

Microsoft

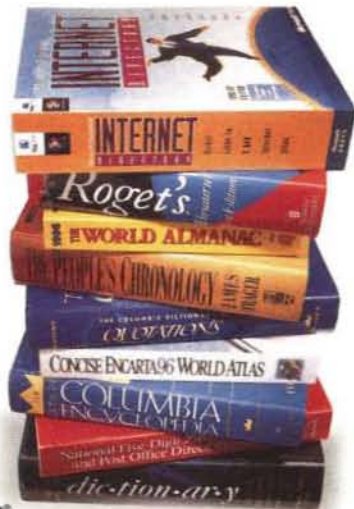


Microsoft



CD KEY:

419-0114431



Microsoft Bookshelf

1996-97 Edition



System Requirements

- Any Apple® Macintosh® computer that supports a monitor with 256-color, 640x480 (13-inch) or higher resolution
- System 7.1 or later
- 8 MB of RAM
- CD-ROM drive (double-speed or faster recommended)
- Internet access required for Internet Directory updates and hot links

Installing Microsoft® Bookshelf® 1996–97 Edition

You can run Bookshelf directly from the Bookshelf CD—no installation is required. For better performance, however, install Bookshelf on your hard disk.

To install Bookshelf on your hard disk

- 1 Insert the Bookshelf 1996–97 disc into your CD-ROM drive.
- 2 Double-click the Microsoft Bookshelf 1996–97 CD icon that appears on your desktop.
- 3 Double-click the Installer icon and follow the instructions that appear on your screen. The Installer updates your system, creates a Bookshelf 1996–97 folder on your hard disk, and copies Bookshelf files into that folder.

Running Microsoft Bookshelf 1996–97 Edition

To run Bookshelf from your hard disk

- 1 If you haven't previously installed Bookshelf on your hard disk, follow the installation instructions on the previous page.
- 2 Insert the Bookshelf CD into your CD-ROM drive.
- 3 Open the Bookshelf 1996–97 folder on your hard disk and double-click the Microsoft Bookshelf icon.

To run Bookshelf from the CD

- 1 Insert the Bookshelf 1996–97 disc into your CD-ROM drive.
- 2 Double-click the Microsoft Bookshelf 1996–97 CD icon that appears on your desktop.
- 3 Double-click the Microsoft Bookshelf icon and follow the instructions that appear on your screen.

Getting Help

You can access online Help either on the menu bar or by pressing Command-?. Help includes strategies for getting the most out of Bookshelf, book information, and much more.

Using Microsoft Bookshelf 1996–97 Edition

Opening a Book

At startup, Bookshelf always opens to the contents panel for All Books. Notice that the All Books selection is displayed at the top left of the screen on the book selector bar. You can use the book selector bar to change books at any time. The book indicator bar to the right displays the name of the book that is currently open.

You can change to a different book at any time by clicking the book selector bar.

Searching for Articles

Use the Contents tab to see the index of articles in one or all books.

Use the Find tab to perform a full-text search. The Find tab searches for every mention of a specific word or phrase.

Use the Gallery tab to search for particular types of media. The media in Bookshelf include audio, animations and videos, and images.

Using Unique Bookshelf Features

Use the Internet Directory to read reviews of Web sites, FTP sites, gopher sites, and Usenet groups. If you have Internet access, you can jump directly to these resources from Bookshelf.

Use QuickShelf™ to access Bookshelf 1996–97 Edition from another application. In the application, simply highlight the word you would like to look up in Bookshelf. On the menu bar, click the QuickShelf icon, then select the menu item. Bookshelf will jump to the information you requested.



1 Book selector bar

Use to change books.

2 Tabs

Use Contents and Find to search for articles. Use Gallery to search for media.

3 Text box

Type the word or phrase you want to locate.

4 Articles list

Click any entry to open the article.

5 Feature bar

Click any button to access features.

6 Book indicator bar

Displays the book that is currently open.

7 Article panel

Displays the article that is currently open.

8 Browse controls

Use to navigate through Bookshelf articles.

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Internet Directory 96, edited by Kevin Savetz.

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