

LOOKING AT MAPS

The **world index map** contains fourteen regions. Region names are in *frames*.

To see a **region** map, move the cursor to a region frame and press Enter.

To see the map of a **country**, move the cursor over the country name and press Enter. From the map of a country, you can look at adjacent country maps by selecting the country name and pressing Enter.

To see a topographical map of the world or a region, select **TopoMap**.

To see the last map you looked at, select **Flip**.

To return to the world or region index map, select **World** or **Region** in the menu bar.

MOVING AROUND IN WORLD ATLAS

Three ways you can choose a menu option:

- 1 Use the four arrow keys to position the cursor. Press Enter.
- 2 Type the first letter of the option.
- 3 Position the cursor arrow on the menu option and click a mouse button.

Three ways you can move from map to map:

- 1 Use the arrow keys to position the cursor on a region frame. Press Enter.
- 2 Position the cursor arrow on a region frame and click a mouse button.
- 3 In the menu bar, use arrow keys or the mouse to select World or Region.

FINDING INFORMATION IN WORLD ATLAS

The **StatMap** drop-down menu contains categories of statistics about the world index map and the world topographic map.

The **Index** drop-down menu is used to access an alphabetical list of all countries, cities, rivers, mountains, and other physical features that appear in the atlas.

The **Text** drop-down menu contains categories of information about the world index map, statistical maps, or individual country maps.

Three ways to scroll Index and Text windows:

- 1 Use the arrow keys to position the cursor in the shaded scroll bar, or over one of the scroll arrows. Press Enter to scroll.
- 2 Position the cursor arrow in the shaded scroll bar, or over one of the scroll arrows. Click either mouse button to scroll.
- 3 Use the Page Up and Page Down keys.

PRINTING REPORTS

To print a report:

- 1 Bring up the map you want to print.
- 2 On the menu bar, select Print.
- 3 In the Print Options window, choose values for Graphics, Text, Format, Destination, and Filename.