INFOPEDIA™ 2.0

The Ultimate Multimedia Encyclopedia and Reference Library

- 29-Volume Funk & Wagnalls New Encyclopedia
- Roget's 21st Century Thesaurus
- The 1996 World Almanac® & Book of Facts®
- The Merriam-Webster Dictionary of Quotations
- Merriam-Webster's Dictionary of English Usage
- Webster's New Biographical Dictionary
- Hammond World Atlas
- Merriam-Webster's Dictionary

INFOPEDIA™

The Ultimate Multimedia Encyclopedia and Reference Library

SoftKey International Inc.
One Athenaeum Street
Cambridge, MA
02142

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Welcome to Infopedia

Welcome to Infopedia™, the most versatile and powerful computerised reference tool ever created. Infopedia combines eight essential reference works: Funk & Wagnalls New Encyclopedia, the Hammond World Atlas, Merriam-Webster's Dictionary, Merriam-Webster's Dictionary of English Usage, Merriam-Webster's Dictionary of Quotations, Webster's New Biographical Dictionary, The World Almanac and Book of Facts, and Roget's 21st Century Thesaurus — into a format that makes on-line information easy to find and fun to use. Infopedia is truly the ultimate multimedia reference tool.

This Quick Start Guide provides installation information, an overview of Infopedia's features, and step-by-step procedures to help you explore Infopedia.

For more detailed information about procedures, buttons and dialogue box options, install Infopedia and click on the Help Desk button for On-line Help, or to view the Guided Tour.

Installing Infopedia

Setting up is simple

1. Insert the CD into the CD-ROM drive.
2. Double-click the CD icon labeled "Install Infopedia 2.0" on your desktop.
3. Double-click “Install Infopedia 2.0” and follow the onscreen instructions:

   When installation is complete, restart your computer.

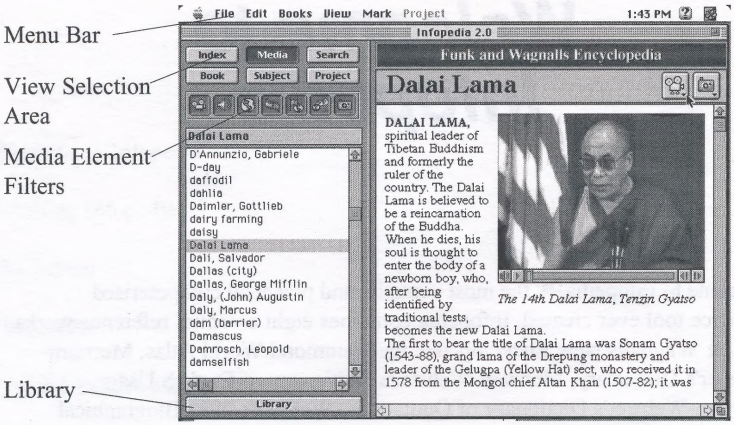
After installation is complete, open your new INFOPEDIA folder and double click the program icon.

The Screen

Click on a button or an icon

Infopedia is easy to learn because its graphic interface is consistent from one book to the next — click the buttons and icons on the screen to move quickly from one book to another.

When you become familiar with the function of the buttons and icons, using Infopedia is easy. This is so because the functions of the buttons and icons remain the same regardless of the currently active book.



The Infopedia screen

The table below describes Infopedia's buttons and icons.

For further information about the Infopedia screen, click the *About the Screen* icon in the On-line Help.

Click the...	Button to ...
View Selection Area	Choose the format in which topics appear in the Browser List.
Media Element Filters	Add and subtract topics from the Browser list according to the types of media elements included.
Library	Display or hide the list of books.

Menu	Functions
File	Print selected articles, pictures, or text. Quit INFOPEDIA.
Edit	Cut, copy, and paste articles or selected text.
Books	View the books which contain an entry on the current topic. Change the book currently displayed.
View	Display or hide outline. View the previous or next topic within a book. Display a list of the most recently viewed entries.
Mark	"Bookmark" INFOPEDIA entries to return to them easily. Mark or unmark entries for future projects.
Project	Add or remove current and marked INFOPEDIA entries to create a customized project.
Apple Help icon	Access the INFOPEDIA Guide, INFOPEDIA's on-line help.

The Books

A wealth of knowledge at your fingertips

INFOPEDIA gives you immediate access to eight essential reference works on a single CD-ROM (see the books below).

The books include thousands of multimedia elements (video clips, animations, photographs and sound clips) that will help you better understand the topics you are researching.

Funk & Wagnalls New Encyclopedia

Discover the background facts and information you need in this complete 29-volume illustrated reference encyclopedia. Clear, detailed information is given on a wide range of alphabetically arranged topics.

The 1996 World Almanac & Book of Facts

The most comprehensive up-to-date information on U.S. and world affairs. Features: The Year In Review, Economics and Employment, Astronomy and Calendar, Arts, Media and Awards, Noted Personalities, and more.

Webster's New Biographical Dictionary

The greatest collection of biographical information ever presented in a single volume. Includes details on 30,000 people in business, science, sports, politics and popular culture.

Hammond World Atlas

Explore the world through hundreds of richly detailed customized maps. These relief maps highlight every country in full color, showing mountains, waterways, political boundaries and more.

Roget's 21st Century Thesaurus

An essential reference source for home, school, or office. Contains 450,000 synonyms and over one million word choices. Offering the most up-to-date Thesaurus of American English available.

The Merriam-Webster Dictionary of Quotations

A collection of 4,000 quotations from the world's most celebrated personalities on a wide variety of topics. Provides the perfect quotation for any occasion.

Merriam-Webster's Dictionary

The most widely approved dictionary, features over 1,500 pages and 200,000 definitions. Includes cross-referencing, pronounciations, stories behind the words, synonyms and contemporary use examples.

Merriam-Webster's Dictionary of English Usage

The world's largest archive of 20th century English usage, almost 14 million examples of words used in their context. It includes 20,000 illustrative quotations from classic and modern writers.

When you start Infopedia, Funk & Wagnalls New Encyclopedia is automatically displayed. You may toggle to another book by clicking on the Active Book icon, each successive click activates a different book.

It is also possible to make a different book active by clicking the Book button and selecting a book from the list. If the topic you select does not exist in a book, the book's icon will be dimmed and will not be accessible.

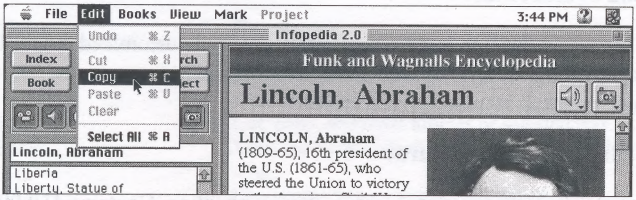
The rest of this guide will help you get started with Infopedia.

Copying Entries and Selected Text

To copy an INFOPEDIA entry, choose Select All from the Edit menu to copy the whole article onto the clipboard. You can then go into your word processor and paste the text into a document by using the program's standard Paste function.

You can also copy just part of the article by highlighting a portion of the text. Position your cursor at the beginning of the text you want, hold down the mouse button, and drag it to the end of your selected text.

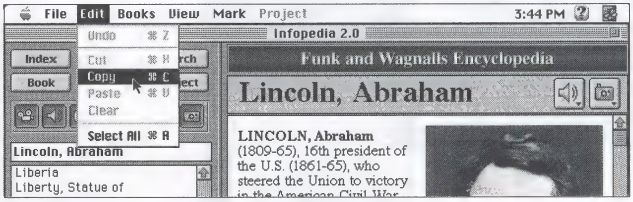
Then choose Copy from the Edit menu to copy the selected text onto the clipboard, and go into your word processor and paste the text into a document.



The Edit menu with Copy selected

Printing Text or Pictures

Choose Print from the File menu to print the current text, tables, or pictures that appear in the Content Window. If you want to print only a picture, then resize it to fill the content window. INFOPEDIA displays the standard Macintosh print dialog box. Select your requirements, and INFOPEDIA will print your selection.



The File menu with Print selected

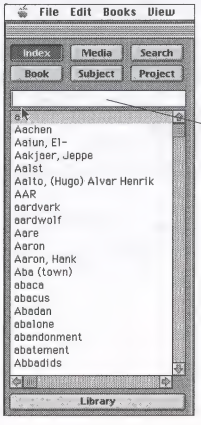
The Browser

The Browser is an alphabetical list that displays all the topics in INFOPEDIA. You can manually scroll through this list to find your topic, but if you know the title of the topic for which you are looking, it's much faster to type it into the "Follow-Me" field. As you type each character, the Browser automatically skips to the appropriate location in the topic list. Frequently you need not even type the complete topic to have reached your destination in the list, the first few letters are sufficient.

Using the Browser, you can view a list of all the books that contain entries on a chosen topic. You can also choose the book you want to open first.

Some entry titles are very long and don't appear fully in the Browser window. The horizontal scroll bar at the bottom of the Browser allows you to display the entire title.

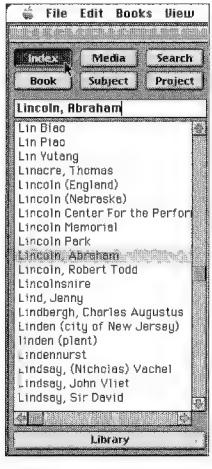
The Browser functions differently depending on which of INFOPEDIA's six views is currently active. The next few pages of this guide will give you a summary of the different views and how they can help you quickly find the information you need.



Type in the "Follow Me" field to adjust the Browser List.

Index View

Index View is a great place to start exploring INFOPEDIA, since it gives you access to every single entry in all of INFOPEDIA's books. When you're in Index View, every INFOPEDIA entry appears in alphabetical order in the Browser.



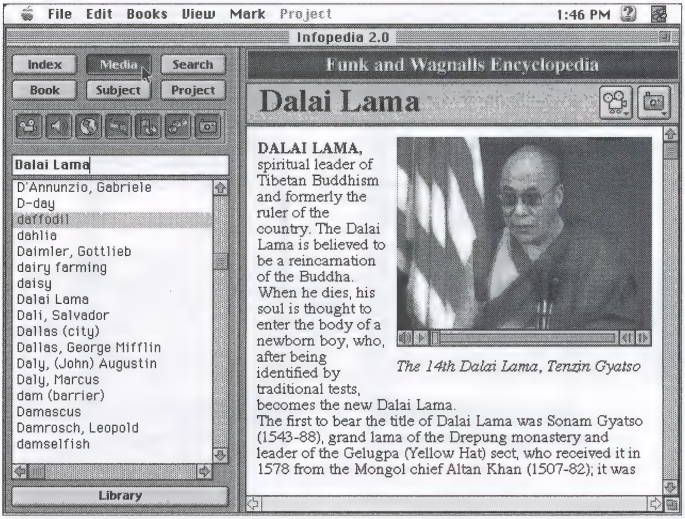
The Index View

Media View

Media View customizes the Browser list to show only entries that include photos, videos, morphing maps, animations, sound clips, maps or Quick Facts displays for countries. A row of icons above the Browser represents each type of media. Click on the icons to filter the list and display only the kind of media you want to see. If you don't want to view articles with sound clips, for example, click the appropriate icon. All articles containing only sound clips are filtered from the Browser list. To reactivate this media, click the sound clips icon again.

Media icons also appear above the Content Window of the current entry. If an entry contains both video and sound clips, for example, the appropriate icons appear just above the Content Window.

For a complete list of all the particular media elements associated with an article, click the appropriate icon above the Content Window. Choose the media element you wish to see from the drop-down list.



The Media View

Search View

With Search View, you can search for entries that include specific words and phrases. You can perform either a concise or expanded search.

For a concise search, simply type a word or phrase in the search field, then click the Find button or press Return on your keyboard. All the entries containing the requested text appear in the Browser with a three-letter prefix indicating the book in which the entry appears.

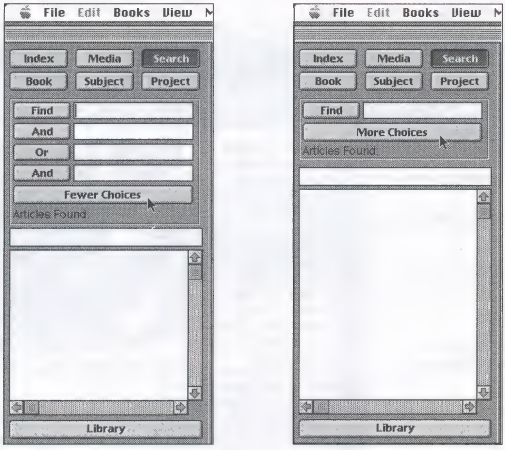
Just below the search field, you get a tally of the total number of entries found which matched your search request.

Double click a topic in the Browser list. The entry appears in the Content Window. The requested text is highlighted whenever it appears in the article.

Want to broaden your search by simultaneously looking for more than one word or phrase? Just click the More Choices button.

With More Choices, you have three additional fields. You can now broaden your search using the commands AND and OR. Click on the command button for each search field to switch between the two commands. For example, if you enter the words "Automobile" and "Motor" in the search fields and add the AND command, the search retrieves only entries containing both words.

For further information about searching for specific texts and topics, see the on-line Infopedia Guide.

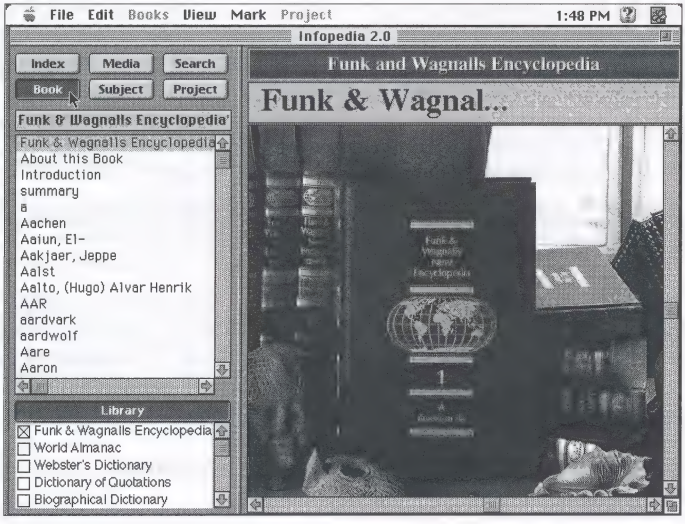


The Search View

Book View

Book View gives you the look and feel of working in a real library, displaying the entire contents of any book, including covers, introductions, and explanatory notes. The Funk & Wagnalls Book View contains the complete bibliography with thousands of additional sources and reference aids. Choose the book you wish to view from the INFOPEDIA reference collection by clicking the box next to the title.

For more information about Book View, see the on-line Infopedia Guide.

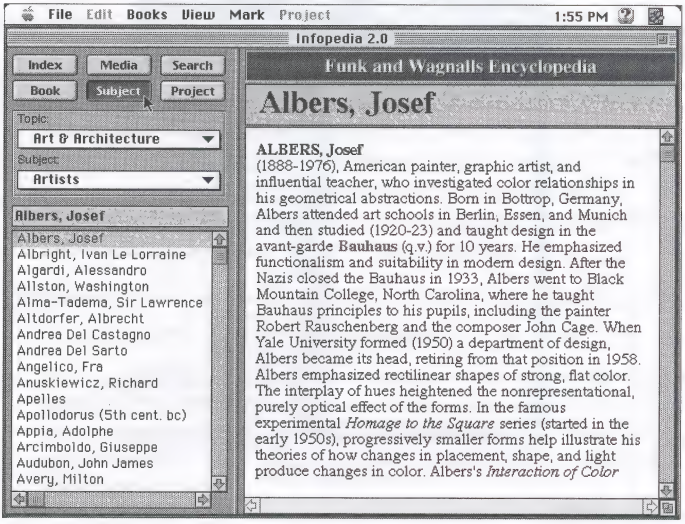


The Book View

Subject View

In Subject View, you can view a list of entries within a particular area of interest. For example, to view entries related to Native Americans, click the Topic Bar, and choose U.S. History from the pop-up menu that appears. Now click the Subject Bar for a pop-up menu listing subjects within U.S. History, and choose Native Americans. The Browser displays only the relevant articles.

For more information about Subject View, see the on-line Infopedia Guide.



The Subject View

Project View

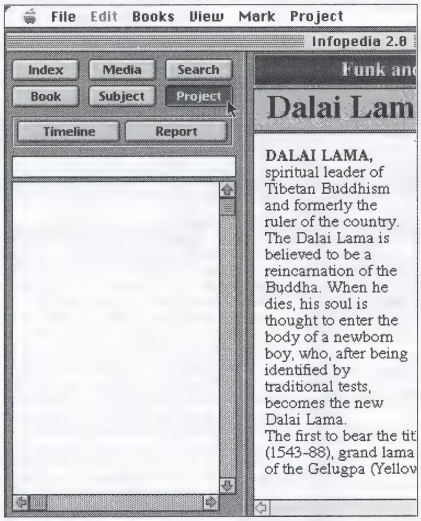
Project View gives you an easy, dynamic way to organize your INFOPEDIA research into integrated, printable projects. With Project View, you can create a customized Browser of INFOPEDIA entries. To add the current entry to your project, select Add Current from the Project menu. The current entry name appears in the Browser. To add marked articles to your project, choose Add Marked from the Project menu. Your selection of articles appears in the Browser list.

Click the Project button to save the current project, open a previously saved project, or start a new one.

In Project View, you can also generate automated, customized timelines of significant dates with a single click. Just click the Timeline button to create a timeline based on the entries included in your current project. To print a copy of your timeline, choose Print from the File menu. To copy your timeline, choose Copy from the Edit menu, and INFOPEDIA copies your timeline onto the clipboard.

Project View creates printed research reports. Just click the Report button and fill in your name, project title, and date in the resulting dialog box. INFOPEDIA then prints a custom report which includes all text entries from the current project.

For more information about Project View, see the on-line Infopedia Guide.



The Project View

On-line Help

INFOPEDIA's comprehensive Infopedia Guide is a convenient way to learn about INFOPEDIA's features while you are working with the program. Simply click the Apple Help icon in the upper right corner of the screen to access the Infopedia Guide.

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Contacting Technical Support

Our Technical Support Department is available to help you with any questions about Infopedia, but, before you call, please consult this manual.

If you have tried this and still require help, please contact our Technical Support Department. Please have the following information handy:

- ❑ Your version of Infopedia
- ❑ The name and address of the registered user
- ❑ The capacity and manufacturer of the hard disk
- ❑ Graphics adapter and monitor type
- ❑ Computer and printer make and model
- ❑ List of any special peripherals installed
- ❑ Amount of RAM used by your system
- ❑ A brief description of your problem, including the exact wording of any error messages
- ❑ A list of steps required to replicate the problem

Technical Support may be contacted by methods listed below:

In the U.S., contact Technical Support at:

(423) 670-2020
9:00 a.m. to 8:00 p.m., Monday through Friday
(Eastern Standard Time)

Send correspondence to:

SoftKey Product Support Center
9715 Parkside Drive
Knoxville, TN 37922

For information regarding replacement CDs and manuals, contact Customer Service at:

(800) 227-5609
9:00 am to 6:00 pm Monday through Friday
(Eastern Standard Time)

Fax:
(423) 670-2021

E-mail:
support@softkey.com

On CompuServe:
Go SoftKey or Go Comptons at any ! prompt

In the U.K., contact Technical Support at:

01923 208400 Telephone
01923 208430 Fax

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Cambridge, MA 02142
USA
http://www.softkey.com/

INP2AE-MAN

Thank You for Your Purchase

Dear Learning Company Customer:

Because you purchased this product directly from The Learning Company, you are automatically registered as one of our customers. This ensures that you are eligible for all software upgrades.

In the event that you need technical assistance, please refer to the Product Support section on this document. Information on our product return policy and customer service information is also noted.

All of us at The Learning Company want to express our appreciation for your purchase of this product.

We hope that you find this product and all of our products to be useful and innovative.

The Learning Company Customer Service

Money Back Guarantee Return Information
Please fill out and check the following (please print)

1. I am returning_____ for:
(name of software)

o A REFUND (you will be refunded in the same way you paid, e.g., we'll credit your VISA if you originally paid by VISA, etc.)

o VISA o American Express

o Mastercard o Check

o An EXCHANGE for _____
(name of product)

o NO FURTHER ACTION NEEDED (My problem has been solved).

2. I'm returning this product because: _____
_____
_____

The Learning Company Product Support Hours
9:00 A.M. to 9:00 P.M. (Eastern Time) Monday through Friday
10:00 A.M. to 7:00 P.M. (Eastern Time) Saturday

You can reach The Learning Company via any of the following options:

* TELEPHONE PRODUCT SUPPORT: (423) 670-2021
* 24-HOUR FAX: (423) 670-2021
* 24-HOUR ELECTRONIC MAIL: SUPPORT@LEARNINGCO.COM
  Send your message to be answered within 2 business days. To help us serve you better, please be sure to include the product name and version, a detailed description of your problem (including the full text of any error messages), and a detailed description of your system configuration.
* 24-HOUR FAX ON DEMAND: (423) 670-2024
  Receive easy to follow instructions via Fax. Simply call from any telephone to have the information faxed back to you within seconds. Our extensive library covers the most frequently asked questions.
* 24-HOUR BULLETIN BOARD SERVICE (BBS): (423) 670-2023
  Use this service to download display and printer drivers, updates, and patches to all of The Learning Company's products. Use your modem set at 8,N,1 to contact our BBS at up to 28,800 baud.
* 24-HOUR FTP SITE: FTP.LEARNINGCO.COM
  Use this service to download display and printer drivers, updates, and patches to all of The Learning Company's products. Use your modem set at 8,N,1 to contact our BBS at up to 28,800 baud.
* COMPUSERVE® : GO LEARNING
  All the great features of the BBS, plus message areas and more. If you are a CompuServe subscriber, type GO LEARNING to access our forum 24 hours per day.
* WORLD WEB WEB® address at http://www.learningco.com
* CORRESPONDENCE:
  To contact us in writing, please send your correspondence to:

  The Learning Company
  Attn.: Product Support
  9715 Parkside Drive
  Knoxville, TN 37921

  Or Fax your questions to:
  The Learning Company
  Attn.: Product Support
  (423) 670-2021 USA

The Learning Company Customer Service Hours
9:00 A.M to 8:00 P.M. (Eastern Standard Time) Monday through Friday

The Customer Service Department can help you with the following services:

* Product upgrades and exchanges
* Placing orders for, or requesting information about, new or add-on products
* Ordering disk or manual replacements
* Checking the status of an order
* On line registration (if you do not have a registration card)
* Changes of addresses

You may contact the Learning Company Customer Service Department via any of the following options:

* Via telephone at 800-227-5609

* 24 Hour fax at 617-494-5898

* 24 Hour Electronic Mail at cust_serv@learningco.com
  Please forward your message to the email address and your message will be answered in two business days. To assist us in serving you better, please include all pertinent information such as product name and version, customer billing number or address, sales order number (if known) along with a description of the issue.

* Correspondence:
  To contact the Customer Service Department in writing, please send the correspondence to:
  The Learning Company
  Attn.: Customer Service Department
  One Athenaeum Street
  Cambridge, Massachusetts 02142

* Returns:
  The Learning Company honors a 60 day money back guarantee.
  To return your product, send the product back along with the original packing slip with reason for return to:
  The Learning Company
  190 Parkway West
  Duncan, South Carolina 29334

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