

## GETTING STARTED

If you are using the memory resident (TSR) version hold down the Alt + Left Shift key to see Main menu bar.

### THE MAIN MENU BAR

**Definitions** menu lets you access the American Heritage Dictionary and Roget's Electronic Thesaurus.

**Facts** menu lets you access the Concise Columbia Encyclopedia and the World Almanac.

**Quotations** menu lets you access Bartlett's Familiar Quotations and Concise Columbia Quotations.

**Options** menu lets you customize Bookshelf.

**Help** menu lets you look for help about Bookshelf features.

### DIALOG BOXES

Press **Tab** to move from place to place.

Press **Enter** to start an action.

Press **Esc** to cancel.

### SAMPLE LOOKUP

- 1 Choose Concise Columbia Encyclopedia from the Facts menu.
- 2 In the Search dialog box, type up to three terms or words to look for.
- 3 In the Match Words box, choose Article Title or Article Text.
- 4 Press Enter, or click on the Start Search button.
- 5 Press Esc to return to Main Menu bar.

## BROWSER MENU BAR COMMANDS

**Edit** menu lets you *append*, *copy*, and *paste* text to the Clipboard.

**View** menu commands let you control the way you look at information.

- 1 *Zoom in* or *Zoom Out* to look at different levels of information.
- 2 *Location* to find out where you are in a reference.
- 3 *Bookmarks* to look at or delete bookmarks.
- 4 *Footnote* to look at footnotes in text.
- 5 *Cross-Ref* to look at cross-references in text.
- 6 *Return* to return to text you were looking at.

**Author** menu lets you *create* and *delete* bookmarks.

**Table** menu lets you change the way you look at tables.

- 1 *Hide Column* to hide part of a table.
- 2 *Reveal Column* to look at hidden columns.
- 3 *Lock Column* to freeze the position of a column.
- 4 *Unlock Column* to unlock previously locked columns.
- 5 *Lock Titles* to lock and unlock the titles at the tops of columns.

**Search** menu lets you look up information in Bookshelf text.

- 1 *Search* to look for words or phrases in current reference.
- 2 *Find* to look up words, characters, or groups of words.
- 3 *Quick Ref* to look up predefined terms in the reference.

**Browse** menu lets you look at the table of contents or index of a reference.

- 1 *Table of Contents* to see the contents of the current reference.
- 2 *General Index* to see the Help index.

**Prev** menu lets you go to the previous occurrence of a word in text.

**Next** menu lets you go to the next occurrence of a word in text.

**Help** menu lets you look for help about Bookshelf features.