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## **Welcome to xxxxxxxx Online!**

xxxxxxx has long been a favorite of parents and educators of school-aged children. Its reliable and authoritative information, combined with accurate and relevant diagrams, charts, graphs, and tables, have made it a primary research tool in schools, libraries, and homes across the country.

xxxxxxx Online brings you the same reliability and ease of use you have come to expect in our book form combined with all the wonderful features that are available on the Internet.

By presenting our xxxxxxxx on the Internet we were able to link not only text-based articles, but web sites, videos, audio clips, maps, and three-dimensional bubble views to create a truly comprehensive information source worthy of the xxxxxxxx name.

We hope you find this resource valuable for yourself, your colleagues, and the students with whom you work.

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### **About This Guide**

This guide was created as a quick reference to get you up and running with xxxxxxxx Online within a couple of minutes.

The guide includes system requirements, tips on navigation and printing, and brief overviews of each of the main sections of the site.

To ensure that you are able to take full advantage of everything xxxxxxxx Online has to offer, take a few minutes to read through this guide before going online.

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## System Requirements

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### Browser

To view Xxxxxxx Online as it was designed, you must use either:

- ✓ Netscape Navigator version 3.01 or above
- ✓ Internet Explorer version 3.02 or above.

In addition, your browser must have JavaScript enabled and be set to accept cookies. For more information, see the help function of your browser.

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### Plug-ins

Xxxxxxx Online is a rich source of information that makes use of several types of media. For example, if you want to learn more about France, you can read an article about wine production, study a map of the country's provinces, view the tri-color (France's flag), or listen to an audio clip of Bretagne folk music.

To make the most of your experience with Xxxxxxx Online, you will need to download and install a couple of 'plug ins'.

Plug-ins are programs that give your Internet browser additional functionality. You can download a plug-in that allows you to view videos or listen to audio clips.

To use the various types of media, you need to download and install two different types of plug-ins:

- ✓ Plug-in for 3D Bubble Views

To explore our 3D bubble views you must download and install the IPIX plug-in from the IPIX web site: [www.ipix.com](http://www.ipix.com)

- ✓ Plug-in for video and audio clips

To watch video clips or listen to audio clips, you must download and install either the RealPlayer G2 plug-in or the RealPlayer 5.0 plug-in. Both are available from Real Networks: [www.real.com](http://www.real.com)

Download the **G2 plug-in** if you are using Windows 95, Windows 98 or Windows NT and your system has at least 16 MB of memory and at least a 120 MHz Pentium processor.

If you do not meet these requirements (e.g., you are using a Macintosh PowerPC, running Windows 3.1, using a processor that is slower than 120 MHz, or have less than 16 MB of memory) then you should download **Real Player 5.0**.

Complete system requirements for these plug-ins are available at [www.real.com](http://www.real.com).

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## **Logging In**

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### **Finding the Xxxxxxx Online Site**

To locate Xxxxxxx Online, type <http://> in the **Location** box at the top of your browser.

Your browser should immediately forward to the log in page. If it does not, then your browser may not support all the functions of Xxxxxxx Online. You can still proceed to the log in page.

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### **User ID and Password**

Your Xxxxxxx representative has provided you with a User ID and password that are your 'keys' to unlocking the information available through Xxxxxxx Online. Because your access is available to you via subscription, we ask that you either commit your User ID and password to memory or keep them in a location known only to you.

**X**

As you can see from the screen above, the **xx** and the **H** of the User ID have already been filled in for you.

To move from one data entry box to the next, press the **Tab** key. Once you have entered your password, click the button **Enter Xxxxxxx Online**.

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## **Navigation**

Xxxxxxx Online was designed so you can access the information you need with as few mouse clicks as possible. A few navigational elements remain consistent throughout the site.

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### **Menu Buttons**

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This row of buttons across the top of each page allows you to quickly navigate between major sections of Xxxxxxx Online. Each of these sections is discussed in more detail in subsequent pages of this guide.

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### **Search and Help Functions**

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The basic search feature at the top of each page allows you to quickly locate articles that are directly related to the topic you are researching. Simply type the keyword(s) and click the go button to the right of the search box. The results of your search will be displayed in a list, with the most relevant articles at the top of the list. This basic search function will only retrieve text articles; to conduct a more comprehensive search of all media types, see the section entitled, "Advanced Search".

The Help button takes you to a page that gives you information about Xxxxxxx Online, its features, and how to configure your system to take advantage of all the site's educational opportunities.

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### **Outline**

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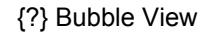
Each page has a unique outline that appears on the left side of the page. This outline performs various functions, depending on the page. For example, on the Browse page, the outline simply repeats the links that are available in the main body of the page.

When searching for or viewing articles or maps, however, the outline takes on a more robust role, providing a multitude of related links or an outline of the major sections of the article you are reading. It also provides print buttons.

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## Icons

Icons have been used to identify the various types of media used in Xxxxxxx Online:



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## Browsing through Articles

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This row of buttons appears at the top of every article. It allows you to browse through Xxxxxxx Online's extensive collection of text-based articles. It also links you to related periodical articles and web sites.

The Prev and Next buttons take you through the Xxxxxxx articles alphabetically. For example, if you are viewing the article for 'Automobile' and click the Prev button, you are taken to the article on 'Automation.' If you click the Next button from the Automobile article, you are taken to 'Automobile Association, American (AAA).' This feature is particularly helpful when you are looking for all the articles in Xxxxxxx that begin with a certain word.

The Related Periodicals button allows you to view related articles from noted periodicals such as the St. Louis Post, the San Francisco Chronicle, and USA Today. You can quickly return to the main Xxxxxxx Article by clicking on the Back to Article button that appears at the top of the screen.

Clicking on the Related Web Sites button gives you a list of Web Sites related to the article you were just reading.

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## **Printing**

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### **Printing Articles**

Xxxxxxx Online allows you to pick which sections of an article you want to print.

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To print an article, click the Print Setup button at the top of the article outline. The left side of the screen will change from the article to the print outline (see below). Click the box(es) next to the section(s) that you want to print and then select the Print button that is located at the top of the print outline.

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A new window opens that shows only the text from the article sections you selected. Use your browser print controls to print the contents of this window.

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### **Printing Maps**

To print a map, simply click on the Print button at the top of the outline. A new window opens that shows only the map. Use your browser print controls to print this window.

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## Home

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### Features:

- ✓ Behind the Headlines
- ✓ Today in History
- ✓ Feature of the Month
- ✓ What's Happening This Month

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### Benefits

- ✓ Top-notch analysis of the day's events helps students and teachers engage in meaningful conversation
- ✓ Historical highlights of the day with links to related articles help students and teachers make the connection between the present and the past
- ✓ List of major events for the month helps teachers and administrators plan relevant curricula

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### How To Use

- ✓ Browse through the day's news by clicking the links in the Behind the Headlines Outline
- ✓ Find out more about the month's events by clicking the links in What's Happening

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## **Browse**

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### **Category Browse Subpage**

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### **Alphabetical Browse Subpage**

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#### **Features:**

- ✓ Browse articles by category or alphabet

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#### **Benefits:**

- ✓ Multiple browse functions allow you to quickly locate the information you need.
- ✓ Browse by Category narrows your search to only those articles that pertain to a specific subject matter, e.g., Geography, Mathematics, or Political Science.
- ✓ Browse by Alphabet is helpful if you are unsure of the spelling of the article title for which you are looking.

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#### **How To Use:**

- ✓ Choose either Browse by Category or Browse by Alphabet on the main Browse page and click the appropriate link
- ✓ Click the folder icon on the Browse subpage that best matches your search. For example, if you are looking for Peru in the Browse by Alphabet page, click the P folder. Proceed in this manner until you find the article you want.

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## **Advanced Search**

### **Advanced Search Example**

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### **Advanced Search Example Results**

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#### **Features:**

- ✓ Search by key words
- ✓ Refine search with and/or statements
- ✓ Expand your search to show all hit results (default is top 50)
- ✓ Select which media types you would like to see in your search results

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#### **Benefits**

- ✓ Saves you time by helping you locate only those items that pertain directly to the subject you are researching

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#### **How To Use**

- ✓ Enter your main search word in the top box. In this example, we chose 'dogs.'
- ✓ Use Advanced Search Options to narrow your search further with and/or statements. In our example we wanted information about dogs that included references to either Labrador Retrievers or Golden Retrievers, but not both.
- ✓ Click the media types you would like to search for. The default is 'Articles.'
- ✓ Click the Go button

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## ***Around the World***

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### **Features:**

- ✓ Search maps by key words
- ✓ Zoom in and out of continents, countries, and cities via the map or the outline
- ✓ Quickly access the main article associated with the map you are viewing
- ✓ Select multiple views of the same map, including political, physical, and demographic
- ✓ Print maps

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### **Benefits**

- ✓ Zoom in feature helps students learn the relative location of cities to countries, countries to continents, and continents to the world
- ✓ Multiple map views enhance discussions of politics, weather, population, manufacturing, etc.
- ✓ Attached article gives meaning to why things happen where they do

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### **How To Use**

- ✓ To conduct a quick search of the maps, enter your main search word in the top box and click the Go button
- ✓ To zoom in on a country, city, or body of water, either click the link in the outline under "Places on this Map" or click directly on the map
- ✓ To zoom out, either click the Zoom Out button at the top right of the window or use the Back button of your browser
- ✓ To select a different view of the map, click one of the choices listed under "Views of this Map"
- ✓ To read the associated article that accompanies your map, click the Go to Home Article button at the top right of the window

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## The Zone

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## Back in Time

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## Teacher Resource Center

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## Monthly Features

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### Features:

- ✓ Search Xxxxxxx's extensive archive of articles dating back to 1922
- ✓ Connect to Xxxxxxx's Monthly Features page and read special reports, stories, and articles gathered from the Xxxxxxx Multimedia Encyclopedia and other Xxxxxxx Products
- ✓ Connect to Xxxxxxx's Teacher's Resource page, a collection of resources designed to help teachers enhance their curricula

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### Benefits

- ✓ Archive articles give insight into the political and social climate of the earlier years of the 20<sup>th</sup> century.
- ✓ Monthly Features demonstrate how Xxxxxxx products can be used to create a report or design a curriculum. Xxxxxxx selects topics of interest to young people as the basis for these articles and reports.
- ✓ The Teacher Resource Center gives you ideas for enriching your classroom presentations with text, graphics, and activities.