyclopedia article, or select it in the place finder and click on Idea Search to find related items.



To see the atlas in greater detail, click on the Zoom In button. To view it from farther away, click on Zoom Out. the Labels button displays and removes the lines of latitude and longitude. Click on the Controls button to hide or display the control panel, which contains the flat map, latitude and longitude coordinates, a search request box, and the place finder list.

To zoom in on a specific area, click and drag the cursor to enclose the area in a “rubber band rectangle.” The enclosed area will be magnified for closer view.

The controls in the controls panel help you find places by location and by name. If you know the area you want to investigate, use the flat map to move your view of the globe instantly. For example, if the atlas is currently displaying Australia and you want to see the United States, just click in the vicinity of the U.S. on the flat map. The atlas will redraw to show North America and the crosshairs on the flat map will target the place you clicked. The numbers below the flat map are the longitude and latitude coordinates of the location marked by the crosshairs.

The place finder is an alphabetical list of the places you can see in the atlas. Scroll down the list or type the first few letters of the place name in the Starts with box. Double-clicking on a place name centers the atlas view on that location. The longitude and latitude coordinates of the new center appear in the coordinates box in the controls panel, and the crosshairs pinpoint the location on the flat map.

- Cities on a map have a circle next to their place labels. The circles show the geographic locations of the cities. Capitals of countries have a star in the circle. Capitals of states have a star next to their place label.
- Not all place labels are shown at every zoom level. Which labels appear depends on how they can best be shown. In general, major regions such as continents, large countries, and vast bodies of water are labeled at more distant zoom levels. Smaller areas such as small countries and cities are labeled at closer zoom levels.

- At times you may not see place labels on your map, even though the labels are active. This happens when you are at close zoom level and your viewing location is a large body of water or a sparsely populated landmass. Click on Zoom Out until your view is far enough away from the region so that the place labels reappear.

Timeline

The **TIMELINE** path lets you explore information about important people and events in U.S. and world history. You can review U.S. history from 1485 into the 1990s, and world history back through the beginning of recorded time to the Big Bang. Use the timelines to discover when a particular event occurred, the order in which a series of events happened, and which events were happening at the same time.



Each timeline offers two views: an outline view and detailed view. The outline view gives a general perspective on history where you will learn about major trends and eras. The detailed view offers detailed accounts of specific events linked directly to encyclopedia articles.

In the outline view of a timeline, click on a colored era banner to read a description of a major era or trend. When you click on the Zoom In button to see the detailed view, you will see event boxes, pictures and videos that mark specific events you can explore. Click on an event box or picture to open a time capsule that tells you about the event or person. At the end of the time capsule is a list of articles, shown in purple text. To learn more about the subject of the time capsule, double-click on one of these titles to open an encyclopedia article. Click on a video, represented by a picture on a television screen, to see a video clip about a historic event or famous person.

In the full-screen view of the U.S. history timeline, the presidents bar runs along the bottom of the window. Beginning with George Washington in 1789, these boxes continue through to President William J. Clinton. Click on a president box to see a list of the major events that occurred during that president's term in office. Some president boxes also include sound clips of important speeches or statements made by that president.

The bar along the top of the window is the time indicator. The purple band in the time indicator represents the period of time shown on screen. Click anywhere on the time indicator to move your view in time. In the full-screen view, use the scroll bar below the time indicator to move forward or backward in smaller steps. The abbreviation BYA at the left end of the time indicator stands for billion years ago. Similarly, MYA stands for million years ago.

Click on the Zoom in/Zoom Out button at the bottom of the screen to toggle between the detailed view and the outline of major events that happened during the period represented on the screen. Clicking on any open area in a timeline also changes between the two views.

Click on the Zoom In/Zoom Out button at the bottom of the screen to toggle between the detailed view and the outline of major events that happened during the period represented on the screen. Clicking on any open area in a timeline also changes between the two views.

Click on the World? U.S.A. button to switch between the two timelines. When the world timeline is displayed on screen, the U.S.A. button will be available. When the U.S. timeline is on screen, the World button will appear in the button bar.

Click on the Find Event button to see an alphabetical list of the events in timelines. Use the scroll bar to browse through the list and double-click on an event to see it in its timeline.

Click on the Go To Year button, type a year, and press Enter to View a specific era on the current timeline.

- As you move the mouse across a full-screen timeline, the status bar along the bottom of the screen changes to explain where the cursor is pointing. For instance, to see the title of a picture or video, position the mouse over it. The year and subject of the picture or video will appear in the status bar.
- Some Time periods contain a few events while others are filled with many boxes, pictures and videos. Use the scroll bar along the right side of the timeline to scroll through the information in eventful time periods.

Tools & Buttons

Compton's menu bar offers useful tools such as On-Line help, a notebook and dictionary whenever you need them. In addition, the menu bar gives you access to some of Compton's finest features. See Events Highlights to learn about recent historic events, and go on a picture tour of the encyclopedia's pictures. When you've completed your research, turn to the Editing Room to create a presentation for your class or family.



Click on On-Line Help anytime you want quick, simple instructions on how to use Compton's Interactive encyclopedia. Refer to your Windows user's guide for details on the Windows help feature.



Click on Events Highlightsto watch a short, informative slide show about historic events that have occurred in the recent past, including the bombing of the World Trade Center in New York, the Los Angeles earthquake in January, 1994, and the first truly multiracial elections in South Africa's history.



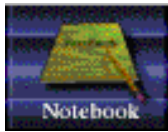
Select Editing Room to use Compton's personal presentation maker. Place bookmarks to select articles, pictures, videos and other media you want to sue in your show. Be sure to watch the Editing Room tutorial an try the sample shows to get the most out of this unique tool. Look for more details bout Editing Room later in this guide.



Click on Bookmark to see a list of the bookmarks you have placed in your research. To place a bookmark, click on the Bookmark button at the bottom of the viewer. Open the bookmark list when you want to return to or delete a bookmark, or save your list or open a new one. Double-click on an entry in the list to see it. To change a bookmark title, select it in the bookmark list, type the new name in the Change box, and press Enter.



Select the Picture Tour to browse through the pictures in Compton's Interactive Encyclopedia. View the pictures one by one or watch them in an automatic scan. Click and hold the Select Tour button to select the complete tour or one of the fifteen categories available, including tours on the arts, technology, living things, and geography. Click the Play button to begin the tour. There are also buttons for playing the tour backwards, returning to the previous picture and moving to the next picture independently of the tour.



Select Notebook to open a notebook file where you can paste text and pictures and type your own thoughts and notes as you use the encyclopedia. the Compton's notebook feature opens the Microsoft Write application that comes with the Windows software. To change the notebook application, choose Setup/Preferences from the menu bar and change the Word Processor settings.



The Dictionary in Compton's Interactive Encyclopedia is the extensive Webster's New World Dictionary, Third College Edition. Double-click on a word in any text or open the dictionary from the menu bar. In addition to definitions, you will also learn about the pronunciation, part of the speech and etymology of words. Some definitions also include usage information, common phrases, idioms, and synonyms.



Open the Setup/Preferences window to change the program settings such as the text size, MIDI device driver, and word processor/notebook application. Here you can also set the program to skip the opening music while the program is loading and to save your place in the encyclopedia when you exit.



Select About CIE to learn about the people who created Compton's Interactive Encyclopedia and provided content and software tools. Copyright and trademark information also appears here.

The following are descriptions of the buttons you will find in Compton's Interactive Encyclopedia. Buttons without labels in the article and path viewers and on the video, animation, slide show, sound and Picture Tour controls are described directly below. Buttons with text labels are listed alphabetically.

ARTICLE & PATH VIEWERS

Previous Item

In the article viewer, click on the Previous Item button to see the article that precedes the current article in the encyclopedia. In the CONTENTS and IDEA SEARCH paths, use this button to open the previous item on the list.

Next Item

In the article viewer, click on the Next Item button to see the next article in the encyclopedia. In the CONTENTS and IDEA SEARCH paths, use this button to open the next item on the list.

VIDEO, ANIMATION, SLIDE SHOW & SOUND CONTROLS

Position Bar & Slider

The Position Bar indicates the current position in the sequence. Click and drag the slider to move to another place in the sequence.

Rewind

Click on the Rewind button to return to a previous position in the sequence.

Rewind To Beginning

Click on the Rewind to the Beginning button to return to the beginning of the sequence.

Fast Forward

Click on the Fast Forward button to move quickly through a sequence.

PICTURE TOUR CONTROLS

Backward Scan

Click on the Backward Scan button to view the pictures in the tour in reverse sequence.

Next Picture

Click on the Next Picture button to see the next picture in the tour.

Previous Picture

Use the Previous Picture button to return to the previous picture in the tour.

Play

Click on the Play button to view the pictures in the tour in a continuous scan.

Article

Click on Article to open an encyclopedia article related to a picture, sound, video, slide show, table, or animation sequence.

Backtrack

Backtrack keeps a record of the windows you have opened. Clicking on this button takes you one step back in your research to the previous window you viewed.

Bookmark

Click on Bookmark to place a bookmark at the current screen. To return to a bookmark, change its name or delete it, select Bookmark from the menu bar.

Cancel

Click on Cancel to close a dialog box.

Clear

When you are in IDEA SEARCH, click on Clear to erase everything from the search request box. Then type a new search word, phrase or question to begin a new search.

Close

Click on the Close button to close a window.

Controls

Click on Controls to display or remove the control panel in the ATLAS.

Expand Article

While working in INFOPILOT, click on Expand Article to see a representation of the InfoPilot window where you can choose an article to view in a full-size window.

Explain

Click on Explain then click on an item on the screen for information.

Find Event

While in the TIMELINE, use the Find Even button to browse through events in the timeline. Use the scroll bar to scroll through the list of event titles. Double-click on an entry to go to the section of the timeline that show that event.

Freeze On

Click on Freeze On to freeze the first row and column of a table or chart in place. When you move other parts of the table into view, the row and column headings will remain in place to help you identify the information you see.

Freeze Off

Click on Freeze Off to cancel the freeze feature in the table viewer.

Full Screen

Use the Full Screen button to enlarge the window to full-screen size.

Get Article

When reviewing past searches in the History feature in INFOPILOT, click on Get Article to reconstruct the InfoPilot arrangement using the selected article as the focus.

Get Item

Highlight the title of an article, picture, sound, or other item in a list and click on Get Item to open it.

Go To Year

When you want to see a specific year in the TIMELINE, click on Go To Year, type the year you want, and press Enter.

Grid

In the ATLAS, use the Grid button to turn the grid of latitude and longitude lines on and off.

History

In INFOPILOT, click on the History button to see a list of previous searches.

Idea Search

Select a location in the ATLAS and click on Idea Search to open the IDEA SEARCH path with the selected location in the search request box. Press Enter to begin the search.

Labels

In the ATLAS, clicking on the Labels button displays or removes the place labels on the atlas screen.

Options

In the article viewer, click and hold the mouse button to access a selection of tools and functions.

Outline

Use the Outline button in an article window to see an outline of the current article and a list of the multimedia items it contains.

Play

Click on the Play button to start a sound, video, slide show, or animation sequence.

Print

Click on the Print button to print an article, a picture, a view of the atlas, or a section of the timeline.

Query List

In IDEA SEARCH, click on Query List to see a list of previous search phrases. Double-click on a topic to reconstruct the Idea Search list for that topic.

Search

In IDEA SEARCH and INFOPILOT, click on Search to start searching for articles related to a search request.

Select Tour

In the Picture Tour, click and hold the mouse button down on Select Tour to see a list of the picture tours that are available. While still holding the mouse button, drag the cursor to highlight the tour you want and release the mouse button to select it.

Size

In a picture window, click on the Size button and hold the mouse button down. Drag the cursor to select a picture size from the Size -menu.

Small Screen

Click on the Small Screen button to change from the full-screen view to the tableau.

U.S.A.

In the TIMELINE path, click on the U.S.A. button to see the timeline of U.S. history.

World

In the TIMELINE path, click on the World button to see the timeline of world history.

Zoom In

In the ATLAS, click on Zoom In to view an area of the Earth more closely. In the TIMELINE path, click on Zoom In to see the detailed view of the timeline.

Zoom Out

In the ATLAS, click on Zoom Out to view an area of the Earth from farther away.

In the TIMELINE path, click on Zoom Out to see the outline view of the timeline.

Editing Room

Editing Room allows you to create multimedia shows or presentations by combining and rearranging any information you find in Compton's Interactive Encyclopedia. You can use articles, pictures, video clips,, animation, slide shows, sounds, atlases, and tables from the encyclopedia. You can also create titles and other screens of text which you can decorate with borders and colored backgrounds. For the finishing touch, you can even record your voice to narrate the show!



To access Editing Room, select Editing Room from the menu bar.

CREATING A SHOW

Creating an Editing Room show is easy: First gather or create the parts of your show, then place these components into a script. The show script is a list of the items in your presentation in the order that they will appear on screen. You determine how long each item in the show remains on the screen. you can also determine whether the whole show plays automatically, or whether the user controls when to go on to the next screen. You'll probably change your mind a few times as you create a show, so you can add to or remove items from your script at any point in the process.

Collecting And Creating The Components Of A Show

Three types of items can be sued to create a show in Editing Room:

- Bookmarked items from the encyclopedia such as articles, pictures, movies, sounds, and tables.
- Title Screens, which are screens of text that you type yourself.
- Recorded Sounds, such as your own voice, that you record yourself or add from another source.

BOOKMARKS

Compton's lets you create bookmarks for various items in the encyclopedia. These bookmarks are saved in a bookmark list, which you can then use to create a script. Bookmarks are created and saved in the encyclopedia, but they can be opened from Editing Room as well as from other parts of the encyclopedia.

Creating A New Bookmark List

Click on the Bookmark button in the menu bar of the encyclopedia to create a new list.

Click on New List to clear the Bookmark List window. all bookmarks you create from this time on will be placed in this new list.

Creating Bookmarks

If the Bookmark button appears at the bottom of a window or viewer in the encyclopedia, you can create a Bookmark for that item. For instance if you are looking at a picture in the multimedia viewer, you can create a bookmark for that picture.

To create the bookmark, simply click on the Bookmark button below your chosen item. A short message will confirm that the bookmark has been created.

If you want to create a bookmark for a multimedia item in an article, such as a fact or picture, select the fact or picture, then click on Get Item. The item will appear in the multimedia window in the tableau screen. Click on the Bookmark button in that window to create a bookmark for that item.

Saving A Bookmark List

Click on the Bookmark button in the menu bar. The bookmark list will contain all of the bookmarks you created since starting your new list.

Now Click on Save List. Type a name for your bookmark list containing no more than eight characters (for example, “animals”), and click OK.

Note: Use only letters in the name of your bookmark list, not spaces or punctuation marks.

Changing A Bookmark List

To delete an item, select the item in the list you wish to delete, then click on the Delete Item button.

To add an item, first open the bookmark list you’d like to use. Continue to use the encyclopedia, placing new bookmarks as you work. Your new bookmarks will appear on the bookmark list you opened.

Opening An Existing Bookmark List

Click on the Bookmark button in the menu bar or the Bookmark button in Editing Room. Click Open List to see lists that you have previously saved. Click on the title of the bookmark list you wish to open, then click OK.

TITLES

A title is a screen of text that you type yourself. It can be the name of your show, important facts, or any other text that you want to display for your presentation. You must be in Editing Room to create title screens.

In Editing Room, click on the Title radio button at the top of the screen. The top window changes to your Title List.

Creating A Title List

A Titler List is the list of title screens you create for one show. Click on New List to clear the screen of the previous Titler List.

Creating A Title Screen

Click on the New button below the Titler List box to create a new screen of text. type the name of the title screen, then click OK. The title appears in the Titler List box and in the title Text box below it.

Click on the Edit Text button below the Title Text box to enter the text of the new screen. Click the OK button when you are finished. The text appears in the Title text window.

Formatting Title Text

Text in a title screen will automatically center and “wrap” around the end of each line. You can change the alignment of your text or paragraph by clicking on the Left, Center, or Right options found on the right side of the Edit Text Screen.

When using a large font size, you may want to shorten lines of text on your title screen. To do this, press the Enter key on your keyboard each time you want to start a new line.

You can change the appearance of the title screen using the following buttons below the Title Text window:

- Font** Select a font type, style, size, and color for your test, then click OK.
- Background** Choose a background color or pattern, then click OK. Be sure to select contrasting colors for text and background so your audience can read your titles.
- Border** Choose a border and color, then click OK.
- Edit Text** Change the text in the title screen, then click OK.

Revising Titles

A title screen can be changed at any time. Select the title in the Titler List, then use any of the four editing buttons to make changes.

Note: Changing a title in the list of titles does not automatically change it in the show script. Add the revised title to your script following the directions in “Creating the Show script” later in this chapter.

Saving A Titler List

Click on the Save List button to save a list of title screens for a show. Enter the name of the list (no more than eight characters) and click OK, or click on an existing list name, then click OK.

Opening An Existing Titler List

Click on the Open List button to open a previously saved Titler List. Click on the name of the list you’d like to see, then click OK.

SOUNDS

Two sources of sounds can be used for shows: sounds and music from the encyclopedia, and recordings you create yourself. If you want to use sounds from the encyclopedia, follow the earlier instructions for creating Bookmarks.

to create your own recordings in Editing Room, you'll need to have a microphone connected to the sound card in your computer. The mixer software that controls the sound levels will also have to be adjusted correctly for recording. For more information, see "Working with Sounds and MIDI Music" in the Troubleshooting chapter of this guide.

Note: To record sound in Editing Room, the EDITROOM directory must be in the same directory as Compton's Interactive Encyclopedia.

Recording Your Own Sounds

Click on the Sound radio button in Editing Room. Click on the New button below the sound list box to make your own recording. type a name of the recording, then click OK. The name of your sound will appear in the Sound List box.

Click the Record button below the Edit Sound box and start recording. When you finish recording, click the Stop button.

To hear what you have recorded, click on the Rewind button, then click on the Play button.

Saving A Sound List

Click on the Save List button to save your list of recordings for each show. Enter a name of the list (no more than eight characters), then click OK.

Opening An Existing Sound List

Click on the Open List button to open a list of previously saved sounds. Click on the name of the list you want to open, then click OK.

Search For Other Sounds

If you have sounds or recordings on your hard drive that you would like to add to your present show, click on the Search button to see a list of sounds (file with the .wav extension) on your hard drive.

Removing A Recorded Sound

Click to highlight the name of the sound you want to remove, then click on Remove.

Deleting A Sound List

If you want to delete a sound list from the hard drive, first remove all of the items from the sound list using the Remove button. Even after all the items are removed, a sound list file will still be on your hard disk drive. Delete the file that has the name of your list followed by the .snd extension. This file will be in the \CIE95\EDITROOM directory on your hard disk drive. See your DOS or Window user's guide for more information on deleting files from your hard disk drive.

CREATING THE SHOW SCRIPT

Starting A New Script

In Editing Room, click on New Script under the Show script window to start a new show script.

Arranging And Rearranging The Show Script

To add an item to the show script, click an item in the Bookmark, Title, or sound List you created, then click the Add to Script button. The item will appear in the Show Script window.

To remove an item from the show script, click to highlight an item in the Show script window, then click on the Remove Selection button.

Playing Time

The Playing Time option lets you specify how long each item in your show will appear on the screen. If you make no changes in this box after adding an item to the script, the program will automatically keep the new item on the screen for six seconds. Select a playing time from the following choices:

- 6 Seconds** This is the default setting. The item will stay on the screen for six seconds if you don't choose another Playing Time option.
- __Seconds** Enter the number of seconds you want the item to stay on screen.
- Wait** Click on this option to give the viewer as much time as he or she wants to look at each item. If, for example, you've included an encyclopedia article in your show, you'll want to give the viewer as much time as necessary to finish reading. The viewer must click on the Step Forward button to go to the next item.
- Don't Wait** Click on this option to display the next item immediately. This is necessary if, for example, you want music to play at the same item a title or picture is on the screen.

Wait for Sounds to Finish

Click on this option to keep a picture or title on the screen until the preceding sound finishes.

Playing Time Examples

Let's say you want some guitar music to begin first and play while the picture of a flower is being displayed. You would configure the playing time like this:

Musical Instrument: Guitar Don't wait

Picture: Poppy Wait for Sound to Finish

In another instance, Let's say you want to narrate a screen of text. You certainly don't want the narration to start before the text is on the screen. With the following time configuration, the text will display and then the narration will begin. The text must be placed in the script again under the narration so it will remain on the screen until the narration finishes.

Text 1 Second

Narration Don't Wait

Text Wait for Sound to Finish

Saving The Script

To save the script you are currently working on, click on the Save button below the Show Script box. Type a name for your show in the dialog box (no more than eight characters). Click the OK button and continue working.

VIEWING A SHOW

Previewing A Show In Progress

You can preview the show you are creating at any time. If you want to see the show from the beginning, click to highlight the first item in your show script. Then, click on the Play Full Screen button at the bottom of the screen.

If you want to preview only part of the show (from the middle, for example), highlight the first item in the show script where you would like the preview to begin, then click on the Play Full Screen button.

Click on the Close button to return to the regular Editing Room screen.

Viewing Sample Shows

Editing Room comes with sample shows to give you some ideas for creating shows of your own. Click on the Sample Shows button to view these shows. Select the name of the show you would like to see, then click OK. The script will appear in the Show Script window. Click the Play full Screen button to view the sample show.

Playing Sample Shows On Slower Computers

Sample shows are optimized for different computers. If you're using a slower computer, choose shows with an asterisk (*) next to the name. Shows without asterisks are optimized to play on faster computers.

If you play a show that is not optimized for your computer you may find that the pictures and sound are not synchronized, or the presentation may play too fast or too slow.

Many factors can affect your computer's performance, such as the amount of memory (RAM) available, the number of fonts loaded, the number of applications open, or the speed of the different hardware components of your system. Consult the user's guides that came with your computer system about ways to optimize your system.

COPYING SHOWS TO A FLOPPY DISK

Editing Room shows can be copied to a floppy disk to move them to another computer. To do so, follow these steps:

1. Go to the \CIE95\EDITROOM\ directory on your hard drive.
2. Copy to a floppy disk the files that have the .ttl and .erm extensions at the end of the name of your show.
3. If you have recorded your own sounds, copy the .snd file and the .wav file of each of your recordings.

DELETING SHOW SCRIPTS

If you want to delete shows, you must delete the files from the \CIE95\EDITROOM\ directory. Delete the files with the .ttl and .erm extensions from this directory. If you have recorded your own sounds for the show, see the Sounds section in this chapter for more information. Consult your DOS or Windows user's manual for specific instructions on deleting files.

SOME TIPS FOR CREATING SHOWS

The way your computer system's components are set up to work together, or its configuration, can greatly affect the speed at which Editing Room Shows play. Everyone's computer configuration is a little different, so as you create a show, make sure to experiment with different combinations of items and playing times in your show scripts list. Try to find the best arrangement for your own computer system—some combinations of sounds and pictures will work, and others won't.

With slower computer systems, such as those with 386 processors or single-speed CD-ROM drives, Editing Room shows need to be created a little differently. Slower computers can't process data as rapidly as faster systems, which usually means that pictures will take longer to display on the screen. Sounds and pictures will also sometimes have difficulty playing at the same time.

Creating Shows On Slower Computers

With slower computers, you may find that if you display a series of pictures at the same time as you play music or a narration, the sound may not play smoothly. Here are some ways to avoid this problem:

- If you are using either sounds from the encyclopedia or sounds you have recorded yourself, display only one picture for each sound. Don't display many pictures while having a sound play, or the sound will stop and start as each picture changes. It's always best to set the playing time for the picture in the show script list for "1 second", then add the sound, giving it a "Wait for sound to finish" playing time. Your sound and picture should now play more smoothly.
- If you want music to play at the same time a series of pictures is displayed, choose a MIDI file (bookmark items with a small icon with musical notes) instead of a recorded sound. MIDI files are much smaller than recorded sound files and won't cause the sound to stutter.

Troubleshooting

Have you run into questions while installing or running Compton's Interactive Encyclopedia? Before picking up the phone to call our technical support staff, scan through the following information. You might find the solution and be enjoying your multimedia encyclopedia within minutes.

If you still can't get Compton's to run properly, compare your computer system with the system requirements listed on the package. If your system meets the requirements and you're still having trouble, please be near your computer if possible and have the following information handy:

- What is the name and version number of the product? This information is printed on the CD-ROM disc itself.)
- What type of system do you have (386 or 486)? Who is the manufacturer?
- How much conventional memory (RAM) is available?
- What version of DOS and Windows are installed on your system?
- What type of video card and monitor do you have? for instance, MCGA, VGA, SVGA, VGA-mono.
- What resolution and how many colors is Window set for? For instance, 640x480 and 256 colors.
- What are the contents of your AUTOEXEC.BAT and CONFIG.SYS files? If possible, please print out these files for easy reference.
- If an error message appears, what does it say? You may want to write down the entire message when it appears.
- Under what conditions does the error or problem occur? Does it occur repeatedly, or only at certain times?

Then call Technical Support at (619) 929-2626, between 8:30 a.m. and 5:00 p.m., Pacific time, Monday through Friday. If you are asked to leave a message, please be sure to include all the information requested above. You can also contact Compton's Technical support 24 hours a day via fax at (619) 929-2600 or On-Line on CompuServe (type GO CDVEN at the GO prompt). Your fax or CompuServe message should include all the information requested above.

YOUR AUTOEXEC.BAT AND CONFIG.SYS FILES

Your AUTOEXEC.BAT file must include a statement similar to **mscdex.exe /d:mscd001/m:10** so your computer can interface with the CD-ROM drive. Some of the information in this statement may vary depending on your CD-ROM drive and system settings.

Your CONFIG.SYS file must include the statements **file = 30 and buffers = 25**, and a statement similar to **device=c:\device.sys/d:mscd001** (where device.sys is the name of your CD-ROM device driver and d:mscd001 is identical to the second part of the mscdex.exe statement in your AUTOEXEC.BAT file).

The mscdex, buffers and device statements will most likely be inserted into the AUTOEXEC.BAT and CONFIG.SYS files when you install the software that comes with your

CD-ROM drive. if you have questions about your CD-ROM configuration, refer to your CD-ROM drive manual or contact your CD-ROM drive retailer or manufacturer.

PROBLEMS YOU MIGHT ENCOUNTER

The opening music doesn't play when I start the encyclopedia.

If your computer has 4MB or less of memory (RAM), the opening music is skipped automatically to increase the speed of the encyclopedia.

You can hear the opening music by selecting About CIE in the menu bar.

I get "trapped" in the Explore environment and can't return to the regular tableau screen.

You might be double-clicking (two quick clicks) instead of making two separate clicks.

Wait a few seconds between the first and second time you click the Exit Environment object. If necessary, wait for the object you click on to stop moving before you click on it a second time.

I can't paste a picture I've copied from the encyclopedia into another application, such as a word processor or graphics editor.

Some applications don't support the DIB (Device Independent Bitmap) graphics format the encyclopedia uses to copy pictures.

Copy the picture again, then try pasting it into an application that supports the DIB format. Many applications support this format, including Windows Write, Microsoft Word, Corel Draw, and Ami Pro.

Videos and animation display lines or streaks as they play, or the encyclopedia stops running when you try to play them.

The system software Video for Windows version 1.1 might have been replaced by an older version when you installed another application on your computer.

Run the CIE 95 Setup Program again. In the custom Installation section, select only "Microsoft Video for Windows" to re-install the correct version of the software.

ERROR MESSAGES YOU MIGHT ENCOUNTER

Insufficient Memory To Run This Application

Windows doesn't have enough available memory to run Compton's.

- Close one or more applications, then try to run Compton's again.
OR
- Refer to the Windows user's guide for more information on how to make more memory available.

Cannot Read From Drive X: (Where X: Is Your Cd-Rom Drive)

The CD disk is not placed correctly or the drive is not setup properly:

- Make sure that the correct Compton's disk is in the drive with the printed side up. Click on Retry to try again.
- OR
- Check the CD-ROM disk for dirt or scratches. See "Tips for Handling Your CD-ROM Disk" later in this chapter for more information.

Cdr101: Disk Not High Sierra

Compton's cannot access the CD-ROM drive.

Obtain version 2.2 or later of the Microsoft Extensions software from your computer/CD-ROM drive letter or directly from the CD-ROM drive manufacturer.

Cdr101: Not Ready Reading Drive D

Compton's cannot access the CD-ROM drive.

Make sure the Compton's disk is properly seated in the drive with the printed side facing up.

Invalid Drive Or Not A Valid Cd-Rom Drive

Compton's cannot access the CD-ROM drive.

- Make sure the Microsoft Extensions software version 2.2 or later has been loaded.
- OR
- The CONFIG.SYS file in your system should have only one device driver for your CD-ROM drive (for instance, device.sys).

TIPS FOR HANDLING YOUR CD-ROM DISC

A dirty or damaged CD-ROM disk can cause many different problems when you try to use it in your CD-ROM drive. To preserve the life of your disk and to help prevent dirt and dust related problems, please follow these suggestions:

- Always handle your CD-ROM disk by the edges.
- Keep your CD-ROM disk in its case when not in use.
- Never place the CD-ROM disk on a rough or abrasive surface.
- Never touch the bottom of the disk, which contains the program data.
- Inspect your CD-ROM disk before each use for dust, smudges and scratches.
- If necessary, clean your CD-ROM disk using a commercial CD-ROM disk cleaner.

WORKING WITH SOUNDS & MIDI MUSIC

Compton's Interactive Encyclopedia makes full use of the capabilities of the sound card in your computer. The specific features of your sound card will vary depending on your computer system, but the tips below offer some general suggestions to help you get better results with the sounds and MIDI music in the encyclopedia. For more detailed information, consult the user's guide for your sound card.

- Most sound cards come with mixer software that lets you change the level (volume) of individual sound sources, as well as the overall volume of all the sounds your computer plays. As you explore the encyclopedia, experiment with your mixer software until you find the best combination of levels for playing back recorded audio (for example, a bird call) and MIDI music (for example, a waltz by Brahms).
- You can record your voice or other sounds in the Editing Room section of the encyclopedia, then include that sound in a presentation or show you create. For best recordings results, make sure that your mixer software is adjusted correctly for recording and that your microphone is plugged into the correct connection on your sound card.

Note: When recording sound on your computer, keep in mind that the quality of the recorded sound affects the storage space the sound file will require on your hard disk drive. Most sound card software lets you select "8-bit" or "16-bit" and "mono" or "stereo" as recording options. For better sound quality—but larger sound files—choose "16-bit" and "mono." Avoid using the "stereo" options, as this will double the size of your sound files without greatly increasing the sound quality. No matter which recording options you choose, try to keep the recorded sounds no longer than 10-15 seconds in length.

- Once you have found the mixer settings that works best with Compton's Interactive Encyclopedia, save those settings so you can easily use them again. More mixer software allows you to do this by creating a mix or preferences file.
- If you can't hear the MIDI music in the encyclopedia, first make sure that you've correctly configured your MIDI setup in Setup/Preferences. To do this, select Setup/Preferences from the menu bar, then click on the Setup MIDI Device button. Follow the instructions in the window that appears. If you still can't hear MIDI music after doing this, check that the appropriate level (often labeled "synth" or "MIDI") in your mixer software is set high enough. For further questions, consult the user's guide for your sound card.

TIPS FOR OPTIMIZING YOUR COMPUTER

Compton's Interactive Encyclopedia will perform best if your computer has 8 MB or more of memory (RAM) installed. If your computer has less than this amount of memory, consider these tips to help speed up the performance of the encyclopedia:

- Turn off the opening music that plays when Compton's starts. To do this, select Setup/Preferences in the menu bar, then click the checkbox labeled "Play the opening music when I start the encyclopedia." (When the checkbox is empty, the option is turned off.)
- Close any other applications that are running at the same time as Compton's.
- If available, use disk caching software, such as SMARTDRV.EXE. See your DOS and Windows user's guides for more information about this.

SoftKey Product Information

CUSTOMER SUPPORT

Should you desire more information about any of the products SoftKey offers Contact SoftKey Customer Support at:

(800) 227-5609 Mon.-Fri. 9 a.m.- 6 p.m. Eastern Standard Time.

Or write Customer Support at:

SoftKey International

One Athenaeum St.

Cambridge, MA 02142

TECHNICAL SUPPORT

Should you require technical assistance for technical issues such as the program fails to start, fails to install, causes system (produces error messages) errors, or other non-procedural (non “how to”) technical questions, SoftKey provides the following technical support resources.

Our Address For Correspondence Is:

SoftKey Product Support

Suite 100

450 Franklin Rd.

Marietta, GA 30067

To Speak To A Technician Please Call:

PHONE: (770) 428-0008 Mon.-Fri. 9 a.m. to 8 p.m. Eastern Standard Time

FAX: (770) 427-1150

COMPUSERVE: GO SOFTKEY

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