McGRAW-HILL

Multimedia Encyclopedia of

## SCIENCE & TECHNOLOGY

# McGraw-Hill Multimedia Encyclopedia of Science & Technology

#### McGraw-Hill

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## **Getting Started**

#### **OVERVIEW**

Welcome to the McGraw-Hill Multimedia Encyclopedia of Science & Technology. This CD-ROM contains articles and illustrations from the McGraw-Hill Encyclopedia of Science & Technology, 8th Edition, and scientific terms from the McGraw-Hill Dictionary of Scientific and Technical Terms, 5th Edition, as well as additional material created especially for this CD-ROM. The information stored on the CD-ROM is organized into the following content areas:

- Encyclopedia: 7,100+ articles.
- Dictionary: 122,000+ definitions for 105,000 scientific terms.
- Biographies: biographical sketches of 250+ important people in the history of science and engineering.
- Study Guides: curriculum outlines with appropriate articles for student instruction in six disciplines: biology, chemistry, engineering, geosciences, health sciences and physics.

The McGraw-Hill Multimedia Encyclopedia of Science & Technology also includes the following multimedia features.

- Animations: 78 animations bringing insight to difficult concepts.
- Graphics: more than 2,100 color illustrations, photographs, charts, and tables.
- Maps: 30 maps with links to expanded almanac data.
- Sky Maps: 45 sky maps and constellation maps.
- · Crystal Animations for most chemical elements.

#### **SYSTEM REQUIREMENTS**

- IBM/PC compatible, 486 or later (Pentium preferred)
- 12 MB RAM minimum (16 MB recommended)
- · 10 MB free hard-disk space
- Windows 95 or higher
- CD-ROM drive (8× or faster recommended)
- Windows compatible sound card and Windows compatible printer (optional)

#### **INSTALLATION AND START-UP**

- 1. Turn on your computer and start Windows.
- 2. Insert the McGraw-Hill Multimedia Encyclopedia of Science & Technology CD into your CD-ROM drive.
- 3. Click the **Start** button (on the task bar in the bottom left-hand corner of the screen) and choose *Run*....
- 4. In the Open blank, type **x:\setup** (where "x:" represents the letter for your CD-ROM drive).
- 5. Click **OK** or press **Enter**.
- 6. Follow the instructions that appear on your screen. At the end of the installation, the Choose Directory screen appears. This screen allows you to change the default path for storing bookmarks and articles you want to save from the Encyclopedia. It is also where you can specify the path to your Web browser, for Web searches (see "Searching the Web").
- 7. After choosing paths, installation is complete. It is a good idea to read the Readme file, which is accessible from the Setup Complete screen.
- 8. To start the McGraw-Hill Multimedia Encyclopedia of Science & Technology program, click Start, point to Programs and McGraw-Hill 2.1, then click MEST 2.1.

## **Quick Tour**

Once you have installed *McGraw-Hill Multimedia Encyclopedia of Science & Technology*, you are ready to explore. Here's a five-minute tour of the basic features.

- 1. Start the MEST 2.1 program. (See step 8 in "Installation and Start-Up.")
- 2. The main screen appears, showing the opening title graphic. After a few seconds, the graphic will disappear.
- 3. You now have two choices for exploring the *McGraw-Hill Multimedia Encyclopedia*: browsing or searching. Let's start by browsing the chemistry articles in the Encyclopedia.
  - a. An alphabetical list of article titles appears in a window on the left-hand side of the screen. To view titles of Encyclopedia articles, click the **Encyclopedia** button.
  - b. The list includes all articles in the full Encyclopedia. To browse just chemistry articles, let's use a topic filter. Click the **Set Filter** button on the program toolbar at the top of the screen. Then select *Filter Encyclopedia by Topic, Chemistry, and All Chemistry Subtopics*.
  - c. Now the list includes chemistry articles only. You can either scroll to a topic of interest or begin typing in the Find box. Type **periodic** to jump to the Periodic table entry.
  - d. Double-click on the Periodic table entry to open the Periodic table article.
- 4. The article toolbar at the top of the article window gives you easy access to the features you'll probably use most frequently. Let's look for the word "neon" in the Periodic table article.
  - a. Click on the **Find a word** icon on the article toolbar.
  - b. Type neon and either press Enter or click Find. The article jumps to the first occurrence of the word "neon."

(For information on the other icons, see "Viewing Articles.")

- 5. Hypertext links are used throughout the Encyclopedia to provide an easy way to get to related information.
  - a. Scroll down a few paragraphs from the occurrence of "neon." You will see two underlined links, both to illustrations.
  - b. Click on Fig. 3.
  - c. A figure now appears in a separate illustration window. You can move, resize, or close the illustration window using standard windows controls.

- 6. Now, let's do a search to find more information about neon.
  - a. Click the **Search** button on the program toolbar at the top of the screen.
  - b. In the Search form, click the **Search CD** button if it is not already selected. (You can do a Web search later.)
  - c. Type neon in the first Search Term box.
  - d. Note that all subjects in the Subjects area are checked. To restrict the search to chemistry and earth science articles only, click **Clear All**, then select the **Chemistry** and **Earth Science** check boxes.
  - e. Click Search.
  - f. The Search Results window lists all Encyclopedia chemistry and earth science articles in which "neon" occurs. Results are sorted by relevance: the articles with the greatest number of "hits" (occurrences of the search term) appear at the top of the list. Double-click on **Neon** to open the Neon article.

## **Navigating**

Moving around within the McGraw-Hill Multimedia Encyclopedia of Science & Technology is easy. The menu bar, which runs across the top of the screen, gives you access to all of the program's features. The program toolbar, which appears directly below the menu bar, provides buttons for the most frequently used features. If you roll the mouse pointer over any button, a brief explanation of the function of that button will appear next to it.

#### **PROGRAM TOOLBAR**



Click this button to view the contents window, which shows an alphabetical listing of the entries in the selected content area. (There are four content areas: Encyclopedia, Biographies, Study Guides, and Dictionary. To change the content area, click the appropriate button at the top of the content window.)



Click this button to open the Search dialog box. For more information, see "Doing Searches."



Click this button to browse a subset of articles in the Encyclopedia or Biographies content area. In the Encyclopedia, you can filter by topic or by multimedia feature. In Biographies, you can filter by topic. For more information, see "Browsing Content Areas."



Click this button to open the Search History dialog box, from which you can refine and/or retrieve the results of previous searches. For more information, see "Working with Search History."



Click this button to create a bookmark to the current article for easy reference later. For more information, see "Bookmarking Articles."



Click this button to enlarge the text in the active window so that it is easier to read.



Click this button to shrink the text in the active window so that you can view more information at one time.



Click this button to close all open windows, for example, to start looking for information for a different project.

#### **MENUS**

Menu	Command	Use to
File	Save (Ctrl+S)	Save a copy of the article (text and/or graphics) in the active window to a separate file on your hard disk or a:/ drive. The file name is limited to 8 characters.
	Close (Ctrl+F4)	Close the active window. Before closing a specific window, you must first click on the window to be sure it is active.
	Print (Ctrl+P)	Print a copy of the article that's in the active window. You can print the article text and/or graphics.
	Print Setup	Specify settings for printing text or graphics from the McGraw-Hill Multimedia Encyclopedia. For more infor- mation on using printers, refer to your Windows manual or view help in the Control Panel in Windows.
	Preferences	View or change locations for saved files and bookmarks, the location of your Web browser, or audio and video op- tions. For more information, see "Changing Preferences."
	Exit (Alt+F4)	Quit from the McGraw-Hill Multimedia Encyclopedia of Science & Technology program.
Edit	Copy (Ctrl+C)	Copy selected text or graphics from the McGraw-Hill Multi- media Encyclopedia of Science & Technology to the Win- dows clipboard. In conjunction with the Paste command, you can use Copy to create a duplicate of material in the McGraw-Hill Multimedia Encyclopedia. Before using the Copy command, you must first select text or graphics to copy by highlighting the appropriate material in the article window.
	Paste (Ctrl+V)	Paste the contents of the Windows clipboard at the cursor position. Since the McGraw-Hill Multimedia Encyclopedia of Science & Technology is on a CD-ROM, you cannot paste information into an article window. However, you can copy a complicated term from an article window and paste it into the Search dialog to do a search on that term.
Search	View Contents (F3)	Open the contents window to browse one of the four content areas on the CD. For more information, see "Browsing Content Areas."
	Encyclopedia	Browse the Encyclopedia in the contents window. When the Encyclopedia is selected, this option is checked on the Search menu. (This option is available only when the contents window is the active window.)
	Dictionary	Browse the Dictionary in the contents window. When the Dictionary is selected, this option is checked on the Search menu. (This option is available only when the contents window is the active window.)

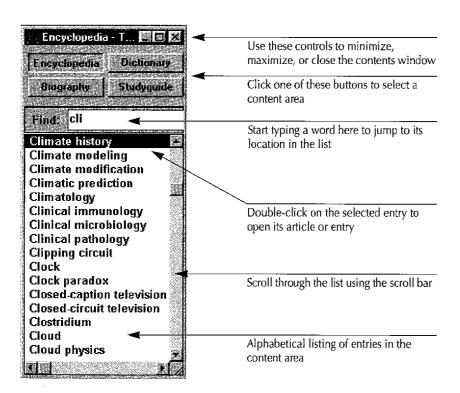
Menu	Command	Use to
	Biographies	Browse Biographies in the contents window. When Biographies is selected, this option is checked on the Search menu. (This option is available only when the contents window is the active window.)
	Study Guide	Browse the Study Guide in the contents window. When the Study Guide is selected, this option is checked on the Search menu. (This option is available only when the contents window is the active window.)
	Filter (F2)	Browse a subset of the Encyclopedia or Biographies. You can filter the Encyclopedia by topic or by feature (animations, maps, skymaps, or illustrations), and you can filter Biographies by topic.
	Search (F4)	Open the Search dialog box and set up a search. For more information, see "Doing Searches."
	Search History (F7)	Open the Search History dialog box to refine previous searches or retrieve previous search results. For more information, see "Working with Search History."
	Clear Search History	Delete all searches from the Search History dialog box.
Bookmark	Create (F8)	Create a new bookmark in the current article. Once created, you can use bookmarks to jump to frequently used articles. When you create a bookmark, the McGraw-Hill Multimedia Encyclopedia of Science & Technology will automatically give it a tentative name which matches the article name. You can change the name or keep the article name as the bookmark name. For more information, see "Bookmarking Articles."
	List (F9)	Open the Bookmark List dialog box, from which you can go to any bookmarked article.
View	Enlarge	Increase the size of the text in the active window.
	Reduce	Decrease the size of the text in the active window.
	Original Size	Change the text in the active window to the default size.
Document	Find (Ctrl+F)	Open the Find dialog box so that you can jump to a particular word or phrase within the current article.
	Find Again (Ctrl+G)	Repeat the most recent Find command another time.
	Next Term (Ctrl+N)	Go to the next occurrence of a search term in the current article. This command is active only after performing a search.
	Previous Term (Ctrl+T)	Go to the previous occurrence of a search term in the current article. This command is active only after performing a search.

Menu	Command	Use to
	View Related Article (Ctrl+R)	View a list of other articles related to the article in the active window. (Related articles are articles that have cross references to the current article.) In the Related Articles window, scroll through the list and double-click on the name of the article you want to view.
	View Outline (Ctrl+O)	View a hierarchical outline associated with the current Encyclopedia article.
	View Illustration (Ctrl+I)	View illustrations or graphics associated with the current Encyclopedia article.
	View Photo (Ctrl+H)	View photographs associated with the current Encyclopedia article.
	View Map (Ctrl+M)	View topographic maps associated with the current Encyclopedia article.
	View Skymap (Ctrl+K)	View sky maps associated with the current Encyclopedia article.
	View Animation (Ctrl+A)	View animations associated with the current Encyclopedia article. Unlike other multimedia elements in the Encyclopedia, animation windows are fixed in size since the quality of the animations will be affected by resizing the window.
Window	Cascade (Shft+F5)	Stack all open windows, one window on top of another. When the McGraw-Hill Multimedia Encyclopedia of Science & Technology is in use, Cascade is the default setting for article windows.
	Tile (Shft+F4)	Arrange all open windows on screen so they do not overlap.
	Arrange Icons	Arrange minimized windows (icons) in a neat row at the bottom of the screen. When you minimize a window from the McGraw-Hill Multimedia Encyclopedia of Science & Technology, it is reduced to an icon, which you can move anywhere on screen. Use this command to arrange the icons across the bottom of the screen.
	Close All	Close all the open articles and windows. This command is helpful when exiting the program or preparing the McGraw-Hill Multimedia Encyclopedia of Science & Technology for use by another person.
	Open windows list	A list of open windows appears at the bottom of the Windows menu. To make a particular window active, click on its name in this list.
Help	Contents (F1) Search	View the contents of the online help system. Search for a particular topic in the online help system.
	About	View copyright and version information for the McGraw-Hill Multimedia Encyclopedia of Science & Technology.
	License agreement	View the license agreement for the McGraw-Hill Multi- media Encyclopedia of Science & Technology.

## **Browsing Content Areas**

There are four discrete content areas on the CD. When you browse a content area, you work with an alphabetical listing of entries in that area. To browse:

- 1. Open the contents window (see the figure below) by clicking the **Contents** button on the program toolbar or selecting *View Contents* on the Search menu. (If you already have a contents window open, you can make it active by selecting it from the list of open windows on the Window menu.)
- 2. Select a content area by clicking on one of the content area buttons at the top of the contents window. By default, **Encyclopedia** is selected.
- 3. Move to an entry of interest. You can use the scroll bar, browse the list, or begin typing a word in the Find box to jump to the nearest location in the list.
- 4. To view an entry, double-click on its name in the list. An article window appears to the right of the contents window (unless the contents window is maximized, in which case the article window appears at full-screen size on top of the contents window).



You can have more than one contents window open at a time, if you wish. To open a new contents window, click the **Contents** button on the program toolbar. The new contents window will appear on top of the previous one. Click and drag the new contents window to the right if you want to view both windows at the same time. To work with a contents window that is already open but not active, select that window from the list at the bottom of the Window menu on the menu bar at the top of the screen.

You can also have more than one article window open at a time. When you open a new article window, it appears on top of the previous one. Open article windows are stacked so that you can see their title bars. To switch to a different article window, click on its title bar. To cycle through all open article windows, most recent first, use **Ctrl+Tab**.

By default, the contents window appears on the left side of the screen, leaving room for article windows to appear on the right side of the screen. Use the window control buttons in the upper right-hand corner of the contents and article windows to minimize, maximize, or resize them as you prefer. Also note that you may have as many as 10 windows open at any time. When you reach the limit, you will need to close some open windows before you can proceed.

#### USING FILTERS TO BROWSE THE ENCYCLOPEDIA

Because the Encyclopedia is so large, you may want to browse just a subset of articles. You can do so by using one of the browse filters, as follows:

- 1. Open the contents window and click the **Encyclopedia** button, if not already selected.
- 2. Click the **Set Filter** button on the program toolbar.
- 3. Select an option on the Filter drop-down menu:
  - Choose Filter Encyclopedia by Topic to browse articles in a particular topic area. Then choose a topic from the pop-up list. If the topic is further broken down into subtopics, choose a subtopic.
  - Choose *Filter Encyclopedia by Feature* to browse articles that have a particular multimedia feature associated with them. Then choose a feature from the pop-up list.
- 4. Now the list in the Encyclopedia contents window is filtered. The list includes only those entries that are in the topic area you selected or with the feature you selected.

Note that you can repeat this procedure to open more than one filtered list (for example, a list of articles related to cell biology and another list of articles related to microbiology). For each list, however, only one topic filter can be applied.

## **Doing Searches**

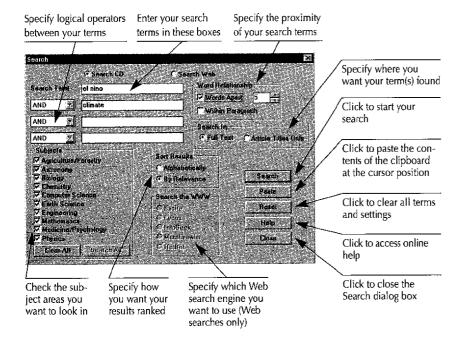
Searching is the most powerful feature of the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*. You can search the Encyclopedia on the CD, or you can search the World Wide Web. In fact, you can perform a complex search on the CD, then go online and do the same search on the Web. Your searches can be as simple as entering a single keyword or as sophisticated as using multiple search criteria with Boolean and proximity operators.

To open the Search dialog box, click the Search button on the program toolbar or select *Search*... from the Search menu.

#### **SEARCHING THE CD**

To search the Encyclopedia on the CD:

- 1. If Search CD is not selected, click on its button to select it.
- 2. In the first **Search Term** box, type the word or phrase you want to find.
- 3. To search for multiple terms, use the other **Search Term** boxes (enter your terms here) and the operator boxes (specify how you want your terms to be connected here).



- The AND operator searches for articles that contain all your search terms.
   For example, ORGANIC AND CHEMISTRY finds all articles that contain both the terms ORGANIC and CHEMISTRY. It would not find an article that contains the term CHEMISTRY without the term ORGANIC.
- The OR operator searches for entries that contain any one of your search terms. For example, ORGANIC OR CHEMISTRY finds all articles that contain the term ORGANIC, the term CHEMISTRY, or both terms.
- The NOT operator searches for results that do not contain your search term. For example, CHEMISTRY NOT ORGANIC finds all articles that contain the term CHEMISTRY but not ORGANIC.
- 4. If you entered more than one search term, use the Word Relationship area to specify how close to each other the terms should be. By default, the program will look for your terms anywhere in the article.
  - To find all the terms in a single paragraph, check the Within Paragraph box.
  - To find all terms within a specific number of words of each other, check
    the Word Apart box and type a number to specify the maximum number
    of words apart you want your search terms to be.
- 5. In the Search In area, specify the location where you want your search term(s) found. By specifying a Search In location, you can broaden or narrow your search.
  - Click Full Text (the default) to search the full text of the Encyclopedia.
  - Click Article Titles Only to search article titles only.
- 6. Use the Subjects area to limit a search to any one or more of the 10 subject areas. When a subject is included in a search, the box preceding the subject name is marked with a check. By default, all subjects are included (that is, there is a check in every subject check box).
  - To exclude a checked subject (that is, remove the check), click on that subject's check box.
  - To include a subject not checked (that is, add the check), click on that subject's check box.
  - To exclude all subjects (remove all checks), click **Clear All**. Note that you need to select at least one subject before you start your search.
- 7. Use the Sort Results area to set the order for your search results.
  - · Click Alphabetically to sort search results alphabetically by title.
  - Click By Relevance (the default) to sort search results from most relevant to least relevant, according to the number of occurrences of the search term(s) in the article.
- 8. Click the Search button to perform your search.
- 9. The search results window lists the entries resulting from your search: to view an article listed, double-click on its title in the search results list. See "Viewing Articles" for more information.

#### **SEARCHING THE WEB**

The McGraw-Hill Multimedia Encyclopedia of Science & Technology provides a seamless way to search the vast resources on the World Wide Web for a topic of interest. You set up your search in the Search dialog box. Then, when you click the Search button, the McGraw-Hill Multimedia Encyclopedia of Science & Technology program automatically converts your search into a query that the Web search engine understands, launches your Web browser, and does the search. To do a Web search:

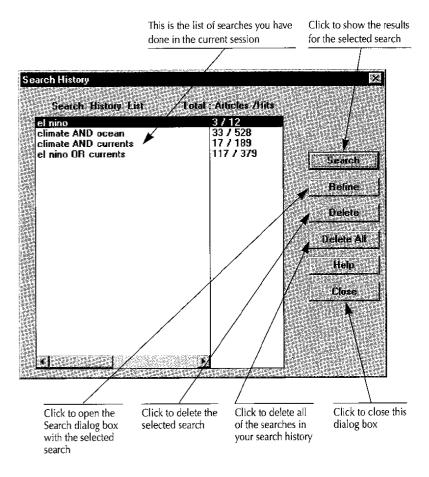
- 1. Make sure that the Web browser specified in your Preferences is correct:
  - a. Select Preferences... on the File menu.
  - b. Check the path listed for your Web browser .exe. If it's not correct, click **Browse** and specify the correct location of your browser.
  - c. Click OK to register any changes and close the Preferences dialog box.
- 2. Establish a connection with the Internet if your system does not automatically establish a connection when your browser is launched.
- 3. To open the Search dialog box, click the **Search** button on the program toolbar.
- 4. Click the Search Web button.
- 5. Set up your search terms (see steps 2 through 4 in "Searching the CD").
- 6. In the Search the WWW area, specify which search engine you want to use.
- 7. Click the Search button to perform your search.
- 8. Your Web browser is launched, the search is executed, and your search results appear in your browser window. At this point, you are in an online session and can move around within your browser or return to the McGraw-Hill Multimedia Encyclopedia of Science & Technology program at any time.

#### **WORKING WITH SEARCH HISTORY**

The Search History dialog box lists all of the searches you have performed in your current session. You can use your search history to retrieve the results from previous searches or to refine searches.

To access the Search History dialog box, click the **History** button on the program toolbar at the top of the screen or select *Search History*... on the Search menu.

For each search performed, the search history list shows the search pattern (terms and operators used to connect them), the number of articles resulting from the search, and the total number of occurrences of your search term ("hits"). To work with a particular search, highlight it in this list and then click the appropriate button to the right of the list.



## **Viewing Articles**

Once you have found an article of interest, double-click on its name to open it. From the article window, you can then print the article, copy portions of it to the Windows clipboard, bookmark the article for quick reference later, view associated multimedia features (where available), look for a particular word or phrase within the article, or look up a word in the Dictionary.

The text of an article appears in the article window. Note the following:

• If the article resulted from a search, your search terms are highlighted in the text of the article.

- Cross references to other articles are presented as hypertext links, appearing as underlined text: click on a link to jump to the cross-referenced article.
- Double-clicking on any word in the article will bring up the closest entry in the Dictionary.
- You can change the size of the text in the article by clicking the **Enlarge** or **Reduce** button on the program toolbar at the top of the screen.
- Use the Document menu or the article toolbar (see below) to access associated elements, jump to a particular word or phrase in the text, or jump to the next occurrence of your search term.
- Close the article window by selecting Close from the File menu.

#### **ARTICLE TOOLBAR**

The article toolbar appears at the top of every article window and includes buttons for viewing elements associated with the article, jumping to other occurrences of a search term, and finding a particular word or phrase within the article.

These are the buttons on the article toolbar:



#### **Previous Term button**

Use this button to go to the previous occurrence of a search term in the current article. This button is active only after performing a search.



#### **Next Term button**

Use this button to go to the next occurrence of a search term in the current article. This button is active only after performing a search.



#### Find button

Use this button to jump to a particular word or phrase in the active article only.



#### **Find Again button**

After using the Find button, use this button to jump to the next occurrence of the same word or phrase in the active article.



#### **Related Articles button**

Use this button to view a list of other articles related to the current article. Related articles are articles that have cross references to the current article.



#### Outline button

Use this button to view the hierarchical outline for the active article.



#### Illustration button

Use this button to view illustrations associated with the active article.



#### Photo button

Use this button to view photographs associated with the active article.



#### Map button

Use this button to view maps associated with the active article.



#### Skymap button

Use this button to view skymaps associated with the active article.



#### Animation button

Use this button to view an animation associated with the active article.



#### Close button

Use this button to close the active article window.

Remember, you can always get a brief explanation of the function of a button by rolling the mouse pointer over it.

#### **BOOKMARKING ARTICLES**

Bookmarks are electronic paper clips that mark articles for quick reference. The *McGraw-Hill Multimedia Encyclopedia of Science & Technology* can store any number of bookmarks (depending only on available space in the location designated for saving bookmarks).

#### Adding a bookmark

- 1. Position the cursor anywhere in the article you want to mark.
- 2. Select Create... from the Bookmark Menu or press F8.
- 3. When the Bookmark dialog box appears, type a new name for the bookmark if you do not want to use the default name (which is the article title).
- 4. Click Create Bookmark or press Enter to add the new bookmark to your bookmark list.

#### Going to a specific bookmark

- 1. Select List from the Bookmark Menu.
- 2. Scroll to the desired bookmark in the Bookmark List dialog box.
- 3. Double-click on the bookmark name.

#### Deleting a bookmark

- 1. Select List from the Bookmark Menu.
- 2. In the Bookmark List dialog box, scroll to the bookmark you want to delete.
- 3. Click Delete.

## **Changing Preferences**

Preferences are settings that control certain functions and specify various file locations for work done in the *McGraw-Hill Multimedia Encyclopedia of Science & Technology*. These preferences are set up during program installation. However, you can change them at any time. To view and/or change your preference settings:

- 1. Select Preferences... on the File menu.
- 2. In the Preferences dialog box, you can change any of these settings:
  - The Audio ON box should be checked if you want to be able to hear
    the audio elements in the McGraw-Hill Multimedia Encyclopedia. If
    you do not have an audio driver or sound card included in your computer, it is suggested that you turn off the audio elements by leaving
    this check box empty.
  - The **Video ON** box should be checked if you want to be able to view the animations included in the *McGraw-Hill Multimedia Encyclopedia*. If you have a limited amount of computer memory, you can improve the performance of the program by turning this setting off (removing the check from the check box).
  - The Change default Save path setting shows you the default location
    for storing articles that you save from the McGraw-Hill Multimedia
    Encyclopedia. To change the Save default location: click the Browse
    button, select the drive and directory that you want to be the new default location, and click OK.
  - The Change default Bookmark path setting shows you where bookmarks from the McGraw-Hill Multimedia Encyclopedia of Science & Technology are saved. To change the bookmark location: click the Browse button, select the drive and directory that you want to be the new bookmark file location, and click OK.
  - The Change Web browser .exe path setting shows you where
     McGraw-Hill Multimedia Encyclopedia of Science & Technology
     looks to launch your Web browser for doing Internet-based searches.
     To specify a different location for your Web browser: click the Browse
     button, select the drive and directory path to your Web browser, and
     click OK. Note: to disable the Web browser function, you must reinstall the program.
- 3. Click **OK** to register any changes and close the Preferences dialog box.