1219710312 60

ENCYCLOPÆDIA BRITANNICA® CD™ 97

Britannica CD 97

Owner's Manual:
Using Your Britannica CD

Owner's Manual: Using Your Britannica CD
PC and Macintosh® Versions

Published by
Encyclopædia Britannica, Inc.
310 S. Michigan Avenue
Chicago, IL 60604

Copyright © 1997 by Encyclopædia Britannica, Inc.
All Rights Reserved.

Britannica, Encyclopædia Britannica, Micropædia, and Propædia are registered trademarks of Encyclopædia Britannica, Inc.
Britannica CD is a trademark of Encyclopædia Britannica, Inc.
Collegiate is a registered trademark of Merriam Webster, Incorporated.

Macintosh is a registered trademark of Apple Computer, Inc.
Netscape is a trademark of Netscape Communications Corporation.
All other brand and product names are trademarks or registered trademarks of their respective companies.

International Standard Book Number 0-85229-654-1.
Manufactured in the United States of America.

Table of Contents

Exploring Britannica ____ 5
Databases ____ 9
Conducting Searches ____ 14
Search Methods ____ 16
Helpful Hints About Searching ____ 20
Searching the Index ____ 24
Refining Your Searches ____ 27
Browsing Nations of the World ____ 28
Search Tutorial ____ 30
Navigating Through *Britannica CD* ____ 37
Further Uses of *Britannica CD* ____ 44
Britannica CD Frequently Asked Questions ____ 47
Glossary ____ 50
Index ____ 53
Quick Reference —
Properties for Searching *Britannica CD* ____ 56

If you need technical help, see your **"*Britannica CD* Technical Guide: Installation and Support"**.

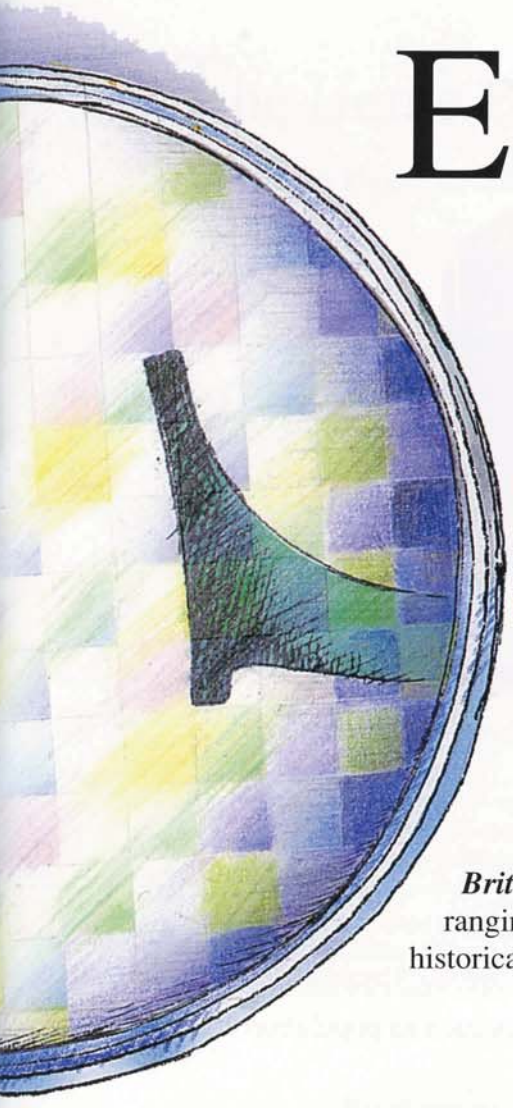
For over 200 years, Encyclopædia Britannica® has been the undisputed leader in reference publishing. The same scholarship, craftsmanship, and expertise that characterize the print version is now available in electronic form on CD-ROM.

We've just made Britannica® easier to use

The unequaled indexing that occupied the two large volumes in the print set has now been supplemented by a powerful new search-and-retrieval engine that scans the 44 million-word database quickly and precisely.

Of all the CD-ROM encyclopedias available today, none can match *Britannica CD* in breadth of knowledge, quality of information, and ease of use.

Exploring Britannica



Searchable Databases

Britannica CD brings a wealth of information to your fingertips.

Britannica CD articles — More than 65,000 subjects covered in articles ranging from concise explanations to comprehensive expositions; and from historical treatments of subjects to coverage of current events.

The Index — More than 400,000 references have been compiled, edited, and hypertext-linked to text articles for easy navigation. Additionally, there are more than 10,000 links to images and tables.

Merriam-Webster's Collegiate® Dictionary, Tenth Edition — Quick access to definitions from the best-selling dictionary used by students and professionals.

Browsable Databases

Nations of the World — An alphabetical listing of countries of the world with hotlinks to individual country articles (addressing geographical, cultural, and historical aspects). You can also view the national flag, see a recent map of the country, or view national statistics such as population and demographic information.

Propædia® — An outline of the total scope of knowledge in *Britannica CD*. Information is hypertext-linked to relevant articles, so you can create your own path to explore topics of interest.

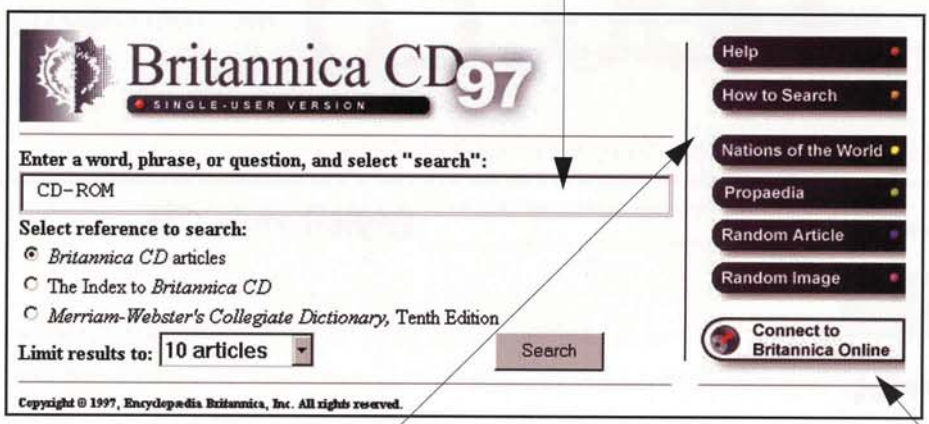
Random Article — A sample article randomly generated by the search engine.

Random Image — A randomly generated sample of one of the many images contained in *Britannica CD*.

The Home Page

The Home Page, or Main Menu, provides your initial access to *Britannica CD*.

By using the **Query Box**, you can enter a query, access a number of search options, and search the three main databases of *Britannica CD*.



By choosing the buttons at the right of the page, you can access additional information on **Help** and **How to Search**, and you can access the browsable databases **Nations of the World** and **Propaedia** and options to view a **Random Article** or **Random Image**.

The **Connect to *Britannica Online*** button (located at the bottom right) provides a hypertext link to *Britannica Online* for *Britannica CD* owners who have World Wide Web access. For further details, see the specific instructions provided in your *Britannica CD* package.

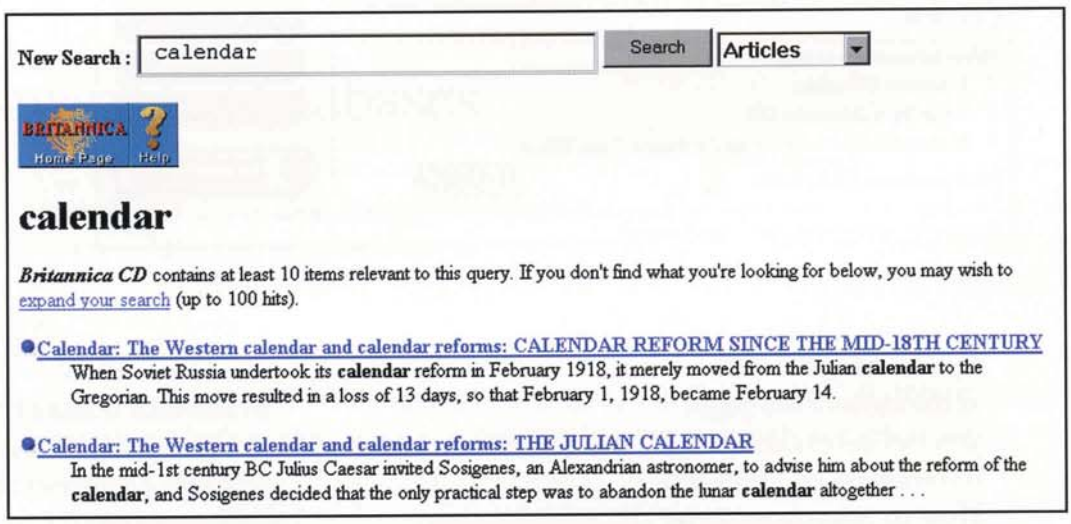
Query Box and Search Options

From the Home Page, you can:

- Enter a search in the ***Query Box*** in the form of a word, phrase, or question.
- ***Select reference to search*** — This field allows you to choose which database you are searching: *Britannica CD* articles, the Index to *Britannica CD*, or *Merriam-Webster's Collegiate Dictionary*. The default setting is articles.
- ***Limit results to ____ articles*** — In this field, you can select the number of articles for which the first paragraph (or the first 300 characters) is displayed. The default setting for this field is 10.

From other pages, you can:

- Enter a query from the top-line interface.
- Change the Database using the drop-down menu.



Note: If you wish to change the number of articles displayed, you must return to the search options on the Home Page.

Note: Selecting a large number of articles with first paragraph displayed may take additional time to download.

Databases

Britannica CD Articles

Britannica CD offers more than **65,000**

encyclopedia articles in one searchable database.

The great majority of articles are brief or of moderate length and discuss particular persons, places, institutions, things, or concepts. Longer articles are divided into separate units for easier access and more accurate searching.

You can link to the **Next Section** and **Previous Section** of an article by clicking the appropriate Button Bar link (found at the top and bottom of the article).

Approximately 700 articles are long enough to require headings and subheadings to organize their contents. Each of these articles is provided with a **Table of Contents**, which may be accessed from the Button Bar. Any unit in the article may be directly accessed from the Table of Contents.

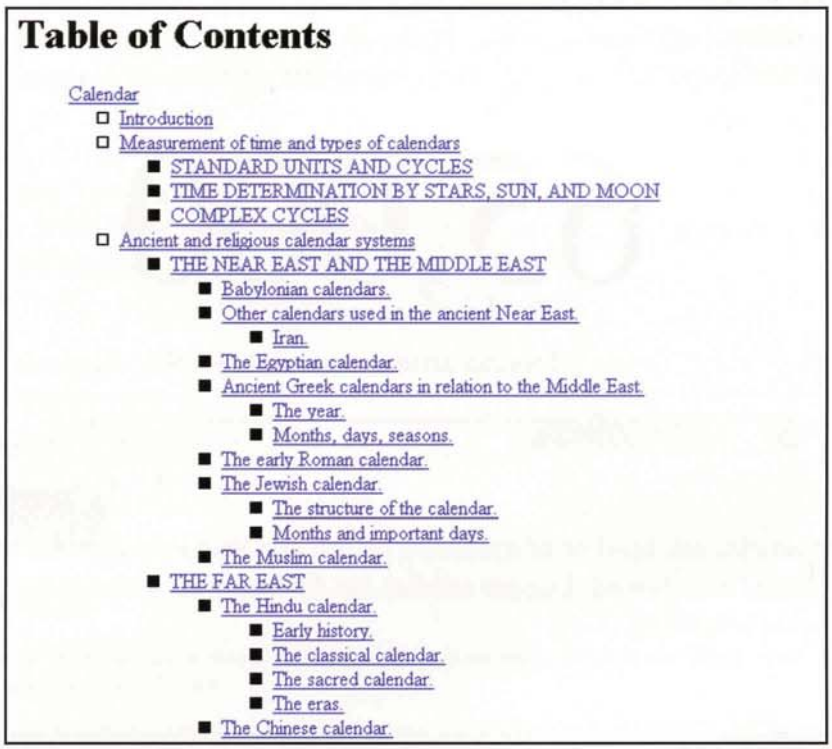


Table of Contents

- Calendar
  - Introduction
  - Measurement of time and types of calendars
    - STANDARD UNITS AND CYCLES
    - TIME DETERMINATION BY STARS, SUN, AND MOON
    - COMPLEX CYCLES
  - Ancient and religious calendar systems
    - THE NEAR EAST AND THE MIDDLE EAST
      - Babylonian calendars.
      - Other calendars used in the ancient Near East.
        - Iran.
      - The Egyptian calendar.
      - Ancient Greek calendars in relation to the Middle East.
        - The year.
        - Months, days, seasons.
      - The early Roman calendar.
      - The Jewish calendar.
        - The structure of the calendar.
        - Months and important days.
      - The Muslim calendar.
    - THE FAR EAST
      - The Hindu calendar.
        - Early history.
        - The classical calendar.
        - The sacred calendar.
        - The eras.
      - The Chinese calendar.

A topic may be the subject of two articles, one a brief summary and the other a longer, more detailed treatment. In such a case, the brief summary article contains a link leading to the longer article.

music

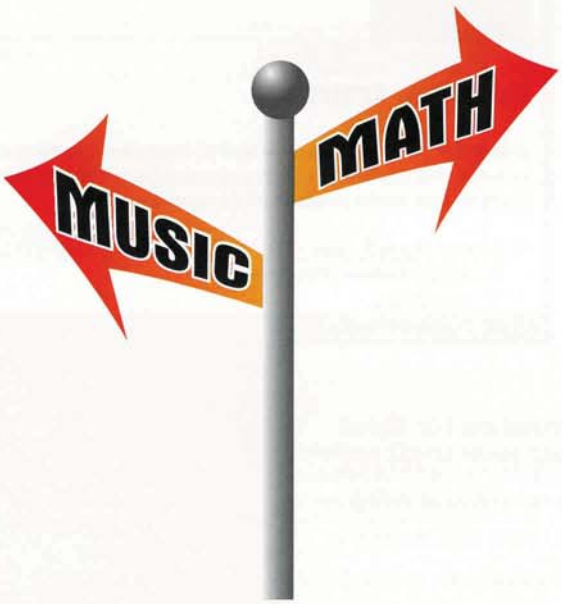
the art concerned with combining vocal or instrumental sounds for beauty of form or emotional expression, usually according to cultural standards of rhythm, melody, and, in most Western **music**, harmony. Other major components of musical sound include tone, timbre (tone colour), and texture (instrumentation). Although **music** . . .

The Art of Music: The nature and significance of music: HISTORICAL CONCEPTIONS: Ancient Greek ideas.

Although INDEX **music** was important in the life of ancient Greece, it is not now known how that **music** actually sounded. Only a few notated fragments have survived, and no key exists for restoring even these. The Greeks were given to theoretical speculation about **music**; they had a system of notation, and they . . .

East Asian Arts: MUSIC: The music of Japan: THE HEIAN PERIOD

Further INDEX images of Japanese musical life can be captured from the Heian period (794-1185). In the very first chapter of the 10th-century *Ochikubo monogatari,* one of Japan's earliest novels, the sad fate of the heroine is noted by the fact that she was never able to learn how to . . .



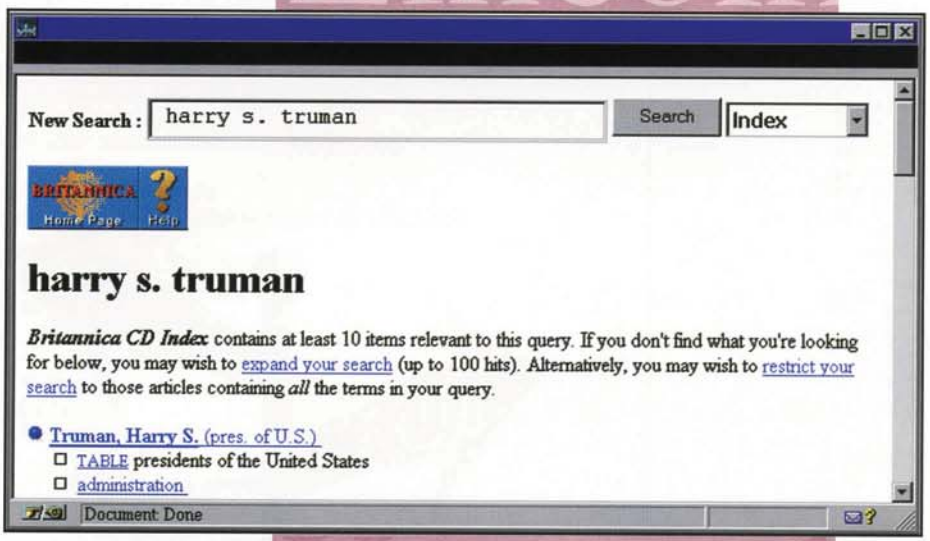
Certain articles on very broad topics (such as music or mathematics) serve as signposts, pointing to the principal articles that treat that topic. Some articles also provide links to the *Propædia*.

The Index

Britannica CD includes the Index as a searchable database. This database is a comprehensive listing of topical references that were determined to have substantial coverage in text articles. For those users who want a more guided approach to the information available, the Index provides a comprehensive network of topics discussed in articles.

The Index also contains links to a variety of images and tables to make their retrieval easier. These links appear near the top of the Index entries.

An Index search can provide a more refined and structured way to locate certain types of information for those who want alternatives to free-text searching. For example, if you search on **citizen ADJ kane** in the article database, you will retrieve 10 hits, some of which are marginal mentions. This same query made in the Index will result in only one hit, the Index entry "Citizen Kane". This, in turn, points to only the article that contains substantial discussion of the movie and related topics.



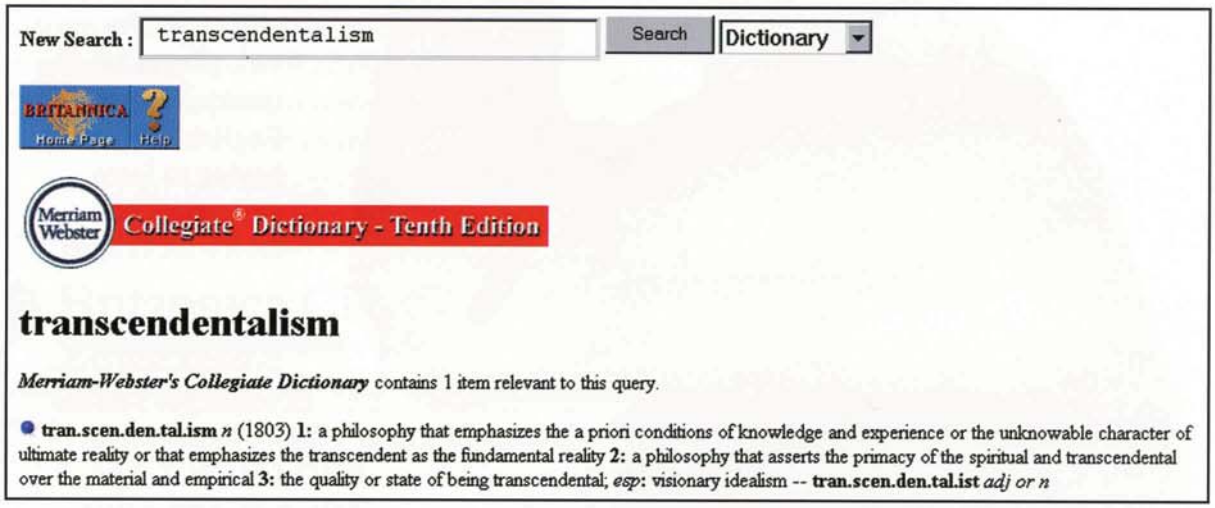
The Merriam-Webster's Collegiate Dictionary

The *Merriam-Webster's Collegiate Dictionary*, included with *Britannica CD*, is an electronic tool that you will find indispensable in your research. As a searchable database, you can look up any word you encounter in an article in *Britannica CD*. You can access the dictionary from the Home Page by selecting Dictionary from the **Select reference to search field**.

Or you can access the dictionary from any article by choosing the Dictionary from the drop-down menu next to the **New Search** box at the top of the article.

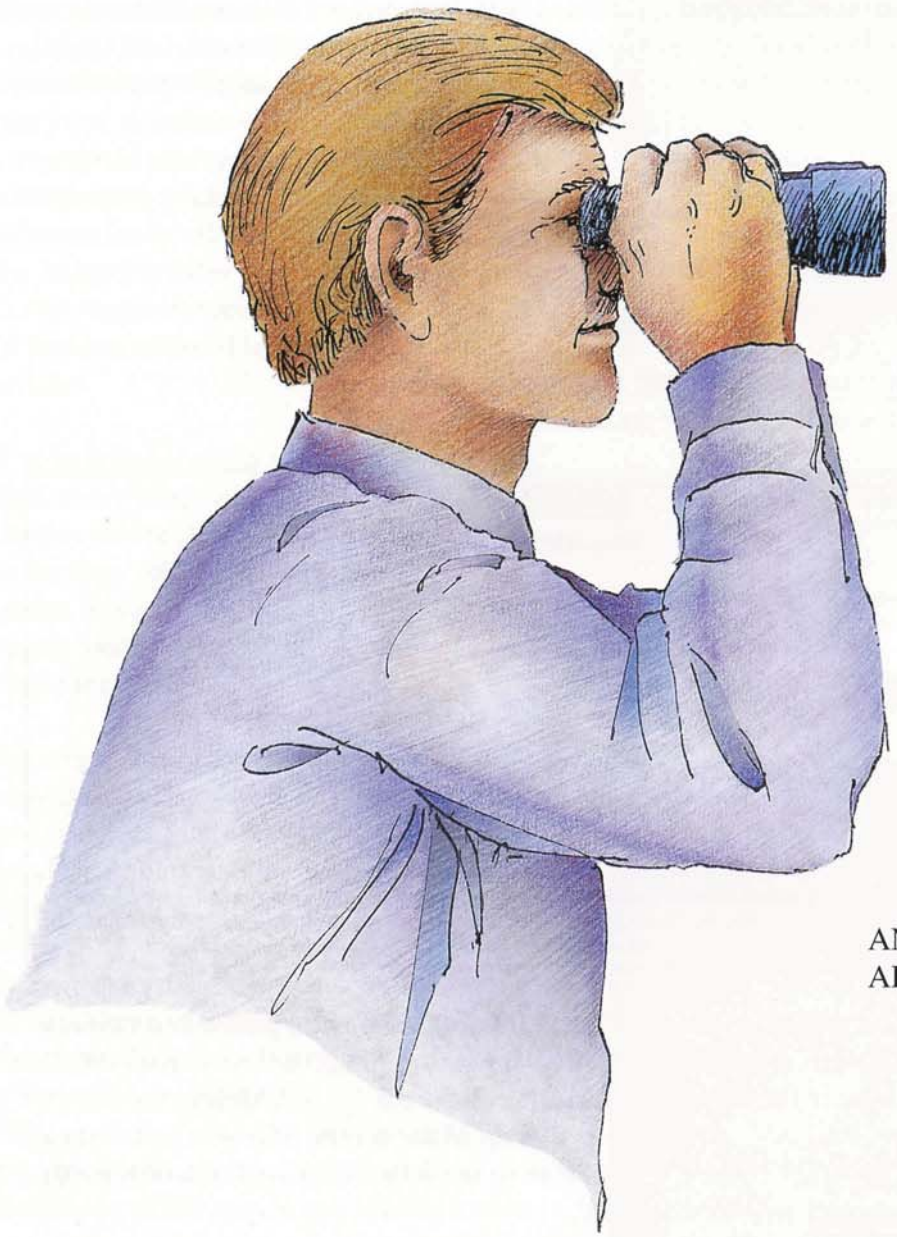
To look up a word:

- Select *Merriam-Webster's Collegiate Dictionary* from the database listing.
- Type the word or copy it from text and paste it in the Query Box.
- Click on the **Search** button or press **Enter** on the keyboard.



The electronic dictionary automatically finds all main entries and idiomatic phrases containing the word or words. However, it will display only the first 10 entries it finds unless you specify that you want to see more entries using the box labeled **Limit results to _____ articles** on the Home Page. If additional entries are available, a message at the top of the screen tells you that you can expand your search to view the other entries. If you wish to see them, click on the words expand your search, and the additional hits will be displayed.

Conducting Searches



Britannica CD supports two search-and-retrieval methods.

It allows you to use Natural-Language Searches, in which you may enter a word, phrase, or question in plain English without having to learn any advanced search techniques.

And it supports Boolean Searches, in which you can use the Boolean operators AND, OR, NOT, and ADJ, plus other options.

How to Conduct a Search

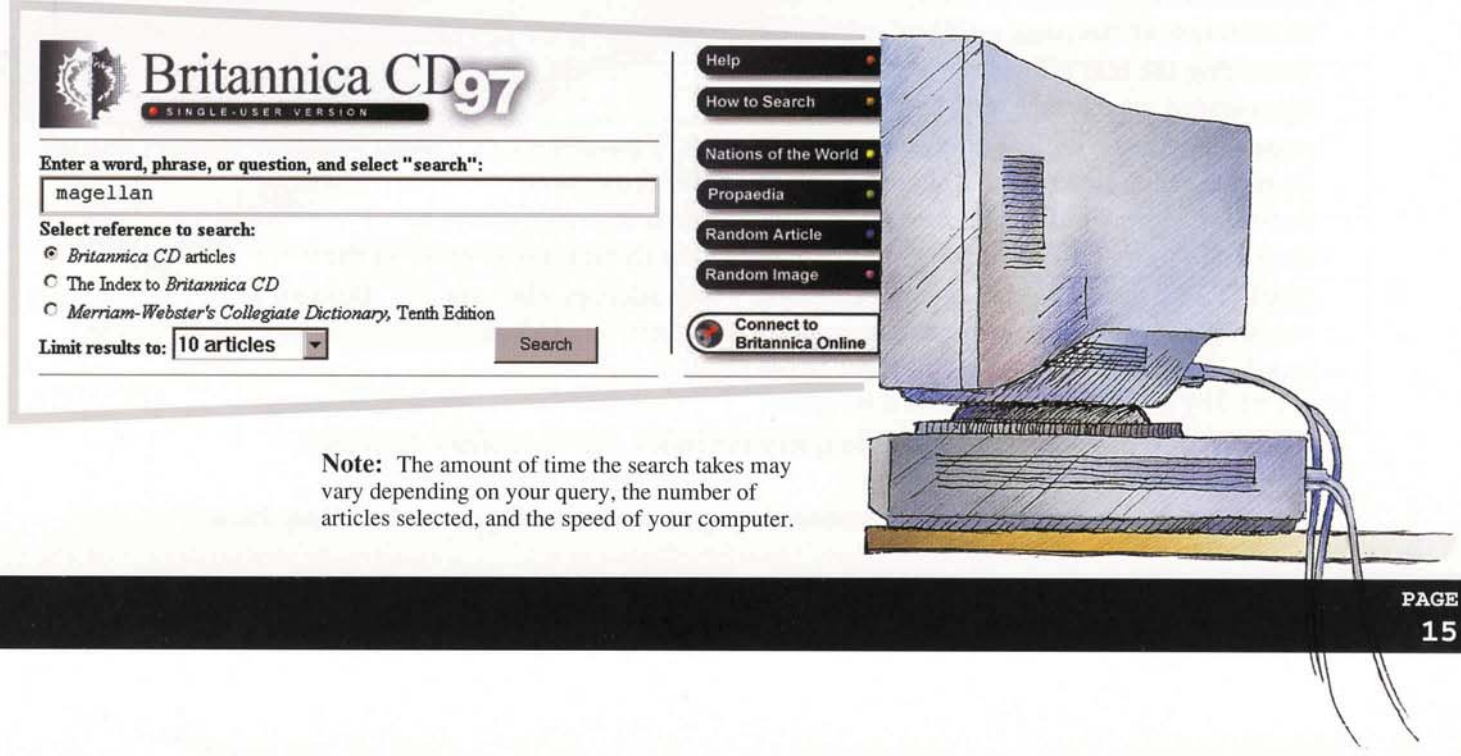
To conduct a search from the Home Page, use the following basic steps:

- Select the database (Articles, Index, or Dictionary) that you want to search. The **Articles** database is the default.
- Select the number of articles you want to display on the hitlist. The first paragraph will be displayed to give you a sense of the context of the article so you can decide if the reference has the information you want. You may choose to display from 10 to 500 titles. Please note that choosing fewer articles will yield quicker results. The default is **10** articles.
- In the Query Box, type your query in the form of a word, phrase, or question, and select **Search** or press **Enter**. When the search is complete, references will be posted in order of relevance.

To conduct a New Search from any page:

- Use the drop-down menu to select the database (Articles, Index, or Dictionary) that you want to search.
- Type your new search in the form of a word, phrase, or question in the Query Box, and select **Search** or press **Enter**.

You must return to the Home Page if you wish to change the number of articles displayed. The options you select will be used in each new search until you change them. If you return to the Home Page by using the Button Bar, the settings will revert to the default ones.

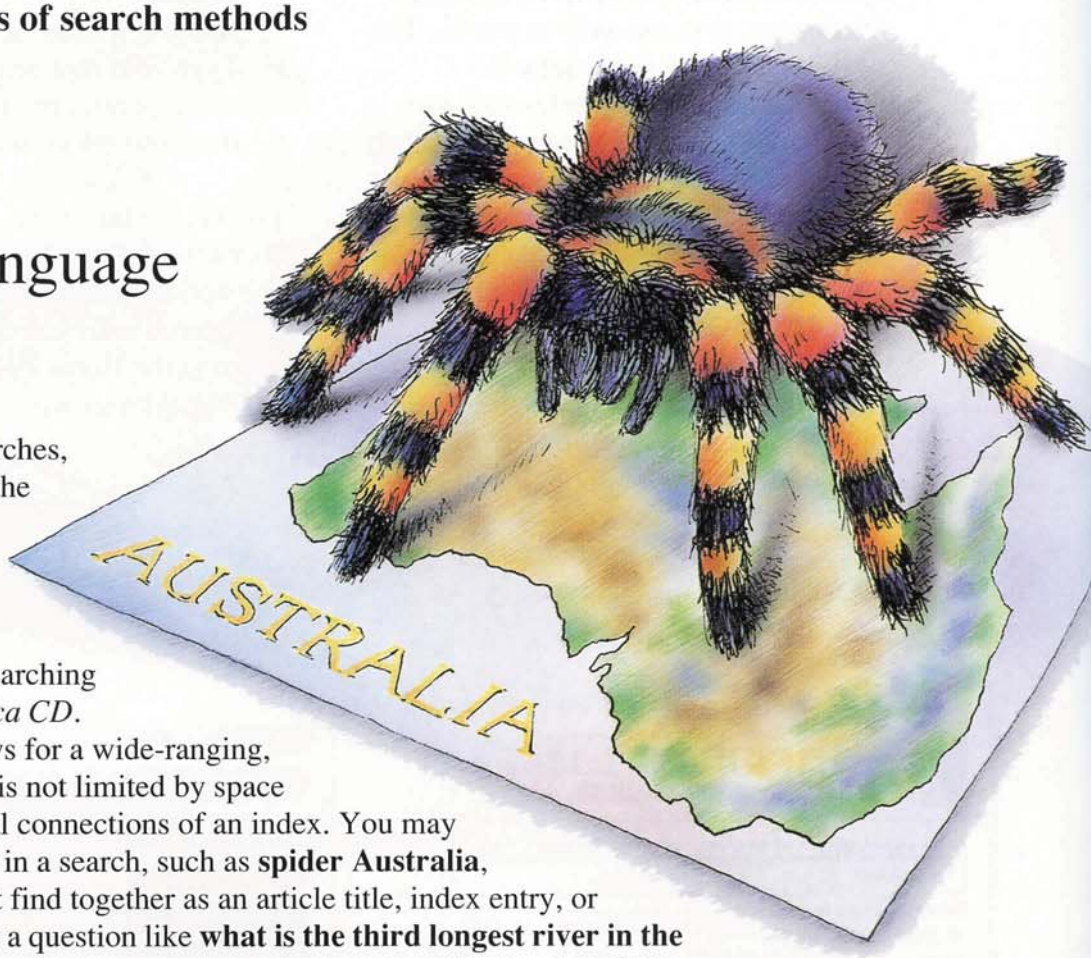


Note: The amount of time the search takes may vary depending on your query, the number of articles selected, and the speed of your computer.

Search Methods

There are two types of search methods available to you:

Natural-Language Searches



In natural-language searches, simply pose a query in the form of a word, phrase, or question to retrieve articles on a subject. When you conduct an article search, you are searching the full text of *Britannica CD*. Searching the text allows for a wide-ranging, open-ended search that is not limited by space constraints or the logical connections of an index. You may combine unlikely terms in a search, such as **spider Australia**, two words you wouldn't find together as an article title, index entry, or dictionary term. Or type a question like **what is the third longest river in the world?** The search engine ignores common words such as "the" and "in" (known as stopwords), along with punctuation, such as the question mark, and finds articles containing the words "third", "longest", "river", and "world".

You can also use natural language to query the Index and Dictionary databases.

For more information about how the search engine works, read your online Help files.

Boolean Searches

Boolean searches, using logical operators, can be used to narrow search results. Because of the way you can manipulate and alter parameters, using Boolean operators may yield better results. You may use the Boolean operators AND, OR, NOT, and ADJ (adjacency) to search the Articles, Index, and Dictionary.

Important note: Boolean operators must always appear in capital letters: ADJ, AND, OR, NOT.

To perform a Boolean search, simply type the words for which you want to search, separated by the logical operators in capital letters (for example: *Jane* AND *Grey* or *United* ADJ *Nations*).

Boolean Operator	**Example**	**Search Will Look for Articles That Contain:**
AND	pope AND iliad	both "pope" and "iliad"
ADJ	german ADJ shepherd	the phrase "german shepherd"
NOT	washington NOT george	"washington" but not "george"
OR	dolphin OR whale	either or both of these terms
AND/OR	etruscan AND (language OR alphabet)	"etruscan" and "language" or "etruscan" and "alphabet"
ADJ/NOT	(red ADJ deer) NOT river	the phrase "red deer" but not the word "river"
ADJ	July ADJ 14 ADJ 1789	the date "July 14, 1789"
OR/AND	(lancelot OR capability) AND brown	"lancelot" and "brown" or "capability" and "brown"
ADJ/ADJ	great ADJ artesian ADJ basin	the phrase "great artesian basin"
OR/AND/ADJ	(american OR U.S.) AND (abstract ADJ expressionis*)	any phrase "abstract expressionis*" that also includes either "american" or "U.S."
ADJ/AND	(great ADJ chain) AND being	"being" is a stopword; no articles will be found

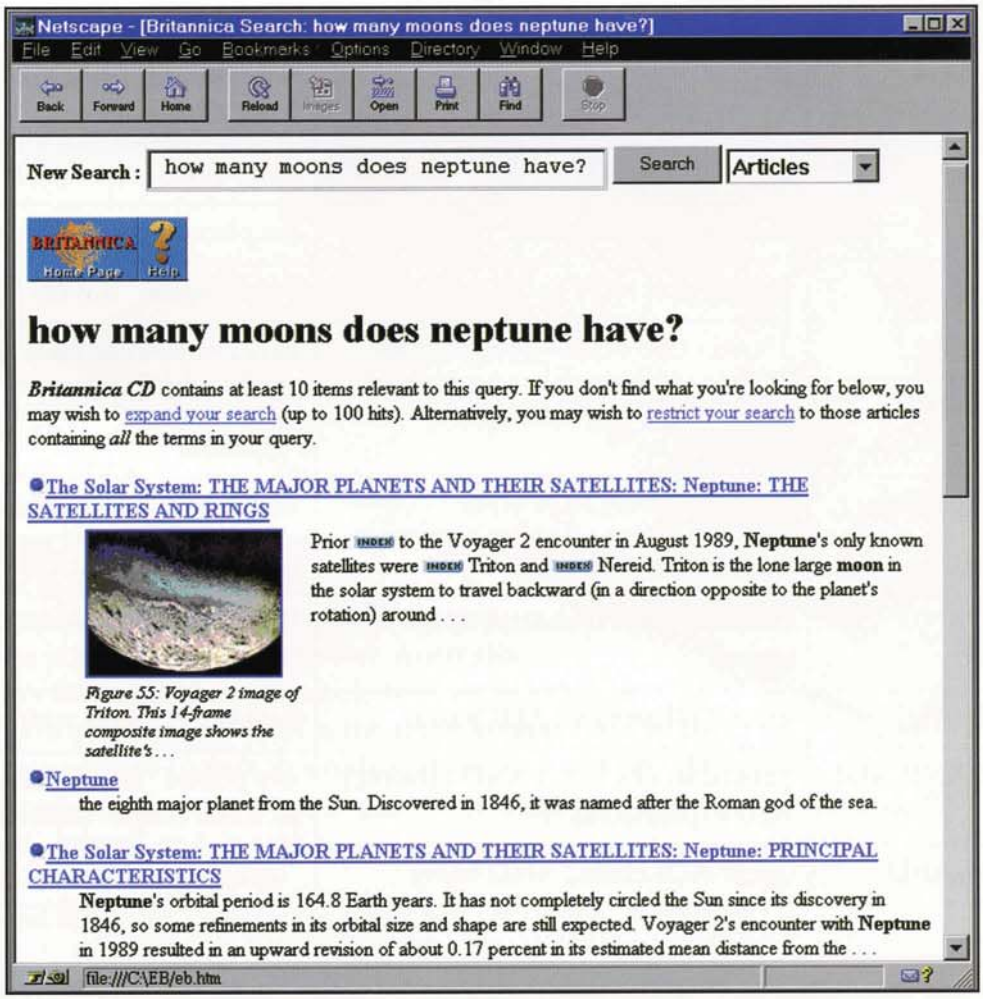
Note: ADJ finds hits that are adjacent within 15 characters. For example, searching on Harry ADJ Truman finds Harry S. Truman.

Hitlist

When you run a search, you will get a hitlist that contains the results of that search. Hits are ranked so that the most important references get posted at the top of the list. The Hitlist tells you the number of articles found and then lists the articles with the first paragraph of each article displayed.

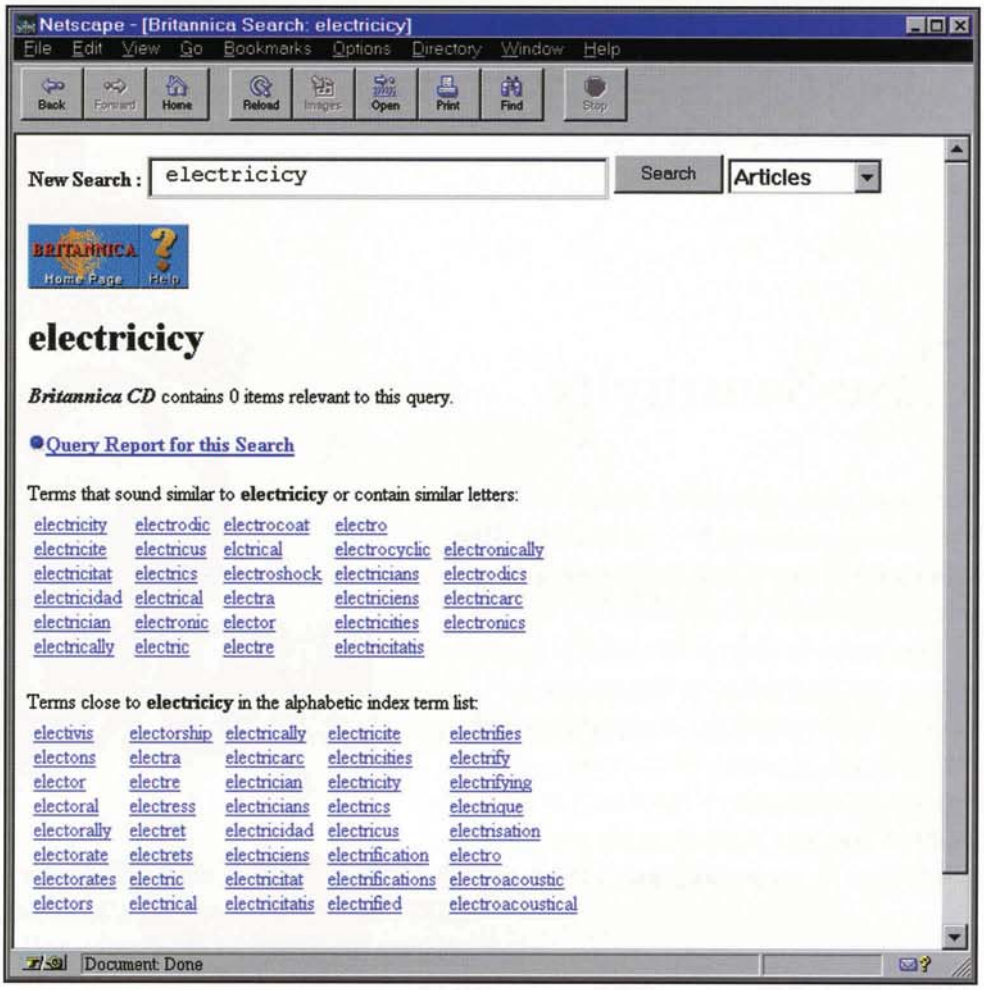
You can also see more articles by selecting expand your search, which will return a longer list of articles in response to your query. Note: This expanded list will include only titles; it will not include the first paragraph. You can also refine your search by selecting restrict your search. This tells the search engine to return only those articles that contain all of the words you used in the original query.

Once you have retrieved your list, scan the list of articles and access individual articles by clicking on the hotlinks.



Alternate Spelling

If a search term is not found in the database during a search, the hitlist will list terms that sound similar or contain similar letters. (You may also get a list of terms that are close to the term you input in the alphabetic index term list.) If one of the alternate words is the one you wish to look up, click on the hotlinked word; there is no need to run a new search.



Query Report

At the bottom of the hitlist, click on Query Report for this Search. You will get a summary of how the search engine interpreted your query and how it searched. This may help you modify or rephrase your query for better results.

Helpful Hints About Searching

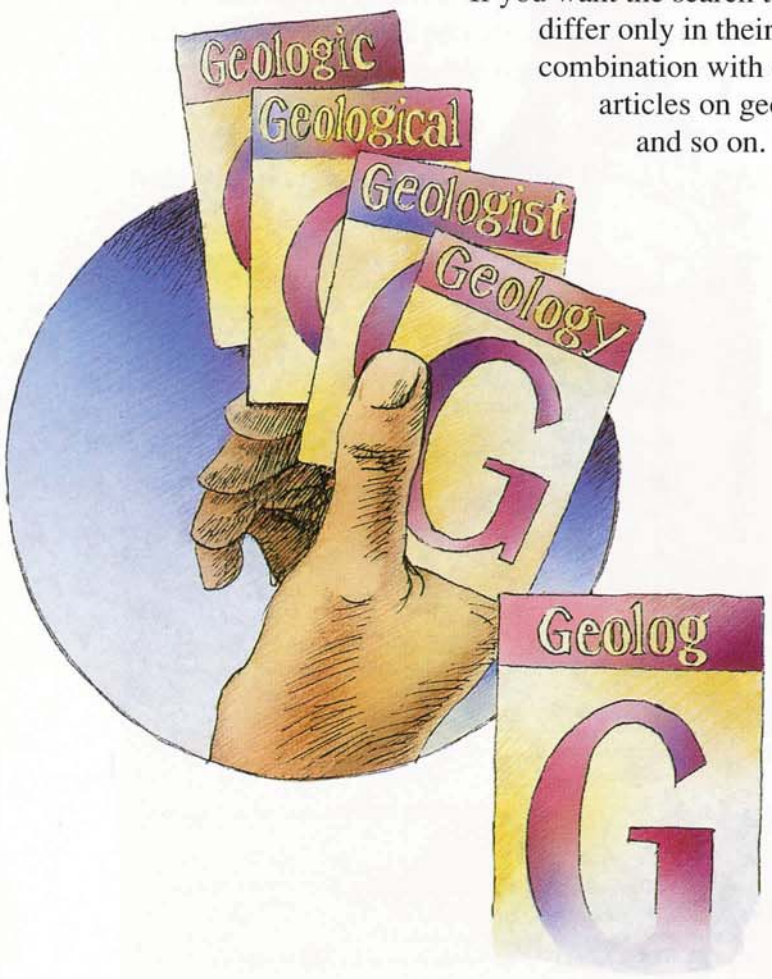
Case Sensitivity

For more comprehensive search results, use lowercase letters in your queries. This will retrieve the words contained in the query regardless of whether they appear in lowercase or uppercase letters. Capital letters can be used to refine search results. This technique is recommended for retrieval of terms where case sensitivity makes a difference. Let's assume that you want to retrieve references to the acronym AIDS. A search using lowercase **aids** will locate references on "AIDS" but will also retrieve "economic and foreign aid". Retyping the query in uppercase will limit the search to AIDS.

Case sensitivity can also be important in proper-name searches.

Important note: Never use all capital letters in a query unless retrieving acronyms, such as UNESCO, or using a Boolean operator (ADJ, AND, OR, NOT).

Wild-Card Option



If you want the search to cover a range of closely related words that differ only in their endings, you can use an asterisk in combination with other letters. For example, **geolog*** will yield articles on geology, geologist, geological, geologically, and so on.

Searching for Dates

The ADJ operator is a great way to search for dates in *Britannica CD*. If you want to see events occurring on a particular day in history, connect the month, day, and year with ADJ operators. For example, **Dec. ADJ 7 ADJ 1941.**

Note: The Britannica search engine often gives higher weight to information appearing in article titles and subheads. Date searches will therefore include numerous biographies because birth and death dates appear at the beginning of articles. If you specify an additional search term (using the Boolean operator AND), the search engine is more likely to locate what you are looking for and place it near the top of the hitlist.

British Spellings

Britannica CD is based on the text of *Encyclopædia Britannica* and uses some British spellings, such as "theatre" and "colour", like the printed text. Searches on American spellings may retrieve only a limited number of articles. The Hitlist from a search on an American spelling will include articles that contain the British variant of that word. However, the British variant within the text will not be displayed in bold. (You can still locate the word within the text by using Netscape's Find button.) If you cannot find the information you want, you may need to consult the online list of British Equivalents.

? BRITANNICA HELP

This is an instructional guide on the use of *Britannica CD*. For specific help, you can refer to the following sections, which address different facets of the database and its use. (You can also refer to your *Owner's Manual: Using Your Britannica CD* for further information about the database. If you need further technical help, see our *Britannica CD Technical Guide: Installation and Support*.) Frequently Asked Questions is a collection of questions and answers based on customer inquiries.

BRITANNICA Home Page

Databases gives you an overview of the browsable and searchable databases included in *Britannica CD*.

The Home Page introduces you to the features and options available from the first screen that comes up when you start *Britannica CD*.

Navigating Through *Britannica CD* describes all the buttons that can be used to navigate *Britannica CD* and itemizes the features offered from article pages.

How to Search outlines the search methods available in *Britannica CD* -- including Natural Language and Boolean.

Searching the Index outlines the structure and options available in the searchable Index database.

Searching Merriam-Webster's Collegiate Dictionary gives instructions for looking up a word and a few explanatory notes on the structure of the dictionary.

The Search Tutorial guides you through a series of searches that highlight the features available in *Britannica CD*.

Stopwords and Punctuation

An article search ignores stopwords such as "do", "in", "the", "who", etc. Punctuation marks such as question marks and periods are also ignored. *Britannica CD* then checks the remaining words against its list of searchable words. A list of stopwords appears in the online Help file.

Note: Using a stopword in a Boolean search will result in no hits.

a	afterward	along	an	anywhere
about	afterwards	already	and	are
above	again	also	another	around
according	against	although	any	as
accordingly	all	always	anyhow	at
across	almost	among	anyone	be
after	alone	amongst	anything	became

Special Characters

The use of diacritics, accent marks, and other special characters may cause your search to fail. For ease of retrieval, do not use such characters in your search; simply eliminate the accent marks and use the letters alone.

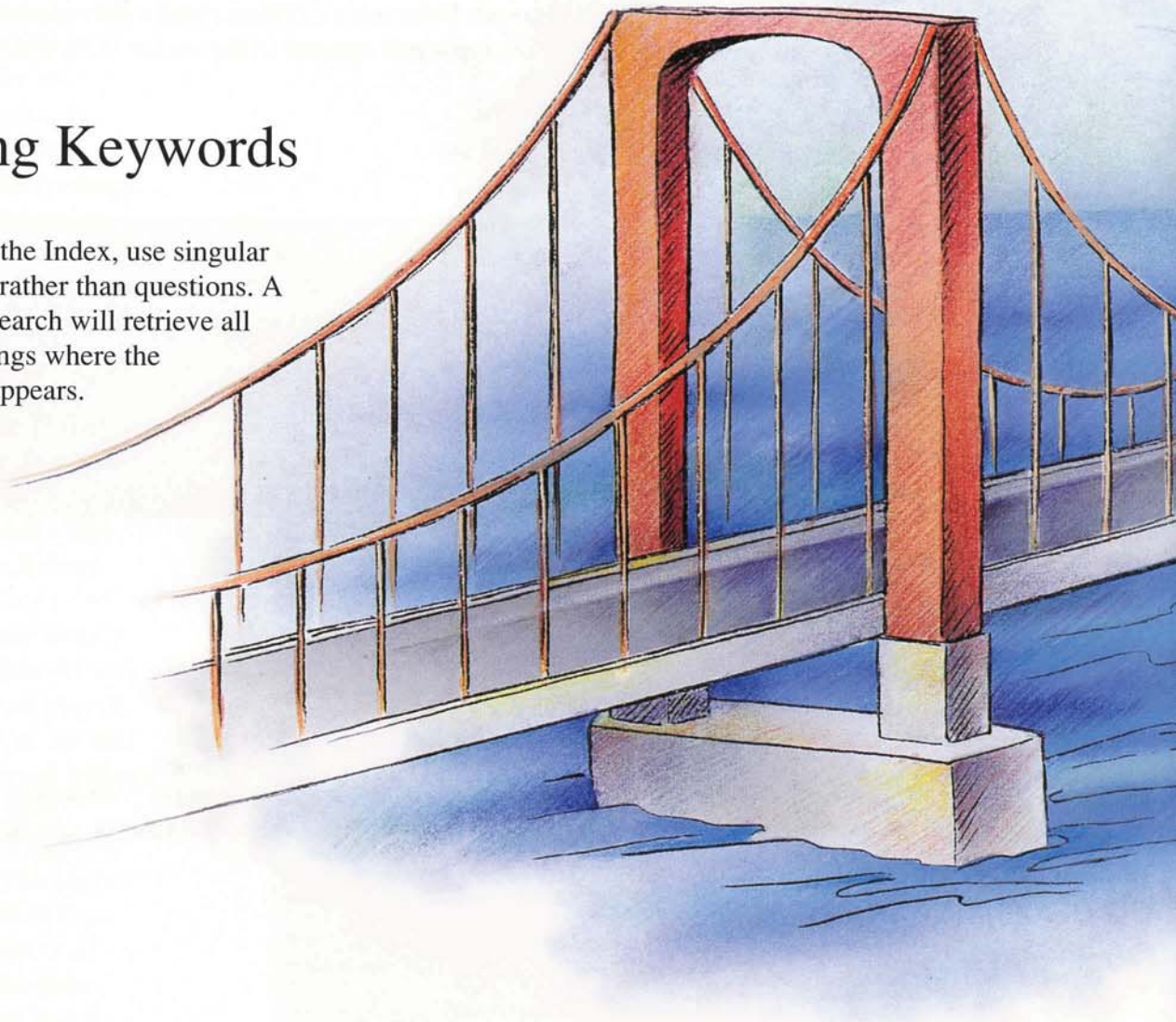
Abbreviations

Please note that *Britannica CD* uses abbreviations in text articles and the Index. If you cannot find the information you want, you may review the online list of Abbreviations.

Searching the Index

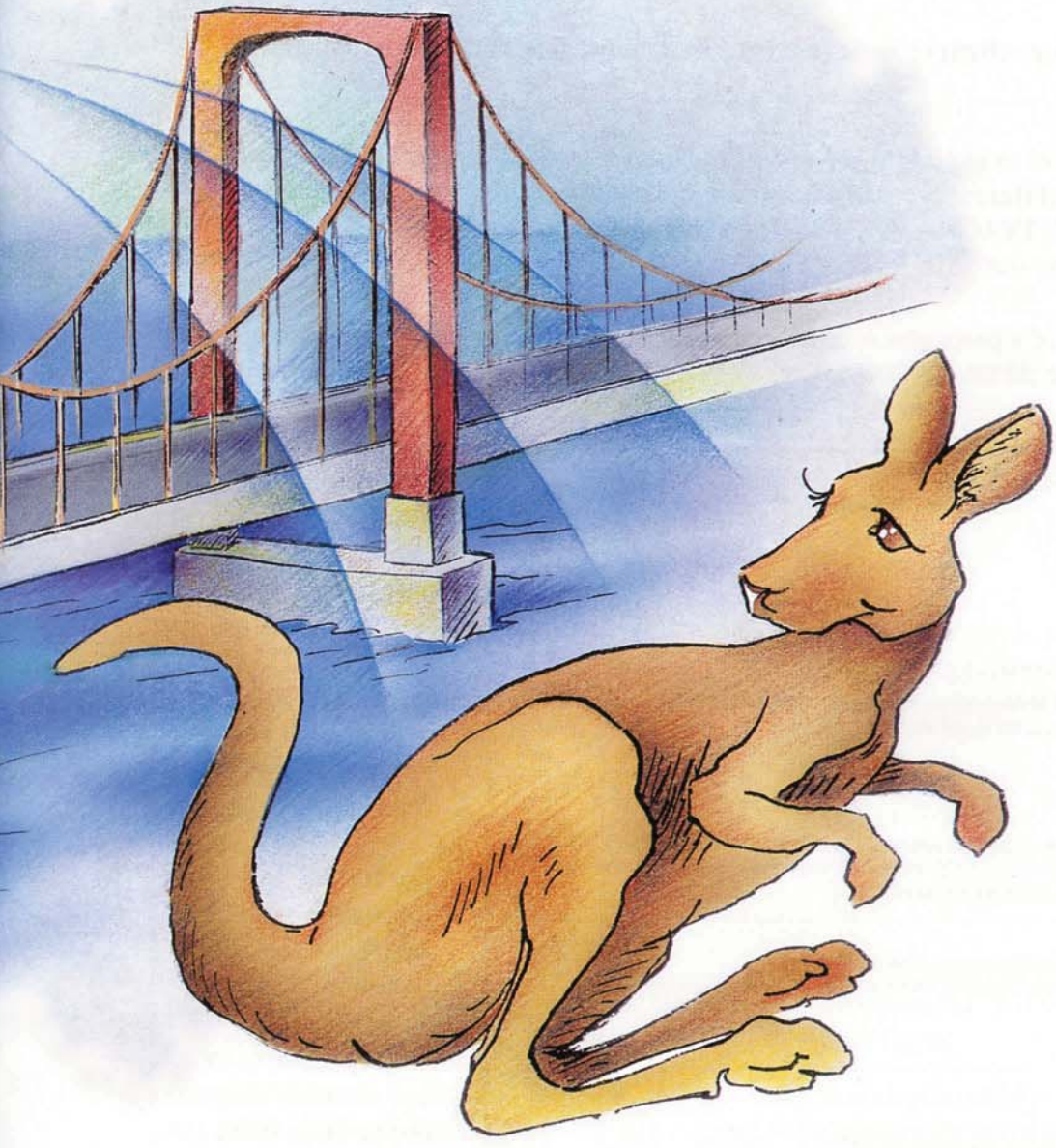
Using Keywords

To search the Index, use singular keywords rather than questions. A keyword search will retrieve all Index listings where the keyword appears.



For example, if you want to look up the name of a bridge in a print index, you must know the actual name of the bridge. With the Index keyword search in *Britannica CD*, this is not necessary. When you do an Index search on **bridge**, you get all entries that include the word bridge in the title.

Similarly, if you search on **wallaby**, you get not only the main Index entry head for wallaby but also eight additional references, including **rock wallaby** and **pretty-faced wallaby**.



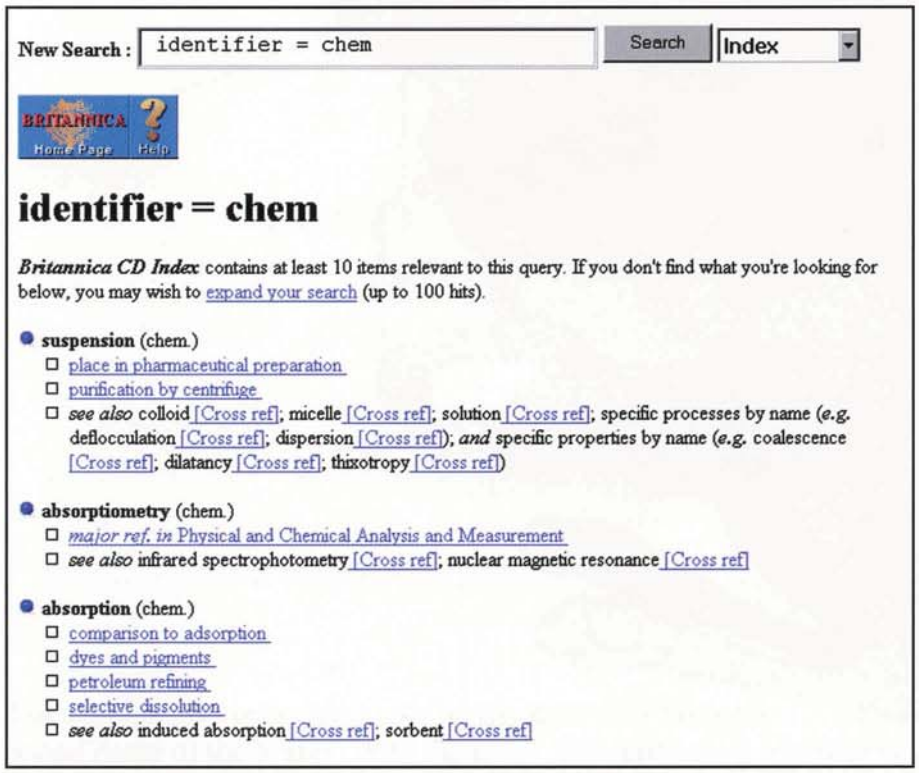
Note: If your search is unsuccessful you may want to use more specific terms. When you search the Index, the stopword list is not used, so all words will be searched. If you do a search on a specific title such as "**all's well that ends well**", all words are considered part of the search.

In addition to searching keywords in entry heads, you can also conduct searches on identifiers. Identifiers categorize entry heads by topics and appear in parentheses after an entry head. Identifiers are usually abbreviations. You can use the online Help list of abbreviations used in the Index.

For example, use **identifier=chem** to retrieve all entries identified with chemistry, chemical, or chemist.

In the Index, there are more than 10,000 links to a variety of images. These links appear near the top of Index entries. The different types of images are indicated by different links: ILLUSTRATION, FLAG, DIAGRAM, TABLE, FIGURE, IMAGE, GRAPH, PERIODIC TABLE, PHOTOGRAPH, and STRUCTURAL FORMULA.

If there is more than one of a particular type of image, they will be grouped under an umbrella (such as FIGURES or ILLUSTRATIONS).



Passim to indicates that the discussion of a subject spans a number of paragraphs.

Ref 1, Ref 2, and so on indicate that there is more than one reference being cited for a subentry or flag.

For further information on Index searches, consult the tables on "Index Search" and "Comparison of Index and Articles" in your online Help files.

Refining Your Searches

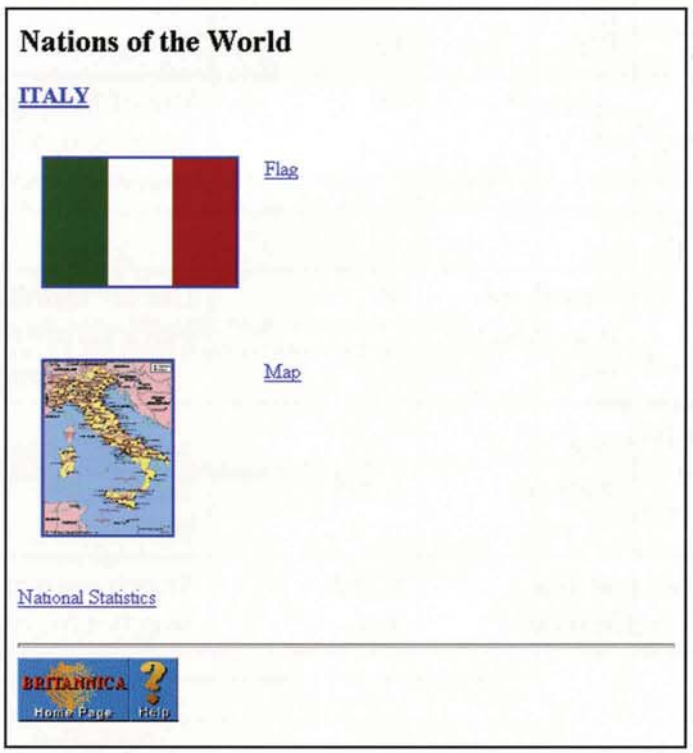
Things to Consider	Examples	Occurrences	Explanation
stopwords	more More	0 3,137	"more" is a stopword "More" is searchable
case sensitivity:			
all lowercase	ph	779	Use of lowercase will find "ph", "Ph", "pH", or "PH"
capitalization first letter one letter all letters	 Ph pH PH	 619 137 11	Any capitalization will restrict search to an exact match
wildcard	ophthal*	66	Use of * expands search to include variants: ophthalmic; ophthalmological; ophthalmology; ophthalmometer; etc.
informative tags:			
Search Index	identifier= (Can AND poet)	30	Use of "identifier=" restricts search to Index entries that include "Can" and "poet" in the identifier
plural truncation:			
all lowercase	williams	6,095	Truncates to "william" and searches for both forms
capitalization of any letter	William Williams	5,252 324	Search restricted to exact matches; only searches for one form

Browsing
Nations of the World

You can use the Nations of the World to research information about specific countries. To access this database, click on **Nations of the World** from the Home Page. Then select the country you wish to view. Once you have selected your country, you will see the Individual Nation Screen. From here, you can search for specific information on the country you've chosen.

From this screen you get a choice of the following types of information:

- the encyclopedia article for the country
- the flag of the country
- a map of the country
- national statistics



The National Statistics section covers a broad range of information:
General Facts gives basic factual information such as the official language and monetary unit.
Demography covers information on things like population density and ethnic composition.
Vital statistics surveys birth rates, death rates, and life expectancy to name a few areas.
Social Indicators looks at such areas as quality of work, access to services, leisure, and voting trends.
National Economy highlights statistical information concerning gross national product, budget, public debt, and production statistics.
Foreign Trade gives an overview of statistical information concerning imports and exports.
Transportation and Communication enumerates cars, railroads, televisions, and newspapers among other things.
Education and Health surveys literacy rates and the number of physicians and hospitals, as well as other health issues.
Military delineates the number of active personnel in the military and military expenditures.

To view national statistics or the flag or map of a country, simply click on the appropriate hypertext link and you will be taken to that information.

Nations of the World: Statistics

Italy

Official name: Repubblica Italiana (Italian Republic).

Form of government: republic with two legislative houses (Senate [326 (1)]; Chamber of Deputies [630]).

Chief of state: President.

Head of government: Prime Minister.

Capital: Rome.

Official language: Italian.

Official religion: none.

Monetary unit: 1 lira (Lit, plural lire)=100 centesimi; valuation (Oct. 6, 1995) 1 U.S.$=Lit 1,617; 1 £ =Lit 2,557.

Demography

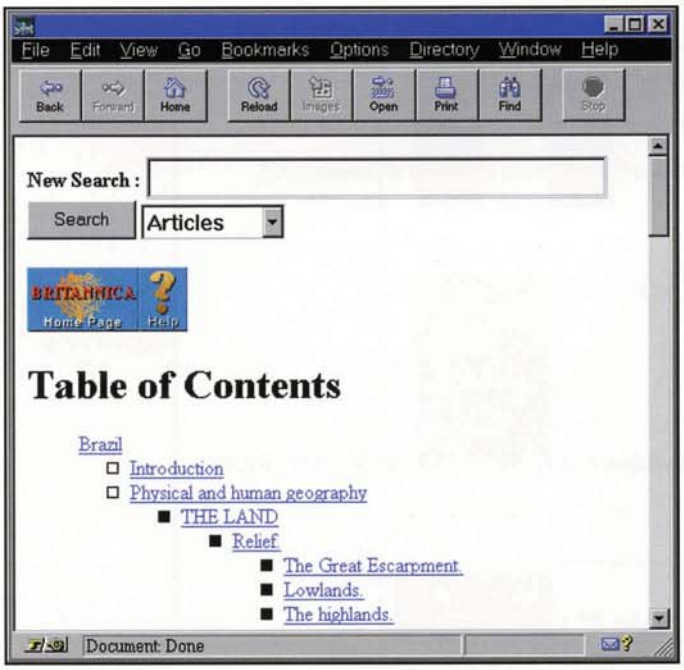
Population (1995): 57,386,000.

Density (1995): persons per sq mi 493.3, persons per sq km 190.5.

Search Tutorial

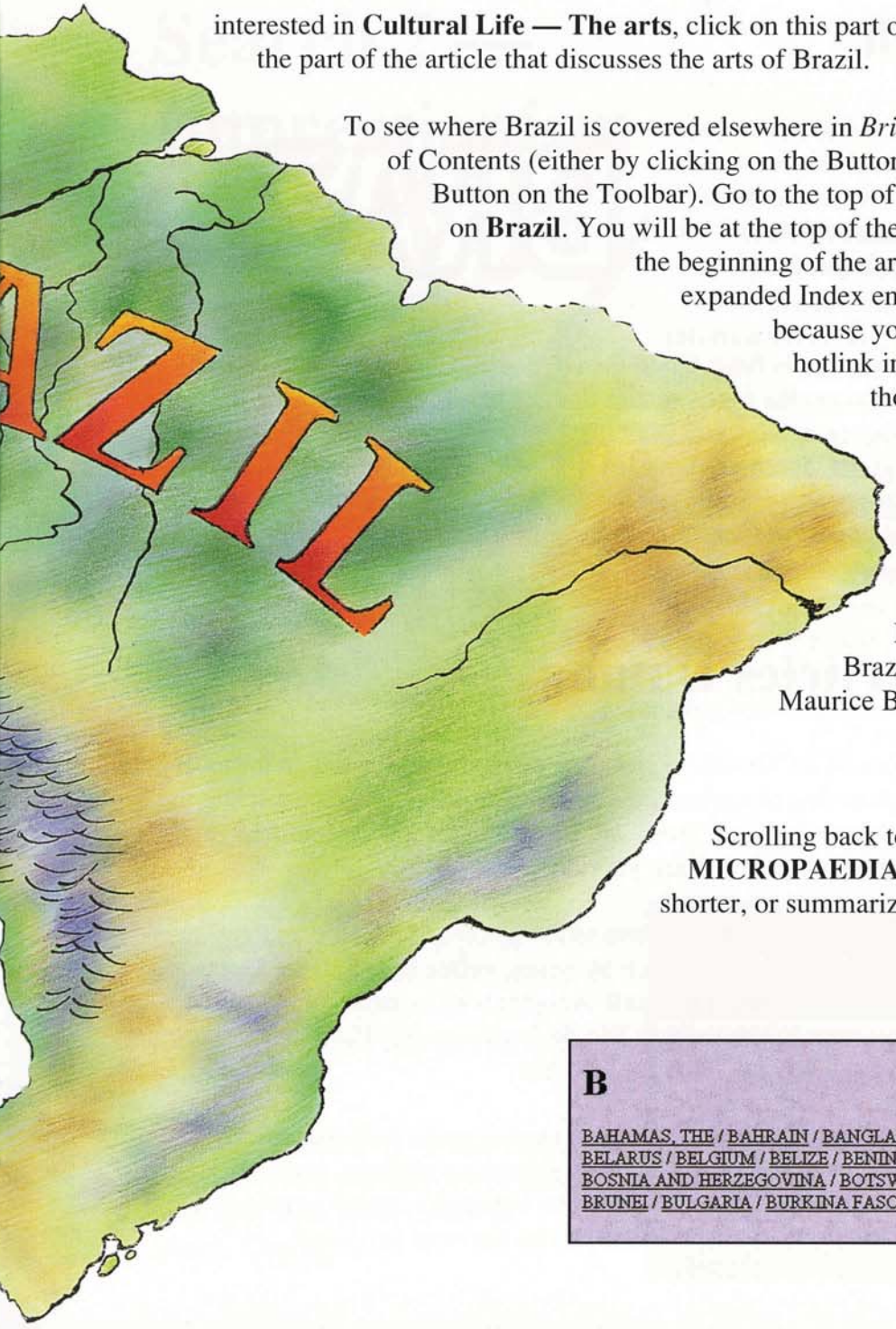
Search 1 — Brazil

Let's say you are writing an essay on Brazil and you need to do some research. You might want to start your research with *Nations of the World*. On the *Britannica CD* Home Page, select the **Nations of the World** button (located at the right of the page). Find and click on **Brazil**. This will take you to a menu for the country Brazil. You can choose from the main article, the flag, a map, or national statistics.



Click on **Brazil**. Now you are in the main article for Brazil. Country articles that are very long will include a **Contents** icon on the Button Bar that links to the article's Table of Contents. Click on this icon to get an outline of what the article covers.

While skimming through the outline, look for a section on the subject in which you are interested. If you are



interested in **Cultural Life — The arts**, click on this part of the outline and you will go to the part of the article that discusses the arts of Brazil.

To see where Brazil is covered elsewhere in *Britannica CD*, return to the Table of Contents (either by clicking on the Button Bar icon or using your Back Button on the Toolbar). Go to the top of the Table of Contents and click on **Brazil**. You will be at the top of the article. Select the Index icon at the beginning of the article. This will take you to the expanded Index entry for Brazil. In this case, because you accessed the Index via the hotlink in the article, you will only get those references for the entry Brazil. Type **Brazil** in the Query Box and select the Index database to get additional entries that include Brazil in the index entry title. These will include Brazil nut; Indo-Brazil; Brazil Current; Brazil, University of; Prendergast, Maurice Brazil.

Scrolling back to the top, click on **MICROPAEDIA®**. From this you will get a shorter, or summarized, treatment of Brazil.

B

BAHAMAS, THE / BAHRAIN / BANGLADESH / BARBADOS / BELARUS / BELGIUM / BELIZE / BENIN / BHUTAN / BOLIVIA / BOSNIA AND HERZEGOVINA / BOTSWANA / BRAZIL / BRUNEI / BULGARIA / BURKINA FASO / BURUNDI

Identifier Search

By searching on an identifier, you can get even more entries than in the Index search described above. You have already retrieved all of the Index entry terms with Brazil. With the informative tag search, you can now retrieve the Index entries that have identifiers with the word "Brazil" in them.

The abbreviation for Brazil and Brazilian is Braz. Go to the Home Page and select the Index database and type **identifier=Braz** to get the Index entries that contain Braz. Change the search options and select 40 for the number of articles you want displayed. You will now get a large list of terms with Brazil or Brazilian in the identifier. Your list will include people, geographic features, and historical events. Most of these would not have appeared in previous searches because the term "Brazil" may not appear in the title of these entries.

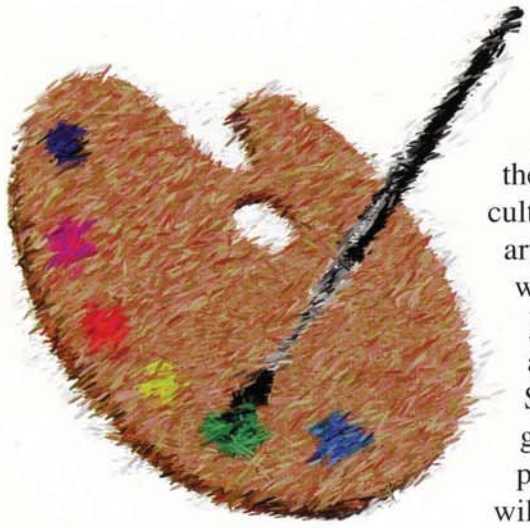
Searching the Articles Database

You can also search the entire *Britannica CD* Articles database by typing your query in the Query Box. Select Articles from the database search option. Be careful about what terms to search in the text, since choosing a very general term (such as "river" or "United States") will yield a large hitlist. There are a couple of things you can do to limit your hitlist.

One of the ways to vary your search is to add another term to the search. Maybe you're interested in coffee production in Brazil. Add coffee to your search by typing **coffee brazil** in the Query Box. Or if you are interested in soccer, type **soccer Brazil**. Another way to narrow your search is to narrow the concept. Perhaps you want to know about Rio de Janeiro or Rio Plata. In that case, type in the more specific term, and you will get more focused hits.

Remember that a country's name will occur many times in an encyclopedia database the size and scope of *Britannica CD*. Articles on geography, natural history, finance, cultures, peoples, history, and languages appear throughout the encyclopedia. The Britannica search engine uses relevance ranking so that the first hits in the hitlist are likely to be the most pertinent.

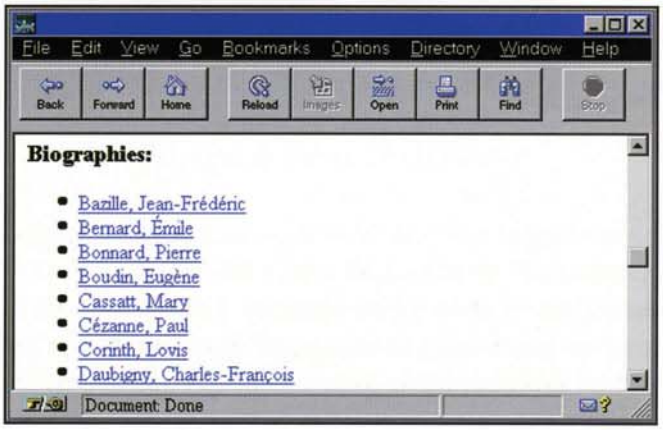
Search 2 — Impressionism

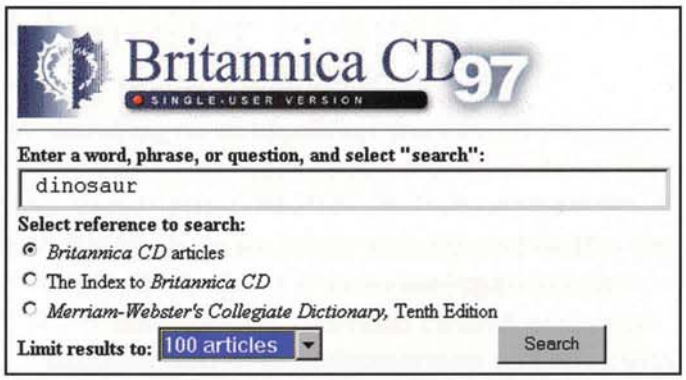


Now let's research Impressionism. Start by typing **impressionism** in the Query Box and select the Articles database. You will find information on impressionism, Neo-Impressionism, the history of western painting, European history and culture, and pointillism. Follow the first link to the article on Impressionism. After reading through it, you will find Related Propædia Topics. Click on Impressionism, Postimpressionism, and Symbolism and you will get lists for the categories General Subjects and Biographies. The general subjects list gives you more than 15 related articles on schools of painting and related fields of art. The biographies list will give you a list of over 50 biographies of painters associated with Impressionism.

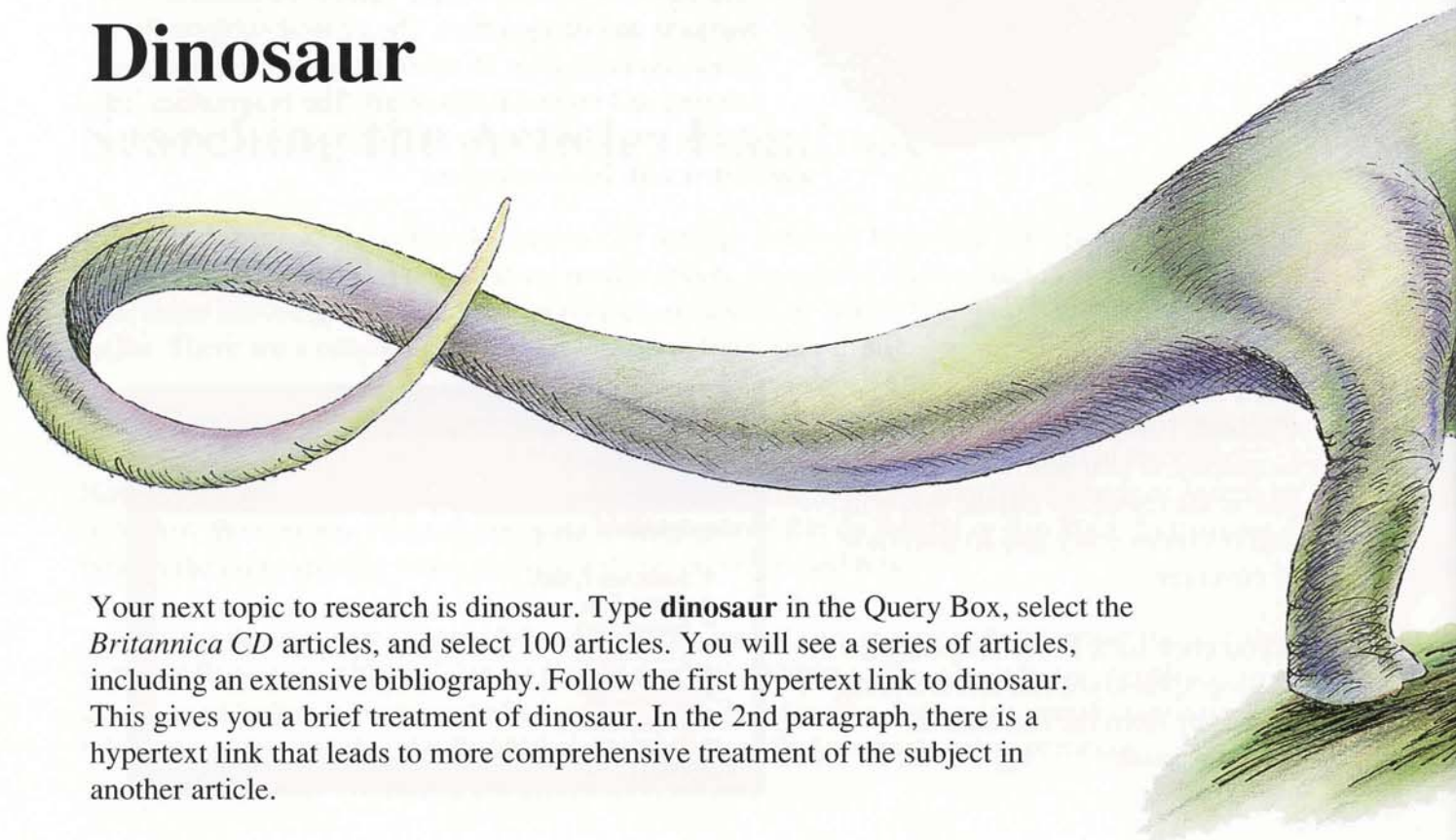
Click on Biographies. Select Cézanne, Paul, and you'll get his biography. If you follow the Index link at the top of the article, you will find his Index entry and an overview of coverage.

If you click back to the Propædia list of Biographies, you can select another biography from the list, such as Monet, Claude.

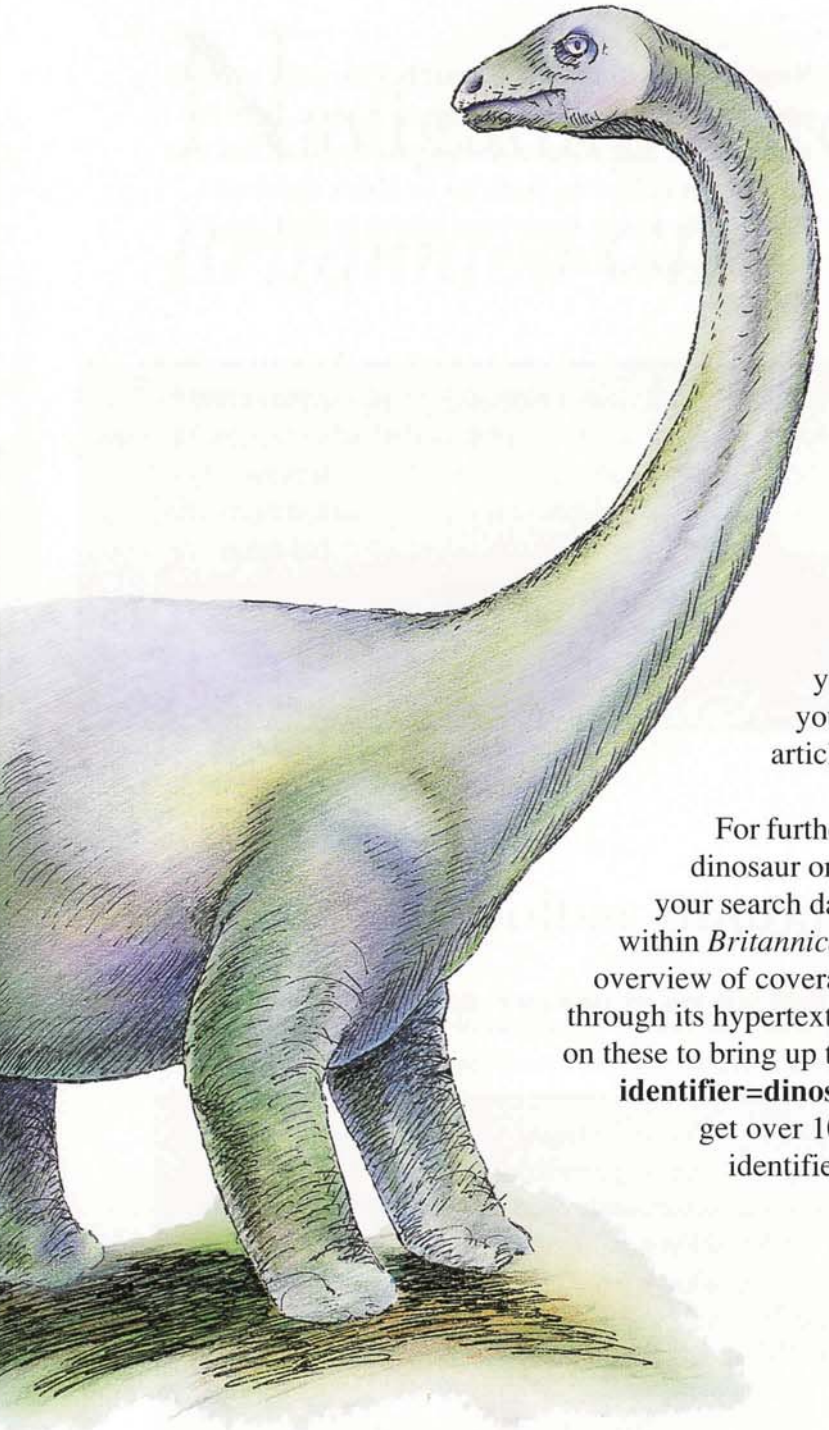




Search 3 — Dinosaur



Your next topic to research is dinosaur. Type **dinosaur** in the Query Box, select the *Britannica CD* articles, and select 100 articles. You will see a series of articles, including an extensive bibliography. Follow the first hypertext link to dinosaur. This gives you a brief treatment of dinosaur. In the 2nd paragraph, there is a hypertext link that leads to more comprehensive treatment of the subject in another article.



At the end of the article you will find Related Propædia Topics. If you click on the first link to dinosaurs, you will be given a list of dinosaurs for which you can find coverage in Britannica CD. Simply click on the one that is of interest to you. By clicking on tyrannosaur you'll be brought to the specific article tyrannosaur.

For further coverage of your topics, either dinosaur or tyrannosaur, select the Index as your search database to find more information within *Britannica CD*. The Index provides an overview of coverage and gives specific context through its hypertext-linked subentries. Simply click on these to bring up the article you choose, or type **identifier=dinosaur** in the Query Box. You will get over 100 listings for entries that are identified as dinosaur in the Index.

On Your Own

Now it's time to try some searches on your own. If you're having trouble thinking of a topic, here are some ideas. Since these are keywords, searches can be done in either the Articles or Index databases. Remember to use lowercase letters to find the greatest number of hits.

alexander the great	coffee	grand canyon	muscular dystrophy	robin hood
anesthesia	dead sea scrolls	hieroglyph	new deal	st. francis of assisi
archaeology	ebola virus	hollywood	northern lights	titanic
avalanche	eiffel tower	io	okapi	tornado
aztec	eightfold path	kanji	olympic games	tsunami
batik	flying squirrel	kimono	quilts	windmill
belize	fossil	karma	ramadan	yucatan peninsula
chernobyl	ghost dance movement	laser	rasputin	zeus
ch'in tomb		marco polo		

Trivia Test

Your final practice is a pursuit of trivia. This time you are on your own; there will be no hints. How many of the following can you answer?

how long is the great wall of china?	what is aphasia?
where would you find a stylite?	what is petrified wood?
what was the path of the oregon trail?	what did the aztecs worship?
what is the deepest trench in the ocean?	what are cargo cults?
how many patents did edison have?	what is the tunguska event?
why shouldn't you eat the liver of a polar bear?	how do chimpanzees use sign language?
when was the first television image transmitted?	how big is the blue whale?
what's the golden spike?	how is beer made?
where would you find a greek key?	how does a fire extinguisher work?

Navigating Through *Britannica CD*

Articles are accessed when you click on a title in the hitlist, one of the Propædia sections, or a reference in the Index. You are brought to the article page. The title and subtitles appear in the Title Bar and near the top of the content area. The top line allows you to enter a New Search and choose the database for that search from a drop-down menu.

Your *Britannica CD* has two sets of buttons to help you navigate:

- The **Netscape™ Toolbar Buttons** provided with *Britannica CD* can be found at the top of each screen.
- The **Britannica Button Bar** can be found at the top and bottom of each article page.

Netscape Toolbar Buttons

Navigating through *Britannica CD* is simple when you use the Netscape Toolbar Buttons provided with your *Britannica CD*. The Toolbar Buttons can be found at the top of each *Britannica CD* screen.

Note: *Britannica CD* uses the Netscape 2.0 Web Browser to view the data. Some of the Netscape Toolbar Buttons will not be functional if you do not have a separate connection to the Internet.

The **Back** button returns you to any previous searches you have conducted and viewed.

The **Forward** button moves forward in your search string. You can use this button after you've returned to the Home Page or previously viewed article.

The **Home** button returns you to the *Britannica CD* Home Page so you can begin a new search without closing and reopening the program.

The **Reload** button brings up a fresh screen, removing any highlighting when cutting or pasting earlier information.
(This button refers to your Netscape browser and will have little or no use in *Britannica CD*.)

The **Images** button lets you view illustrations such as chemical formulas, maps, or tables that relate to the retrieved article, when they are available.
(This button refers to your Netscape browser and will have little or no use in *Britannica CD*.)

The **Open** button allows you to open the CD Source Files (*.htm) you have already viewed in this session. You can also launch other application files from this menu item.
(This button refers to your Netscape browser and will have little or no use in *Britannica CD*.)

The **Print** button displays the Print Box so you can print *Britannica CD* documents.

The **Find** button allows you to locate specific text strings in *Britannica CD* articles you have retrieved. When you click on this button, a dialog box appears and you are prompted to type in the word or phrase you are looking for.

The **Stop** button terminates the loading of a large document or picture.

Britannica Button Bar

At the top and bottom of each article page is a Button Bar, a set of buttons that allows quick navigation through *Britannica CD*. Not every page contains every button. For example, a short article that does not have a Table of Contents does not display that option; while an article that does not contain any links to the Index does not offer you the option to turn the Index on and off. In Index and Dictionary pages, the Button Bar is only at the top of the page with links to the Home Page and Help.

If you click on this button, you return to the Home Page with its menu selections.

An option for long articles, this button takes you to the Table of Contents for the article.

This button brings up the Help menu, which provides tips for navigating through *Britannica CD* and offers detailed information on such topics as searching, databases, and features.

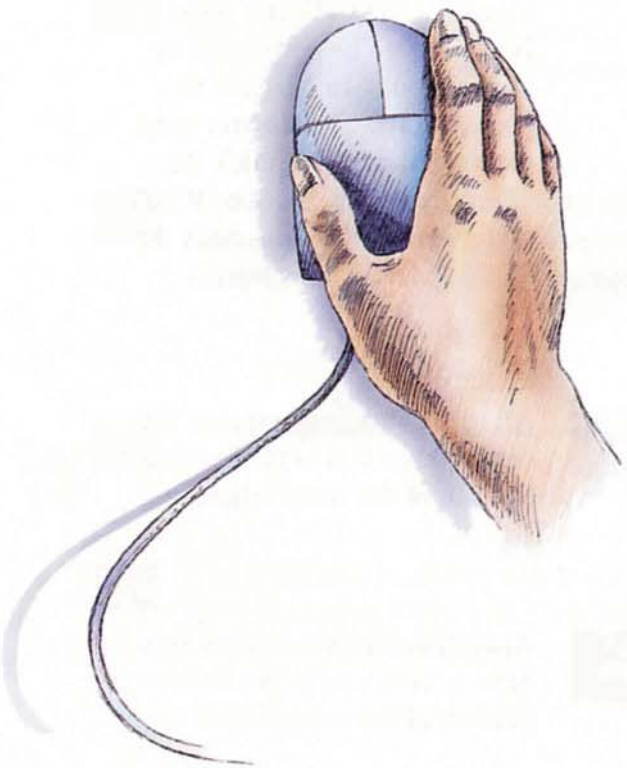
This option allows you to turn the Index links on and off. This toggle switch indicates what **function** can be performed by clicking on it, rather than its current **status**. When you want the links turned off, click the "Turn Index Off" button. When you want the links on, click the "Turn Index On" button.

An option for long articles, this button takes you to the Previous Section of the same article.

An option for long articles, this button takes you to the Next Section of the same article.

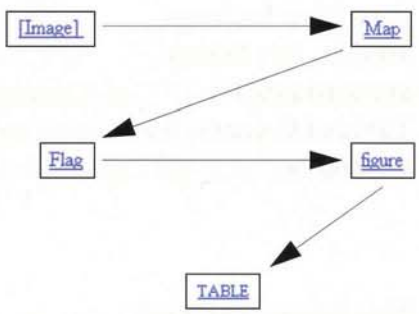
Using Links

Articles in *Britannica CD* contain hundreds of thousands of hypertext links, providing you with "one-click" access to a variety of supporting material. Links are your primary means of movement throughout the databases. Hyperlinked (colored and underlined) words are links to other articles or locations. They can also link to illustrations or other graphic images such as tables or maps.



Figures, Tables, and Other Illustrations

References to illustrations and figures in the articles have been identified as hypertext links and clicking on the link opens a window showing the image. For your convenience, small versions of images — called thumbnails — are displayed within some articles. You may view a larger version of one of these images by clicking on the small version. In Nations of the World and in certain articles, special links such as **[Image]**, **[Map]**, **[Flag]**, **[Figure]**, and **[Table]** are used. In the Index, there are special links to provide quick access to images.



Some of the maps, drawings, photographs, graphs, and charts that illustrate the text articles have accompanying captions. If necessary, use the horizontal and vertical scroll bars to view the entire illustration and to read the caption. When you are finished viewing the illustration, scroll to the bottom of the file and click on the Source article hypertext link or use the **Back** button in the Toolbar to return to the article.

Cross-references

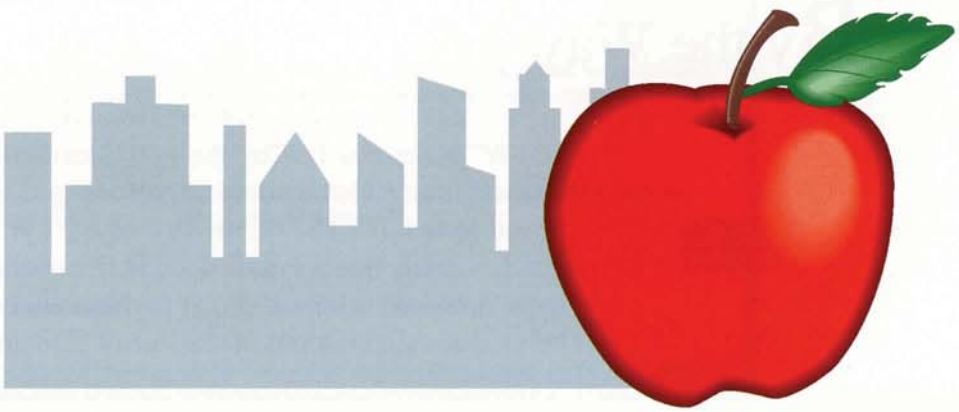
Text cross-references have been identified to inform you of other *Britannica CD* articles containing material closely related to the subject.

Cross-references are indicated by *see, see also, compare, q.v.*, and *qq.v.* (*quod vide* and *quae vide*, Latin for "which see"). The article name or section appears as a hypertext link. Clicking on the link takes you directly to related information, without the need to return to the hitlist or go to the Index. For example, the article "digital computer" contains a brief discussion of supercomputers and a cross-reference pointing to that article, which you can access by clicking on the cross-reference link.

Index Links

A link to the *Britannica CD* Index, consisting of the Index icon, appears in the text wherever a word, phrase, or concept has been indexed. Following the link to the Index entry for that word, phrase, or concept brings to the screen a structured set of references to other text articles where it is also discussed. In addition, there will be links to illustrations, maps, or tables that occur in the database. The Button Bar allows you to activate these Index references by choosing "Turn Index On" or to hide the links by choosing "Turn Index Off". If you select "Turn Index On" and no links appear, it means there are no links to the Index in this section of the article.

As an example, clicking on the first Index link in the article "New York City" takes you to a list of other places in the database where New York City is discussed, including descriptions of its arts, economics, finance, government, and many more fascinating subjects.



Propædia

Links

The *Propædia*, or Outline of Knowledge, is an outline of those aspects of human knowledge traditionally associated with scholarship in the broadest sense. Matters that are the subjects of scholarly or scientific research or of academic instruction have been broken down into their constituent topics, subtopics, and so on. You can use the outline to locate groups of related articles, which are displayed under the relevant topic and divided into general articles and biographies.

A heading called **Related *Propædia* Topics** is found at the end of most articles. The hypertext link(s) below it lead to the point(s) in the *Propædia*'s Outline of Knowledge where the article has been classified. From that point you may use the hotlinked list of related articles to move directly to discussions of closely related topics, or you may navigate up or down the many levels of the outline to more general or more specific topics. Lists of related articles may occur at any level of the outline. For example, from the *Propædia* links found in the article "rose" you could study the role of the rose in the making of perfume, horticulture, or plant breeding. You could also link to its place in the taxonomy of flowering plants, where you would find a list of other related species.

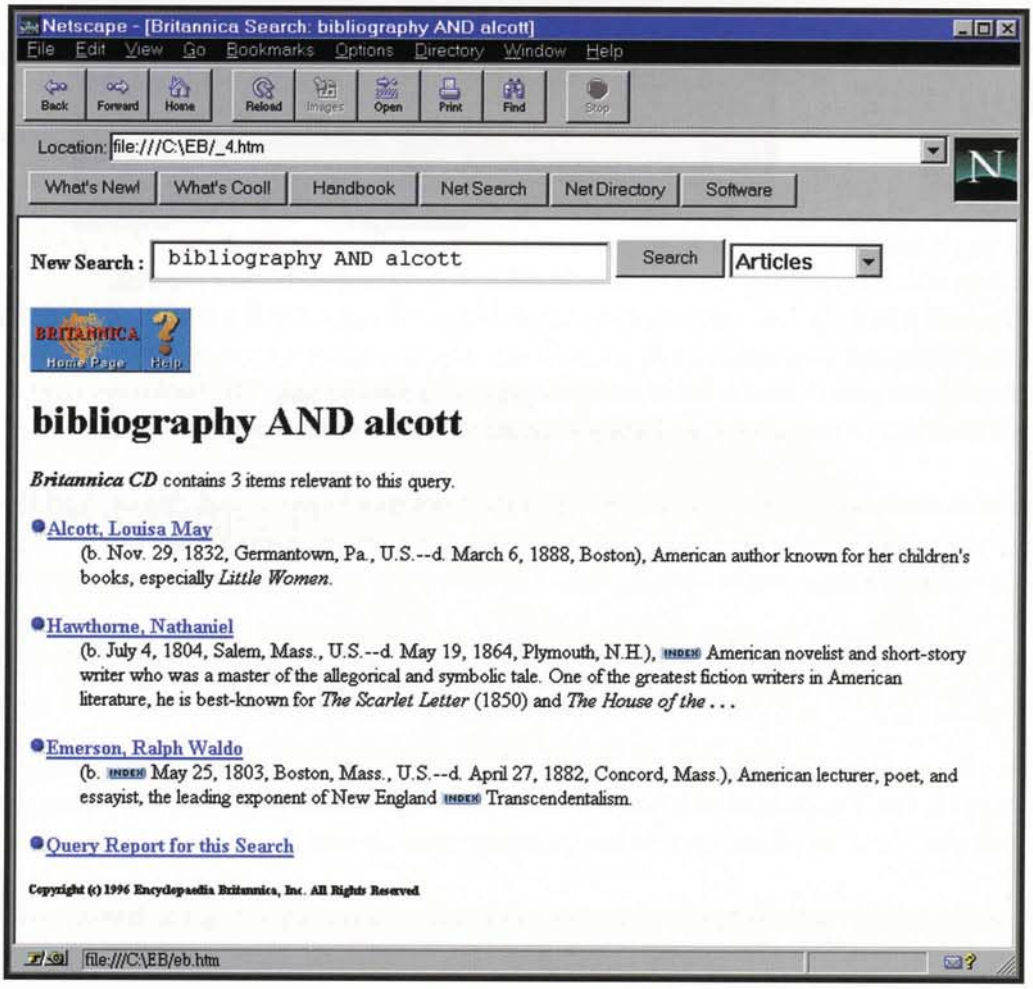
References to the *Propædia* are also cited in the Index under a particular Index entry head. If an Index entry has been tagged as having related information in the *Propædia,* a hypertext link will take you from the Index to the *Propædia.*

By the Way

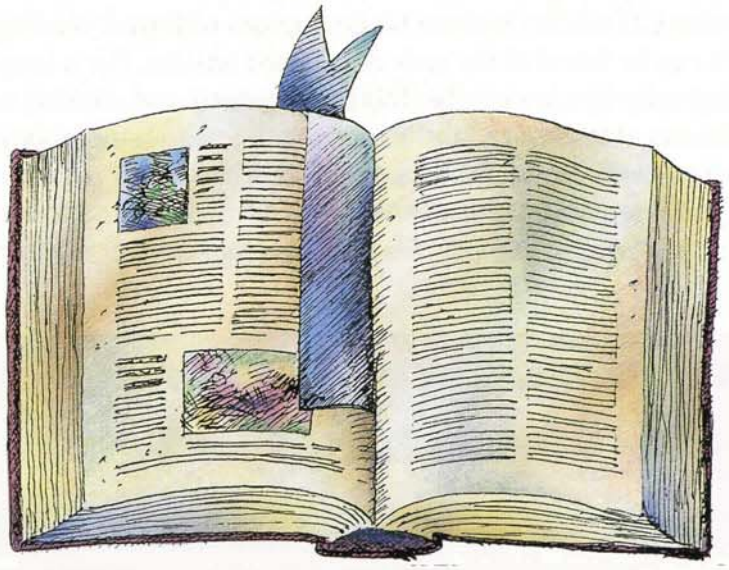
"BTW" is net-talk for "by the way", meaning, as it does in ordinary conversation, "Here's some interesting additional information you might be interested in". The occurrence of a **BTW** button in a *Britannica CD* article signals that a linked document contains some additional (typically more detailed) information, or perhaps an anecdote, relating to the point being discussed but out of the line of discourse of the article itself.

Bibliographies

Many *Britannica CD* articles include bibliographies of further readings on a subject. These bibliographies can be found at the ends of selected articles. For a long article, you can easily locate a bibliography by viewing the Table of Contents and clicking on the word "Bibliography" at the end. You can also locate a bibliography with a search for bibliography and the topic of your choice. (For example, a search for **bibliography AND alcott** puts the Louisa May Alcott bibliography at the top of the hitlist.)



Further Uses of *Britannica CD*



Returning to Pages

There are two ways to quickly retrieve articles that you have previously viewed.

- You can use a history list from the **Go** menu. Scroll through the list to find an article you want to revisit and then click on it.
- You can flag any article, search hitlist, or index page with a bookmark. The bookmark marks the page, just as it does in a physical book, and lets you create your own reference system within *Britannica CD*

To place a bookmark on a page on the screen, open the **Bookmarks** menu and choose **Add Bookmark**. Every page you mark is then added to the bookmark list. A bookmark list is similar to a history list in that it lets you go back to a page you've already seen. The difference is that you create this list yourself.

To go to a bookmark, open the **Bookmarks** menu and choose the page from the bottom portion of the menu. You can also choose **Bookmarks**, **View Bookmarks** from the menu line.

When you choose **View Bookmarks**, a window listing your bookmarks appears. Highlight the article and click **Go To**, or double-click on the article. The article page displays in the main window, but the View Bookmarks window remains open so that you may select another article.

You can easily remove a bookmark when you no longer want it by using the Bookmarks menu.

Saving Pages

You can save a *Britannica CD* page as a file on your computer either before or after you bring the page to your screen.

To save the displayed page:

Open the **File** menu and choose **Save As**.
In the "Save File as Type" screen window, choose Source (*.htm) or Plain Text (*.txt) format.

Note: A source file saved in Hypertext Markup Language (HTML) retains its graphics and text formatting. A file saved in text format is presented as plain text.

Specify a name and path for the file and click **OK**.

To save a page to a disk instead of displaying it:

Hold the cursor over a link to the document you want to save.
Click the right mouse button to pop up a menu.
Choose "Save this Link as" to display the Save As dialog box, and follow the steps above.

To display a file that has been saved to disk, choose **File**, **Open File**, and select HTML or text. An HTML file appears in its proper format; a text file will appear as simple typewritten text.

Copying from Pages

Sometimes you may want to copy a phrase or a paragraph only, and not the whole page. To copy specific text: Select the text you want by using the mouse. Open the **Edit** menu and choose **Copy**, or press **Ctrl + C**. This copies the selection to your clipboard. You can now open another application and paste the selection using the **Paste** feature or **Ctrl + V**.

Printing Pages

To print the current page:

Click the **Print** button on the toolbar. You can also open the **File** menu and select **Print**. A standard print dialog box appears.

From the Print dialog box, you can print the entire article or a range of pages by clicking **OK** or by pressing **Enter**.

This allows you to print the entire document, even the portion you would have to scroll to see on the screen.

To preview the document before printing:

Open the **File** menu and select **Print Preview**. A window displays the full page as it will print. The cursor appears as a magnifying glass. You can click on any portion of the page to zoom on the page contents. **Zoom In** and **Zoom Out** buttons are also provided at the top of the window.

Next and **Previous Page** buttons allow you to go from page to page, if the print preview is more than one page long.

Once you are ready to print, click the **Print** button on the Preview window.

Click **Close** to return to your *Britannica CD* page.

Citing Britannica CD

The quoting of brief excerpts from *Britannica CD* is permitted as provided under U.S. copyright law. Whenever using material from *Britannica CD*, you should properly credit it as the source of your information, as you would credit printed material in a bibliography. Please use the following form:

"Significant Article Heading and/or Subheadings." Britannica CD. Version 97. Encyclopaedia Britannica, Inc., 1997.

"China: Rise of the empress Wu-hou." Britannica CD. Version 97. Encyclopaedia Britannica, Inc., 1997.

"Rabin, Yitzhak." Britannica CD. Version 97. Encyclopaedia Britannica, Inc., 1997.

Britannica CD
Frequently Asked Questions

1. Whom do I contact for help?
Check your "*Britannica CD* Technical Guide: Installation and Support" for appropriate phone number, postal address, and e-mail address.

2. Are illustrations linked to text?
Yes. There are currently a large number of linked illustrations. To sample an illustration, access the *Britannica CD* Random Image option from the Home Page. There are thousands of images. Some of these appear in-line and will download with the text in the form of thumbnails, while others are accessible via hypertext links within the text. Maps and flags can be accessed most easily via Nations of the World. Additionally, the Index contains links to most images and tables.

3. Why are there references in text to illustrations, tables, and figures that are not linked?
Britannica CD contains thousands of linked images, though they may seem inconspicuous owing to the vast size of the database. Because *Britannica CD* is based on the print version of *Encyclopædia Britannica*, there are also references to images that are not yet linked. Some of these are being added; others are in articles scheduled for revision and will be replaced by new graphics based on revised text. In time, articles commissioned for Britannica CD (as opposed to print) will include supplemental graphic or audio material.

4. Does Britannica CD include multimedia?
As mentioned above, *Britannica CD* contains thousands of images, including photos, illustrations, maps, flags, mathematical equations, chemical formulas, and other essential encyclopedic material to aid in your understanding of the subject matter. It does not yet include video or audio material, although future releases will contain multimedia features.

5. What does the Index icon mean in articles?
The appearance of the Index icon indicates a link to the Index of *Britannica CD*. When you click on the icon, you will be taken to an index citation of related references in *Britannica CD*.

6. What is the difference between an underlined cross-reference and an Index link?
An Index link, indicated by the Index icon, takes you to an entry in the Index to *Britannica CD*, where you can branch out to one or more references in the article database. An underlined cross-reference takes you directly to another article in *Britannica CD*. These article cross-references usually follow "*see*" or "*see also*", or they precede "(*q.v.*)" or "(*qq.v.*)".

7. Why don't Index references follow electronic conventions of underlining appropriate text?
Britannica editors want users to know what type of link they are following, particularly in a structured data environment like *Britannica CD*. By differentiating between article-to-article cross-references and article-to-index links, we provide a way for you to know exactly what type of information you will be receiving before you follow a link.

Another reason for the difference: Index references are not always easily summarized by a few words appearing in the text. *Britannica CD* often indexes general discussions of topics, which can stretch from phrases to sentences, to paragraphs, to multiple online documents. If you find the Index links are getting in your way, you can suppress them from the Button Bar on any article page. This option is ideal for printing or cutting-and-pasting articles.

8. What search options does Britannica CD support?
Britannica CD supports natural-language searching as well as Boolean searching. Natural-language searching allows you to enter a question exactly as it comes to mind (e.g., "what is the riddle of the sphinx?"). Boolean searching uses uppercase operators such as AND, OR, NOT, and ADJ to link search terms together (*e.g.*, "relativity AND Einstein"). Much of the ongoing development of *Britannica CD* involves the refinement of techniques for handling natural-language search queries.

9. Why are some articles in Britannica CD divided into many separate sections?
Many articles in the *Britannica CD* database are very long. We have divided these long articles into smaller sections to aid in retrieval.

10. Can I look at an entire long article at once, so I can read it or print it as a single unit?
Not in this version, but our engineers are working to develop this option.

11. Are tables of contents included in articles?
Most long articles include tables of contents, which can be accessed by using the Button Bar at the top or bottom of each article page. All long articles are divided into smaller subsections for more accurate searching and faster downloading. These articles also have Previous Section and Next Section buttons on the Button Bar that connect the various sections.

12. How do I cite Britannica CD?

Whenever using material from *Britannica CD*, you should properly credit it as the source of your information, as you would credit printed material in a bibliography. Please use the following form:

"Significant Article Heading and/or Subheadings." Britannica CD. Version 97. Encyclopaedia Britannica, Inc., 1997.

For instance: "Angiosperms: Evolution." Britannica CD. Version 97. Encyclopaedia Britannica, Inc., 1997.

13. Is Britannica CD the entire content of the print encyclopedia?

The article database of *Britannica CD* is created from the same knowledge base as the *New Encyclopædia Britannica*, 15th edition, but differs from the print set in a few significant ways. Title cross-references (such as "Clemens, Samuel Langhorne: see Twain, Mark."), which are useful to the print reader, are unnecessary in an electronic product that is accessed through full-text searching, so they have been eliminated. Because there are different space restrictions for a CD than for a print book, many articles in *Britannica CD* are longer and more detailed than their print counterparts. Related entries gathered together under broad titles in the print Macropædia for ease in consultation (such as the print article Beverage Production) have been restructured into smaller articles (such as Beer, Wine, Coffee, Tea, Soft Drinks, and Distilled Spirits) for easier retrievability in *Britannica CD*. And, of course, *Britannica CD* contains more than 2,000 new articles not included in print.

14. I'd like to read more about a particular topic. Can Britannica CD help me locate additional resources?

Many *Britannica CD* articles include bibliographies of further readings on a subject. These bibliographies can be found at the ends of selected articles. For a long article, you can easily locate a bibliography by viewing the Table of Contents and clicking on the hyperlink called **Bibliography** at the end. You can also locate a bibliography by conducting a search for bibliography and the topic of your choice.

Glossary

Boolean search
A type of search that employs Boolean or logical operators. These operators can be manipulated to narrow search results. The operators available in *Britannica CD* are ADJ (adjacent), AND, NOT, and OR and must be entered in capital letters.

Browser
A client program (software loaded on your machine) that enables you to search through the information provided on a World Wide Web server. Netscape is a browser.

Case sensitivity
Concept that determines whether your query is entered using capital letters or lowercase letters. For best results, enter all search requests in lowercase letters unless you are looking for a specific acronym such as UNESCO or AIDS.

Flag
See Subentry.

Hitlist
The list of references, from the Index, text, or Dictionary, that is generated from your query.

Home Page
The first page accessed when you open *Britannica CD* and begin to conduct your searches.

Hotlink
See hypertext link.

HTML
See Hypertext Markup Language.

Hypertext link, hyperlink, or hotlink
Any colored, underlined word in *Britannica CD*. When selected the link leads the user to another screen.

Hypertext Markup Language
Language used to mark-up text files with styles and links for use with World Wide Web browsers such as Netscape.
Abbreviated as HTML.

Identifier
Term used in the Index that categorizes the Index entry head. It appears in parentheses after the Index entry head and is searched through the informative tag "identifier=".

Index entry head
Term or phrase that is searchable in the Index search. All of these terms have been taken from the printed encyclopedia and are hypertext linked.

Informative tag
An operator that allows you to limit the search to a particular field. In text you will find "title=", and in the Index "identifier=" is used. "Title=" looks for titles only, and "identifier=" looks for identifiers in the Index database.

Keyword
Any word that can be retrieved by the search engine.

Natural-Language search
Type of search that employs commonly used language, such as phrases and questions. It is not necessary for you to be familiar with specific search operators, like Boolean, to retrieve articles.

Stopword
Common words, such as "is," "the," and "why," that the search engine ignores or drops out when it searches. Stopwords do not exist in the Index or Dictionary, only in Articles. A list of stopwords is available.

Subentry or flag
Word or phrase listed under an Index entry head that describes the specific context of the reference.

Truncation
Refers to the dropping of the final "s" or "es" in words during basic searches. This happens in text or Index searches when the search term is entered in lowercase. This allows both plural and singular forms of a word to be located in a search.

URL
Uniform Resource Locator. Specifies the location or address of documents on the World Wide Web. It allows for the retrieval of information.

WAIS
Wide Area Information Servers. Search engine characterized by its ability to do keyword searches and provide relevance feedback.

World Wide Web
A network of hypertext-linked documents or pages that also permit the display of graphics.

Index

Abbreviation 23, 26, 32
Accent mark 23
Acronym 20
ADJ operator 12, 17, 21
Alternate spelling 19
AND operator 17
Article 9
  abbreviations 23
  Boolean searches 17
  Button Bar 39
  citation of 45, 48
  conducting a search 15
  copying 46
  dividing of 48
  Hitlist 18
  Nations of the World 28
  natural-language search 16
  navigating 37
  printing 46, 48
  Random Article 6, 7
  returning to pages 44
  saving pages 45
  search options 8
  search properties 56
  search tutorial 32-36
  searchable databases 5, 9-11
  table of contents 10, 48
  using links 40
Asterisk 21, 56
Back button 37, 40
Bibliography 43, 49
Biographies 33
Bookmarks 44
Boolean search 17
  bibliographies 43
  glossary 50
  index 12
  operators 14
  case sensitivity 20
  table of 17
  search options 48
  search properties 56
  stopwords 23
Britannica Button Bar 37, 39, 41
British Spellings 22
Browser 50
BTW (By The Way) 42
Buttons: *see* Britannica Button Bar; Netscape Toolbar Buttons
Capital letters: *see* Uppercase letters
Caption 40
Case sensitivity 20, 27, 50, 56
Citation 45, 48
Compare 41
Connect to *Britannica Online* 7
Contents icon 30
Copying 46
Cross-reference 41, 48
Database 9
  browsing 6
    Nations of the World 28-29
  Home Page 7
  searching 5
    articles 9-11, 32-35
    conducting a search 15-19
    dictionary 13
    index 8
  select reference 8
Default setting 8, 15
Diacritic 23
Dictionary: *see Merriam-Webster's Collegiate Dictionary, Tenth Edition*
Drop-down menu 13, 15
Expand your search 13, 18
Figure 40
Find button 38
Flag 28, 40
Forward button 38
General Subjects 33
Glossary 50-52
Help 7
  Button Bar 39
  who to contact 47
History list 44
Hitlist 18
  alternate spellings 19
  articles 32
  British spellings 22
  glossary 50
  index identifiers 32
  navigating articles 37
  query report 19
Home button 38
Home Page 7
  conducting a search 15
  dictionary search 13
  glossary 50
  Home button 38
Hotlink: *see* Hypertext link
How to Search 7
Hypertext link
  alternate spellings 19
  bibliographies 43
  By The Way 42
  cross-references 41
  glossary 50
  Hitlist 18
  Home Page 7
  illustrations 40, 47
  index 12, 41
  indexed images 26

Propædia 42
search tutorial 31-35
Hypertext Markup Language (HTML)
glossary 50
saving pages 45
Identifier 26, 27, 32, 51, 56
Illustration: *see* Image
Image 12, 26, 40
Random Image 6, 7
text links 47
Images button 38
Index 12
abbreviations 23
alternate spellings 19
Boolean searches 17
Button Bar 39
conducting a search 15
entry head 41, 51
icon 47
identifiers 26, 27
keyword searches 24-26
links 41, 48, 49
natural-language searches 16
navigating articles 37
Propædia links 42
search properties 56
searchable databases 5, 12
select reference to search 8
tutorial 32-35
Individual Nation Screen 28
Informative tag 27, 32, 51, 56
Keyword 51
index search 24-26
search properties 56
search tutorial 36
Limit results to ___ articles 8, 13
Link: *see* Hypertext link
Lowercase letters 20, 27
Main Menu: *see* Home Page
Map 28, 40
Merriam-Webster's Collegiate Dictionary, Tenth Edition 13
Boolean searches 17
Button Bar 39
conducting a search 15
natural-language searches 16
searchable databases 5, 13
select reference to search 8
Multimedia 47
National Statistics 29
Nations of the World
browsable databases 6, 28-29
Home Page 7
tutorial 30-31
Natural-language search 14, 16, 48, 51
Navigating
bibliographies 43
Button Bar 39
By The Way 42
copying pages 46
cross-references 41
illustrations 40
index 41
printing pages 46
Propædia 42
returning to pages 44
saving pages 45
Toolbar Buttons 37, 38
using links 40
Netscape Toolbar Buttons 37
New Search 15, 37
Next 46
Next Section 9, 39
NOT operator 17
Open button 38
Operator: *see* Boolean search
OR operator 17
Outline of Knowledge 42
Passim to 26
Paste 46
Plural truncation 27, 51, 56
Previous Page 46
Previous Section 9, 39
Print encyclopedia 49
Print Preview 46
Printing 38, 46
Propædia
Home Page 7
links 42
navigating articles 37
search tutorial 33, 35
Proper names 20
Punctuation 23
qq.v. 41
Query Box 8
article search tutorial 32, 33
conducting a search 15
dictionary 13
Home Page 7
index 12
tutorial 31
Query Report for this Search 19
quoting *Britannica CD* 45, 48
q.v. 41
Random Article 6, 7
Random Image 6, 7, 47
Related Propædia Topics 35, 42
Relevance ranking 18, 32
Reload button 38
Restrict your search 18, 32
Saving pages 45
Searching
abbreviations 23
alternate spelling 19
articles 9-11
table of contents 10
tutorial 32-35
bibliographies 43
Boolean searches 14, 17
British spellings 22
case sensitivity 20
conducting a search 14, 15
databases 5
dates 21
dictionary 13
Hitlist 18
Home Page 7, 15
index 12
identifiers 26, 32
images 26

keywords 24-26
methods 16-19
Nations of the World 30, 31
natural language 14, 16
options 8, 48
properties 56
punctuation 23
query report 19
refining your search 20-23, 27
special characters 23
stopwords 23
trivia test 36
truncation 51
tutorial 30-36
wild-card option 21
See 41
See also 41
Select reference to search 8, 13
Signpost 11
Source Files 38, 40
Special characters 23
Spelling
alternate 19
British 22
Statistics, National: *see* National Statistics
Stop button 38
Stopword 16, 23
glossary 51
keyword searches 25
refining your search 27
search properties 56
Subentry 51
Table 12, 40
Table of Contents
articles 10
bibliographies 43, 49
Button Bar 39
manual 3
tutorial 30, 31
Text: *see* Article
Thumbnail 40
Title Bar 37
Toolbar Buttons: *see* Netscape Toolbar Buttons
Trivia test 36
Truncation 27, 51, 56
Turn Index On/Off 39, 41
Tutorial, Search 30-36
Uppercase letters
Boolean searches 17
case sensitivity 20, 27
URL (Uniform Resource Locator) 52
WAIS (Wide Area Information Servers) 52
Wild-card option 21, 27
World Wide Web 51, 52
Zoom In 46
Zoom Out 46

Quick Reference — Properties for Searching *Britannica CD*

Asterisk: Wild card that can be used at the end of a search term to get all words that begin with the same letters up to the asterisk.

Boolean operator: ADJ, AND, NOT, and OR can be used in *Britannica CD* searches.

Case Sensitivity: To find all occurrences of a word, use lowercase letters. If you want words that are capitalized, such as proper nouns, include uppercase letters in your query. You will get only exact matches. For example, AIDS or Williams.

Keywords: Simple terms used to search topics in index and text.

Properties of Text Searches	**Properties of Index Searches**
All text is searched.	Only entry heads are searched.
Search can be in the form of a question, phrase, or keyword.	Search must be in the form of keywords.
All text and titles are searched.	Index entry heads are the searched field.
To search titles and subheads use the informative tag: **title=**	To search the identifier field, use the informative tag **identifier=**
Stopwords are ignored in searches.	Every word in query is searched for; there are no stopwords.
Plural endings in lowercase names are dropped. Final "**s**" or "**es**" is dropped.	No words are truncated; singular forms of words are used in the Index.

Encyclopædia Britannica, Inc.