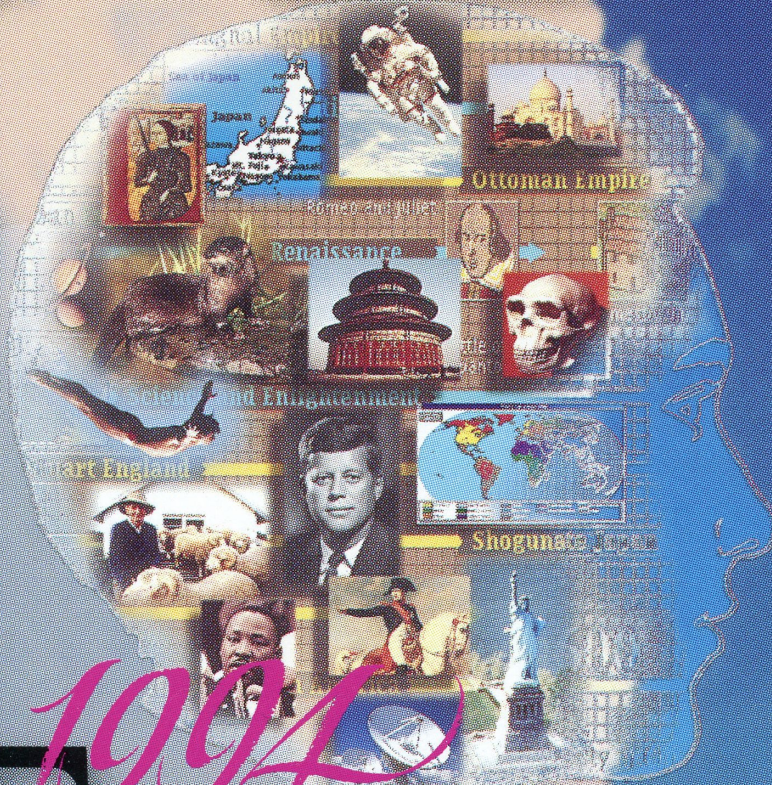




MACINTOSH®  
SERIES

Microsoft  
*Home*



1994

Microsoft®  
**ENCARTA™**

*The Complete Multimedia Encyclopedia*



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Document No. 53323-0194

user's guide

# ENCARTA™

CD-ROM MULTIMEDIA

ENCYCLOPEDIA

94 edition  
FOR THE MACINTOSH



# welcome

**MICROSOFT® ENCARTA™** Multimedia Encyclopedia turns

*your Macintosh® into a rich resource of information, educa-*

*tion, and entertainment. With Encarta's **26,000 ARTICLES***

*at your fingertips, you can browse **LANGUAGE & AUDIO***

***CLIPS**, watch high-resolution **GRAPHICS** and **VIDEO**, and*

*experiment with **INTERACTIVE CHARTS**. Or you can jump*

*from the Illustrated **TIMELINE** of World History to cross-*

*referenced articles, then discover the **ATLAS** and zoom into a*

*city map. After your explorations you can test your new*

*knowledge with the multimedia **MINDMAZE** game.*



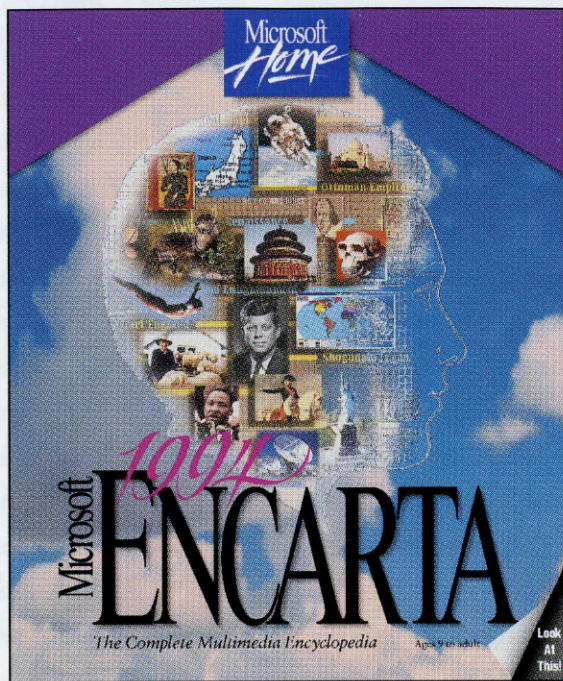
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


The Help button is available in every window and dialog box.



# getting started

## ABOUT THIS GUIDE

This user's guide provides installation information, an overview of Encarta's features, and step-by-step procedures to help you explore Encarta. For detailed information about procedures, buttons, and dialog box options, click the online Help button , which is available in all windows and dialog boxes.

For information about system requirements and installation, continue reading this section, "Getting Started."

To begin exploring Encarta and its features, turn to the next section, "Exploring Encarta."

To become acquainted with more Encarta features, see "Copying, Researching, and Printing."



## PACKAGE CONTENTS

The following items should be in your Encarta package:

- Microsoft Encarta User's Guide (this booklet)
- Compact disk of Microsoft Encarta for the Macintosh
- Registration card
- License agreement

If anything is missing, contact your software supplier.

## SYSTEM REQUIREMENTS

- Color Mac II or higher, Color Classic, or PowerBook™
- System 7™ or later
- 4 MB of memory (5 to 8 MB recommended)
- At least 3 MB of available hard disk space
- CD-ROM drive

You may be able to enhance color and screen resolution by changing the options in your Control Panel. In the Monitors control dialog box, select the Thousands or the Millions option. If these options are not available, you can improve display by adding a 16-, 24-, or 32-bit video card.

## ENHANCING PERFORMANCE

Although Encarta is designed to operate well on the system described above, you can improve performance by doing the following:

- Quit other programs to improve the speed of Encarta.
- Use a double-speed CD-ROM drive to improve audio quality and speed up image display.
- Add memory (RAM) to your current system in order to enhance performance.



.....  
*Quit other  
programs  
to improve  
Encarta's  
performance.*



## INSTALLING ENCARTA

1. Turn on your Macintosh and CD-ROM drive.
2. Insert the Encarta disc in the CD-ROM drive.
3. Double-click the Encarta CD-ROM icon.
4. Double-click the Installer icon.
5. Follow the installation instructions that appear on your screen.

## IMPORTANT UPDATE INFORMATION

Microsoft Encarta is updated regularly to keep the encyclopedia articles as accurate as possible. To be notified when updates are available, mail the registration card included in your Encarta package.

Remember  
to complete  
and mail  
your product  
registration  
card.

## CONTACTING MICROSOFT PRODUCT SUPPORT

If you have a question about Encarta, first look in this user's guide or consult online Help. If you cannot find the answer, contact the Microsoft Support Network. Outside the United States and Canada, contact Microsoft Product Support Services at the Microsoft subsidiary office that serves your area.

## THE MICROSOFT SUPPORT NETWORK

*Electronic Information Services* Electronic information services are available 24 hours a day, seven days a week, including holidays.

- The Microsoft Connection on CompuServe® – At any ! prompt, type **go microsoft** to access Microsoft forums and to interact with other users and Microsoft support engineers. Type **go mskb** to access the Microsoft Knowledge Base. For an introductory CompuServe membership kit, call (800) 848-8199, operator 519.



.....  
*Get Product Support through CompuServe and Internet, or by telephone.*

- Internet – Access the Microsoft Knowledge Base.

The Microsoft Internet FTP archive host, ftp.microsoft.com, supports anonymous login.

When logging in as anonymous, type your complete electronic mail name as your password.

*Standard Support* No-charge support from Microsoft support engineers is available via a toll call Monday through Friday, excluding holidays. In the United States, call (206) 635-7172, 6 a.m. to 6 p.m. Pacific time. In Canada, call (905) 568-3503, 8 a.m. to 8 p.m. eastern time.

When you call, you should be at your computer and have the following information available:

- The type of hardware you are using.
- The exact wording of any messages that appeared on your screen.
- What happened, what you were doing when the problem occurred, and a description of how you tried to solve the problem.

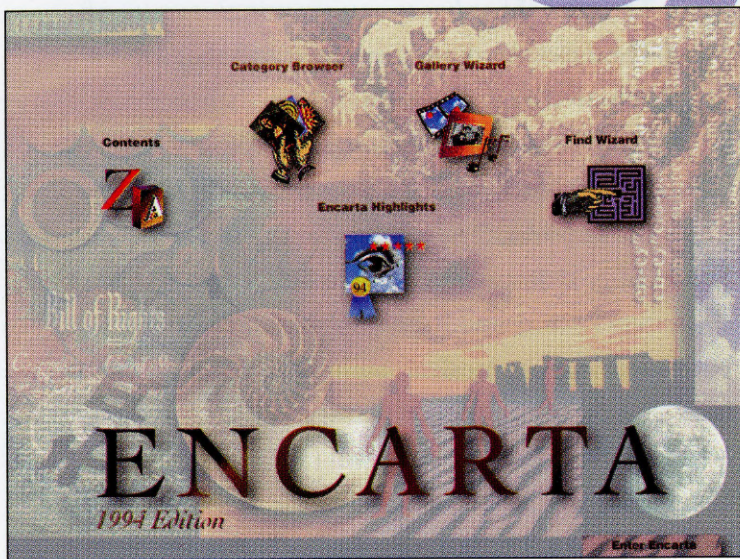
*Other Support Options* The Microsoft Support Network also offers Priority and Premier plans which can be purchased on a per incident, multiple incident, or annual basis. For more information about the Microsoft Support Network in the United States, call (800) 936-3500. In Canada, call (800) 668-7975. For the deaf or hard-of-hearing, using a TT/TDD modem, call (206) 635-4948 in the United States. In Canada, call (905) 568-9641.

.....  
*You can purchase other Microsoft Product Support plans.*




# exploring Encarta

Move your mouse cursor over the icons to see a description of the features on the Title screen.




## STARTING AND QUITTING ENCARTA

- To start Encarta, click the Enter Encarta button  on the Title screen.
- To quit Encarta, choose Quit from the File menu or type ⌘+Q.

## GETTING HELP

Online Help describes Encarta's buttons, dialog box options, and windows.

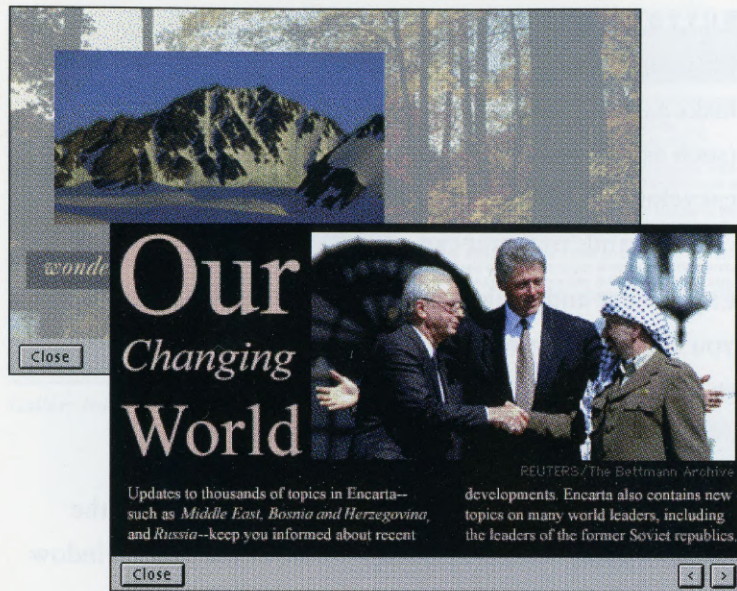
- To get Help, click the Help button  in the Main window or any dialog box.



## LEARNING YOUR WAY AROUND

The Title screen appears when you start Encarta. For an overview of the sights and sounds available in the Encarta 1994 Edition, click Encarta Highlights on the Title screen.

Encarta has four integrated parts – the Encyclopedia, the Atlas, the Timeline, and the MindMaze game. It's easy to jump between the parts to enhance your research and explorations.



Click Highlights for a quick multimedia overview of the sights and sounds in Encarta.





Animation



Audio



Chart



Image



Map



Table



Video

## BUTTONS AND ICONS

Buttons and icons help you explore Encarta and perform tasks easily. Some buttons perform a task immediately (such as printing) or bring you to another window in the encyclopedia (such as the Atlas). Other buttons open lists of commands that you can choose.

Experiment and explore the button options and icons; you can always use the Close or Cancel buttons to return to a previous window.

## THE MAIN WINDOW

The Main window is a good place to start exploring the encyclopedia. The three frames visible in the Main window are described below.

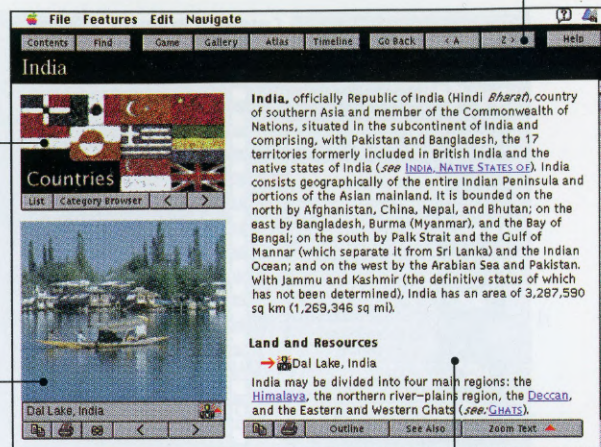
To jump to the Timeline, Atlas, or Gallery Browser windows, use the buttons at the top of the Main window.

Main button bar

Category frame

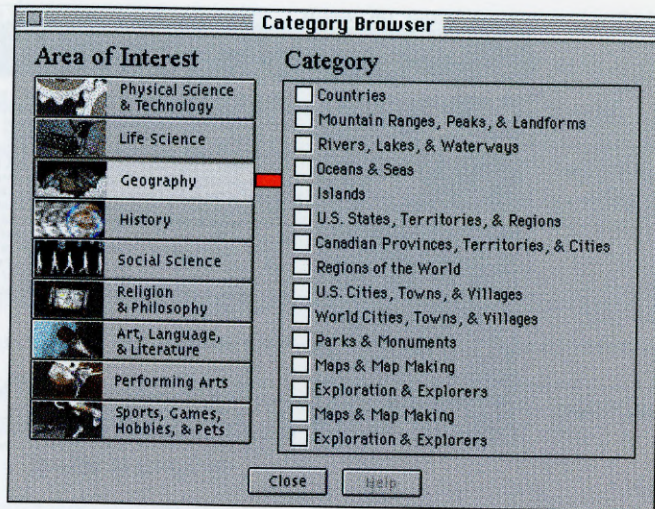
Gallery frame

Article frame





Use the  
Category  
Browser  
dialog box  
to select articles  
in your areas  
of interest.



### CATEGORY FRAME

There are nine article categories in the encyclopedia. When you find a category you like, click the Category Browser button or the List button to see a list that you can use to jump to related topics.

### ARTICLE FRAME




Read the article and click the accompanying icons to launch gallery items such as graphics, sounds, and Atlas maps.

- To enlarge the article frame, click the Zoom button.
- For a quick overview of the article – or to move quickly to gallery items or another part of the text – use the Outline button.
- To view related articles, click the See Also button, then click an article title to select it from the list.



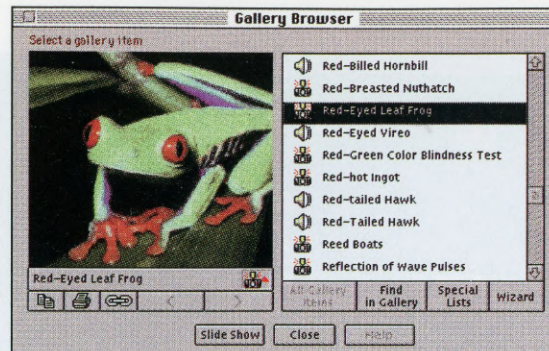
## GALLERY FRAME

View gallery items here or click the icons to enlarge the image and launch gallery items such as video and audio.

Use the  and  keys to jump to other gallery items in the article. You can click the Link button  to change how the gallery items scroll with their accompanying article. You can copy or print gallery images with the left-most buttons in the Gallery frame.

## THE GALLERY

Gallery items are pictures, animations, maps, charts, tables, audio, and video. You can view them alongside related articles, separately from articles, or with related gallery items.



## THE GALLERY BROWSER

To search for gallery items, click the Gallery button in the Main window. In the Gallery Browser dialog box, click the Wizard button or the Find In Gallery button.

The Special Lists button lets you explore related gallery items.

The Slide Show button lets you continuously view and hear the gallery items in your list.

.....  
*Use the Gallery Browser dialog box to home in on the topics you want to find.*



Click to zoom in on Atlas maps or Timeline event articles.



## THE ATLAS AND TIMELINE

To explore the Atlas, click the Atlas button in the Main window. To select a map from a list, click the Find A Place button.

To explore the interactive Timeline, click the Timeline button in the Main window. Use your mouse to scroll through the Timeline and click on event icons and the periods between them. For more detailed event information, you can click hot text to jump to Encarta articles from Timeline Event text windows.

## MINDMAZE

Play the multimedia MindMaze game to test your knowledge, explore a castle maze, and meet a crazy cast of characters.

- To start the game, click the Game button in the Main window.





## FINDING TOPICS IN ENCARTA

### BROWSING

You can browse Encarta articles and gallery items using several methods.

Click hot text  
to jump to  
related articles.

- To browse through topics in alphabetic order, click the  and  buttons, or click the Contents button.
- To view related articles, click the See Also button, then click an article title.
- To jump to corresponding articles, click hot text (underlined, colored text).
- To browse gallery items, click the Gallery button in the Main window. Then click an item name or an icon to launch the image, audio, or Atlas.

### SEARCHING

- To search for a word or topic, click the Find button in the Main window. Use the options or click the Wizard button in the Find dialog box.

### BACKTRACKING THROUGH ARTICLES

- To backtrack through articles you have viewed, click the Go Back button.
- To see a list of the articles you have most recently viewed, click the Features menu button, then choose Back List. Click an article in the list to return to it.



# copying & researching printing

## **COPYING, RESEARCHING, AND PRINTING**


The Bookmark, Note, and Dictionary features can help you take notes and research topics. Then you can compose your report and copy most Encarta text and images – and attribution information – into any word-processing program.

### **MARKING ARTICLES WITH BOOKMARK**

The Bookmark feature helps you create a list of Encarta article titles, then jump to the articles you marked. You can list articles by their Encarta titles or by titles you assign.

- From the Features menu, select Bookmark.  
Choose to accept or revise the current article title.  
Click an article in the list to return to it.

### **ATTACHING AND DISPLAYING NOTES**

- To attach a note to an article, select Create Note from the Features menu. Type your note in the Create Note window, then click the Attach button. You can attach only one note to each article. However, you can edit a note, then click the Attach button to save your revised note.
- To display a note, click the Note icon  in the article title bar.
- To remove a note and its icon from an article, click the Delete button in the Create Note dialog box.

### **USING THE WORD PROCESSOR**


You can use any installed word-processing program to create, edit, and format documents; then use the Encarta Copy button to copy Encarta text and images into your documents.

.....  
*With  
Bookmark  
you can  
keep track  
of the  
articles you  
read.*



To select a word-processing program, choose Options from the File menu. To open your selected word-processing program, choose Word Processor from the Features menu.

### **COPYING TEXT AND IMAGES**

- To copy the article, caption, or Gallery item you are looking at, click the Copy button . To copy only a portion of text, use your mouse to select the text, then click the Copy button.
- To paste text and images into your document, use the Paste command on the Edit menu of your word processor.


Remember that when you directly copy material, you must help your reader recognize which ideas are yours and which are copied. Remember also to always credit Encarta when you copy or paraphrase material from Encarta.

.....  
*Encarta  
text and  
images  
print  
separately.*

### **USING THE DICTIONARY**

- To look up a word, choose Dictionary from the Features menu.

### **PRINTING ENCARTA TEXT AND IMAGES**

- Display the text or image you want to print. Click the Print button  in the Article or Gallery frame.

### **YOUR COPYRIGHT RESPONSIBILITIES**

Microsoft Encarta contains copyrighted materials which are licensed to you, the end user, for your personal use subject to the terms of the enclosed end user license agreement. You must treat this software and its contents like any other copyrighted material, for example, a book or musical recording. Any other use, duplication, or distribution of this product or its contents may violate applicable U.S. or international copyright laws, and may subject you to prosecution under penalty of law.



### **USING THE COPY BUTTON**

Microsoft Encarta includes a Copy button feature that allows you to highlight and copy text and images to the Clipboard. This feature is provided for your personal use of the product. For example, you may wish to copy information on a certain topic to an electronic file to make a research file for your future reference, or you may wish to print out a topic to read at a later time when you are away from your computer. However, copyright law does not allow you, for example, to copy an article or topic for commercial publication, or for posting onto a computer bulletin board. These examples are only illustrative, and are not meant to summarize applicable law.



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