

*First  
Connections*<sup>®</sup>  
THE GOLDEN BOOK ENCYCLOPEDIA<sup>®</sup>

**USER'S GUIDE**

VERSION 2.0



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# INTRODUCTION

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## ABOUT THE USER'S GUIDE

This user's guide is for teachers, parents, and students. Students may want to use it alone, with a friend, or with a small group of classmates.

This guide is divided into the following sections:

**Introduction**—introduces you to the guide, the program, and the main screen.

**Getting to Articles**—shows you how to use the paths to open articles.

**Looking at Articles**—shows you how to move around in articles and how to print them.

**Using the Tools**—shows you how to use the on-screen tools.

**Using the Menu Bar**—shows you how to use the online help and other menus.



This is Inspector Golden™. In this guide he will give you instructions about how to use *First Connections®: The Golden Book Encyclopedia® (GBE)*. He will also help you become a first-rate detective because, with the encyclopedia, you will uncover information just as real detectives do.

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## FOR HELP

If you need help while using the GBE program, see "Using the Help Menu" on page 38.

If you can't find the answer you need in this book, call Jostens Learning® Product Support:

619-622-5096

Product Support is available every weekday from 5:00 A.M. to 4:00 P.M. Pacific standard time.

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## ABOUT WINDOWS AND MACINTOSH PROCEDURES

Since teachers can use the Golden Book Encyclopedia on both Macintosh® computers and computers running Microsoft® Windows®, this guide contains procedures for both types of workstations. The steps are basically the same for both types of workstations with only slight differences in

the screens; so some illustrations in this book may not match exactly what you see on your screen.

However, the guide does not include basic information on using the Windows or Macintosh environments themselves. If you don't know how to do basic tasks, such as opening menus or closing windows, refer to the documentation provided by the computer manufacturer. Excellent reference materials are available for all types of computer hardware.

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## WHAT IS THE GBE PROGRAM?

The *GBE* program is an online, interactive encyclopedia. You can use the encyclopedia in the following ways:

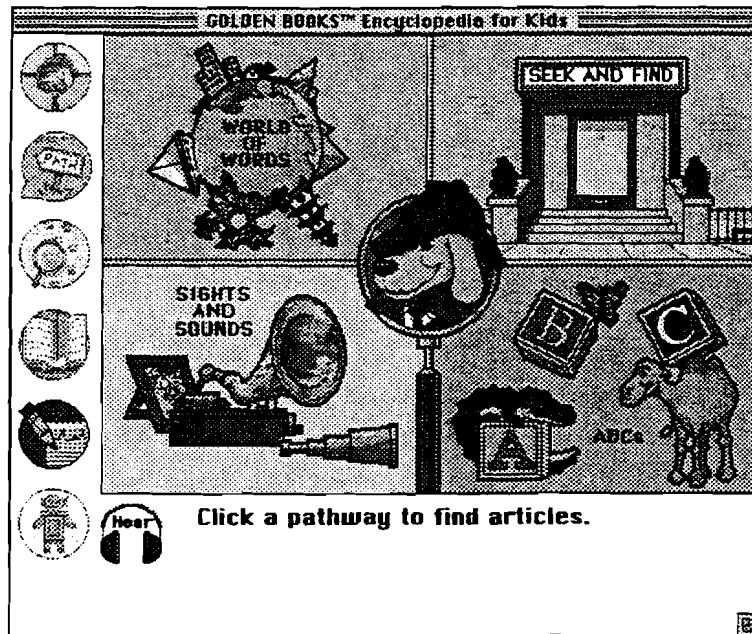
- Listen to or read articles and parts of articles.
- Watch short movies.
- Listen to animal sounds and music selections.

There are more than 1600 articles, 200 tables, 3400 pictures and maps, and 700 movies, animations, sounds, and speeches in the *GBE* program. You can choose to explore one of them or all of them.

---

## THE MAIN MENU

The Main menu contains the paths and tool icons you will use as you work in the encyclopedia.



## PATHS

The Main menu is divided into four paths. Each path helps you explore the encyclopedia in a different way.

- Inspector Golden's **World of Words** path organizes titles of articles by topics.
- Inspector Golden's **Seek and Find** path gives you questions to answer while you are using the encyclopedia.
- Inspector Golden's **Sights and Sounds** path lets you look at or listen to different pictures, movies, maps, speeches, and sounds to find an article that interests you.
- Inspector Golden's **ABCs** path lists all the articles in the encyclopedia in alphabetical order.

For detailed steps on using the paths, see "Getting to Articles" on page 7.

## TOOLS

The six small pictures along the Main menu are tool icons. Each tool helps you use the encyclopedia.



Click the **Main menu** icon to open the Main menu.



Click the **Path** icon while an article is open to return to the path you used to get to that article.



Click the **Tracker** icon to open a list of all the articles you have viewed in the current session.



Click the **Bookmark** icon to mark an article you want to return to later.





Click the **Notes** icon to open the Notebook and enter notes that you can save and print.



Click the **Say It!** icon to have portions of an article or an entire article read to you.

For more information about each tool, see "Using the Tools" on page 27.

### OTHER ICONS

In addition to the tools on the Main menu, there are three icons that appear on the screens in the *GBE* program.



Click the **Hear** icon to listen to the instructions for a screen or window.



Click the **Go Back** icon to return to the last screen you were working on.



Click the arrows in the upper-right corner of an article to move through the articles alphabetically. Click the **left arrow** to go to the previous article. Click the **right arrow** to go to the next article.

---

## GETTING STARTED

You can learn to use the *GBE* program in two ways. You can explore at your own pace, or you can follow the step-by-step instructions in "Getting to Articles" on page 7. To find out how to start the *GBE* program, see the *First Connections: The Golden Book Encyclopedia* Procedures Card.

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## EXPLORING ON YOUR OWN

If you already know how to use computers, you may want to explore the *GBE* program by yourself. If you need help, use one of the online help options described below.


## USING ONLINE HELP

The online Help has these options:

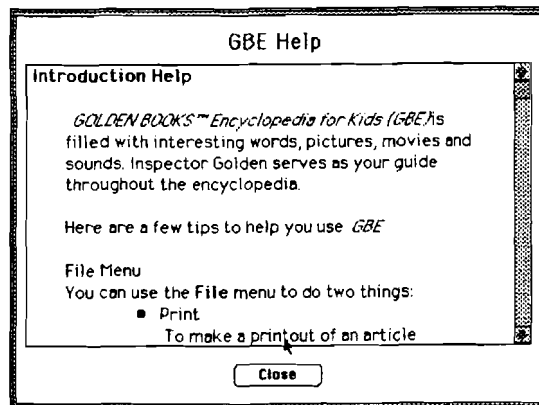
- Introduction
- Paths
- Tracker
- Bookmark
- Notes
- Say It!
- About *GBE* (Windows workstations only)

To use the online Help, follow these steps.

### 1. Open the online Help menu.

- On Windows workstations, click *Help*.
- On Macintosh workstations, click the Help icon  in the upper-right corner of the screen.

### 2. From the Help menu, choose *Introduction*.



### 3. To read all the information in the Introduction, click the down arrow on the scroll bar.

If you continue to click the down arrow, you can read all of the online Help, including help on paths, articles, tools, and menus.

### 4. Click *Close* to close the Help window.

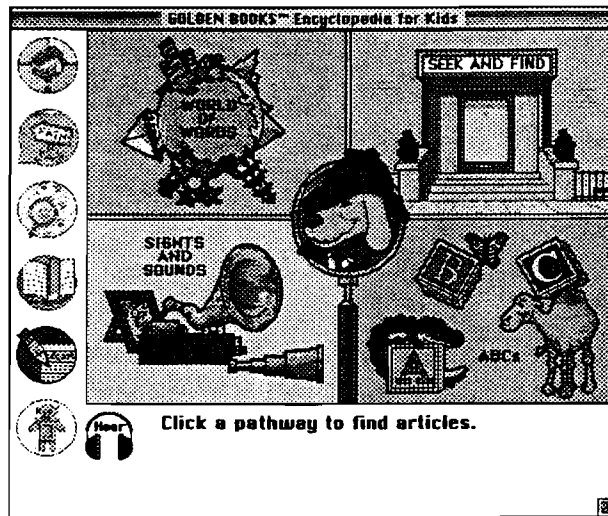
Now explore the *GBE* program by yourself, or try the suggestions in "Getting to Articles" on page 7.

# GETTING TO ARTICLES



In this chapter Inspector Golden will show you, step by step, how to find articles in the *GBE* program. When you begin the program, you see the Main menu on the screen and hear:

“Do you know how you want to use the encyclopedia? Click a pathway to find articles.” (On Macintosh workstations this message is repeated; on Windows workstations you hear it only the first time in each session.)



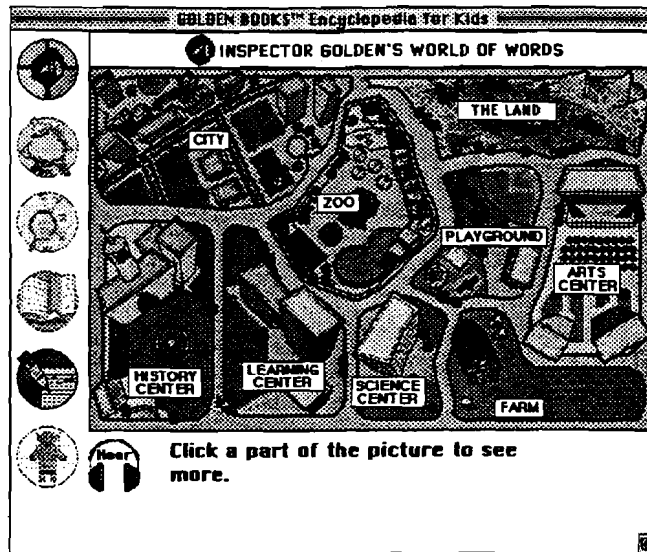
The pages that follow show you how to use each path on the Main menu.

In order to...	Use this path	See page
explore groups of topics	World of Words	8
answer interesting questions	Seek and Find	11
look at pictures, movies, and maps, and listen to sounds and speeches	Sights and Sounds	13
look up an article alphabetically by title	ABCs	19

## INSPECTOR GOLDEN'S WORLD OF WORDS PATH

The World of Words path groups articles by subject.  
To open World of Words, complete the following steps.

1. On the Main menu, click *World of Words*.



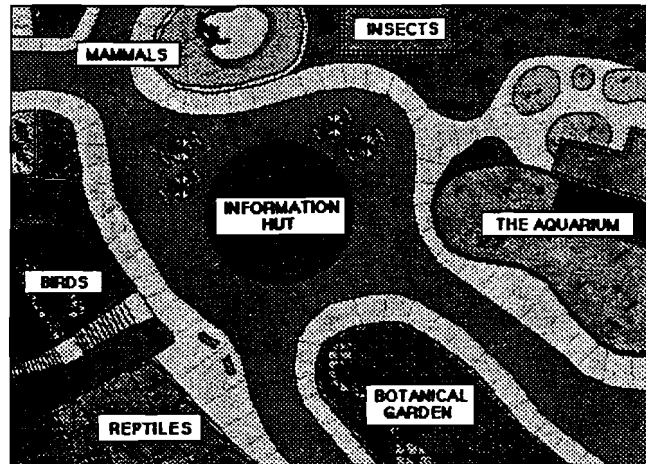
The first time you go to the World of Words path, you hear: "Help me explore the encyclopedia. You can use this picture to find articles. Click a part of the picture to see more."

Nine topics appear on the screen:

- Arts Center
- City
- Farm
- History Center
- The Land
- Learning Center
- Playground
- Science Center
- Zoo

2. Click the topic you want to explore.

For this example, click Zoo.

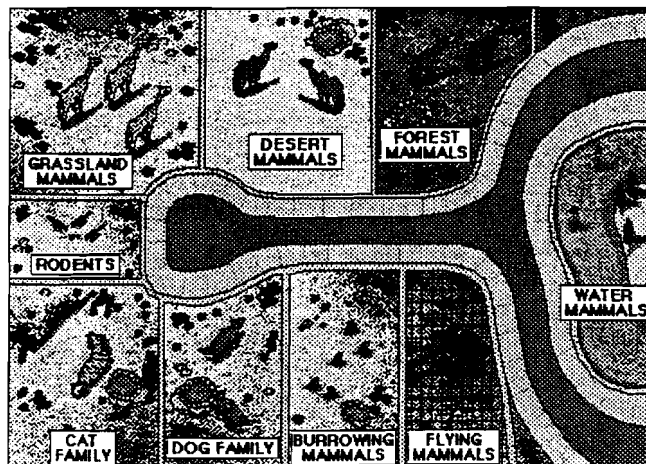


Seven zoo attractions appear:

- The Aquarium
- Birds
- Botanical Garden
- Information Hut
- Insects
- Mammals
- Reptiles

3. Click the zoo attraction you want to learn more about.

For this example, click Mammals.



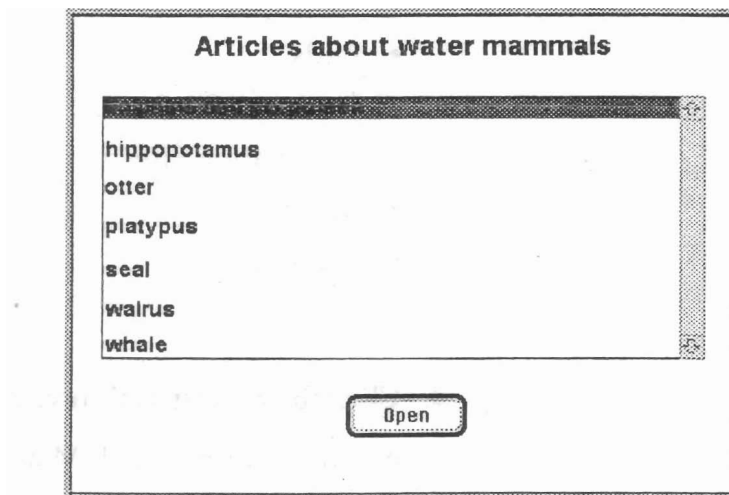
Nine types of mammals appear:

- Burrowing Mammals
- Cat Family
- Desert Mammals
- Dog Family
- Flying Mammals
- Forest Mammals
- Grassland Mammals
- Rodents
- Water Mammals

**4. Click the mammal you want to learn more about.**

For this example, click **Water Mammals**.

A list of articles on water mammals appears.



**5. Select *dolphins and porpoises* and click *Open*.**

An article about dolphins and porpoises appears on the screen.

For more information on using articles, see "Looking at Articles" on page 21.

**6. Read through the article.**

To have the directions on the screen read to you, click *Hear*.

7. When you have finished with the article, do one of the following:

- To return to the World of Words menu, click the World of Words icon on the tool bar.
- To exit World of Words, click the Main menu icon on the tool bar.

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## INSPECTOR GOLDEN'S SEEK AND FIND PATH

The Seek and Find path gives you topics and questions to choose from. After you ask a question, a list of articles appears. In these articles, you will find the answer to your question.

1. On the Main menu, click *Seek and Find*.



The first time you go to the Seek and Find path, you hear: "Click the door to begin."

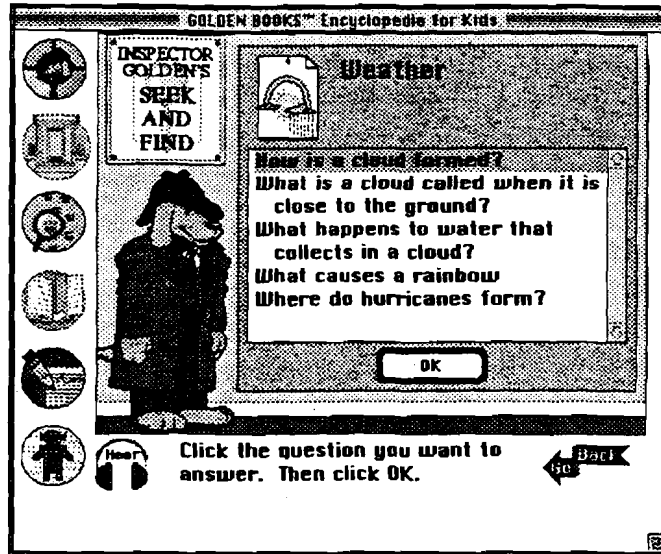
2. Click the Questions door.

A bulletin board with topics on it appears.

3. Click a topic.

For this example, click **Weather**.

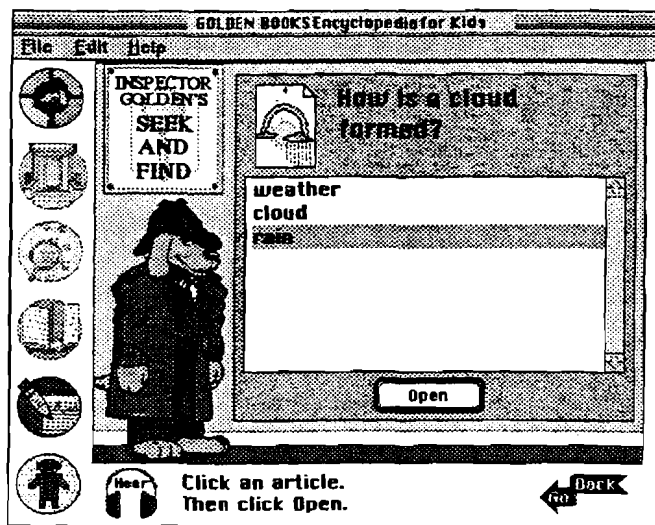
A list of questions appears. Each topic has three to six questions.



4. Select a question and click **OK**.

For this example, select **How is a cloud formed?**

A list of articles that contain the answer to the question appears. Every question has two or more articles that will help you answer it.





**5. Select the article you want to read and click *Open*.**

For this example, select **rain**. The article on rain appears. You can read it to find the answer to your question.

For more information on using articles, see "Looking at Articles" on page 21.

**6. Do one of the following:**

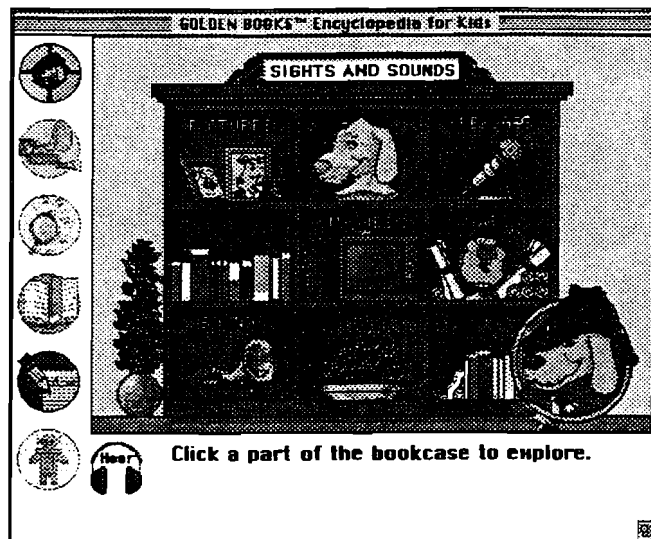
- To return to the Seek and Find window, click the Seek and Find icon.
- To return to the Main menu, click the Main menu icon.

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**INSPECTOR  
GOLDEN'S  
SIGHTS AND  
SOUNDS PATH**

In the Sights and Sounds path, you can discover new articles by looking at pictures, movies, and maps and listening to speeches and sounds.

**1. On the Main menu, click *Sights and Sounds*.**



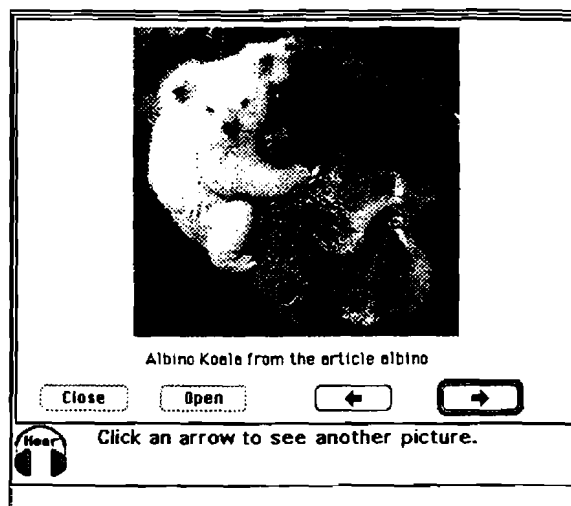
The first time you use the Sights and Sounds path, you hear: "This bookcase holds some of my favorite sights and sounds. Click a part of the bookcase to explore."

**2. Click one of the sights or sounds in the bookcase:**

- Pictures
- Speeches
- Movies
- Maps
- Sounds

**PICTURES**

**1. Click *Pictures* to look at pictures from articles in the encyclopedia.**



Pictures appear in random order.

- 2. To browse through the pictures available in the encyclopedia, click the arrows under the picture.**  
Use the arrows to choose pictures that alphabetically precede or follow the current picture.
- 3. If you want to return to the Sights and Sounds window, click *Close* (Macintosh workstations) or *Go Back* (Windows workstations).**
- 4. To open the article that tells more about the picture's topic, click *Open*.**

For information on using articles, see "Looking at Articles" on page 21.

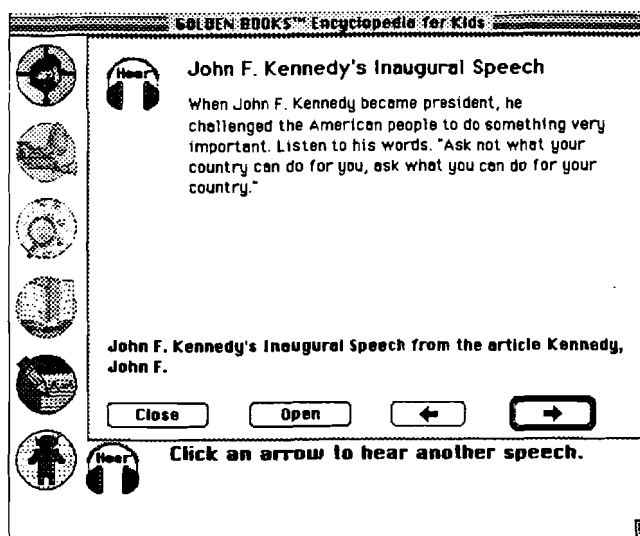
5. When you have finished with the article, do one of the following:

- To return to the Sights and Sounds window, click the Sights and Sounds icon.
- To return to the Main menu at any time, click the Main menu icon.

## SPEECHES

You can listen to famous speeches and then open the article that discusses the speech and the speaker.

1. In the Sights and Sounds window, click *Speeches* to find a speech you want to hear.



Speeches appear in random order.

2. To browse through the speeches available in the encyclopedia, click an arrow to move through the speeches alphabetically.
3. To listen to the speech, click *Hear* in the speech window (in the upper part of the window).
4. If you want to return to the Sights and Sounds window, click *Close* (Macintosh workstations) or *Go Back* (Windows workstations).

5. To go to the article that tells more about the speech's topic, click *Open*.

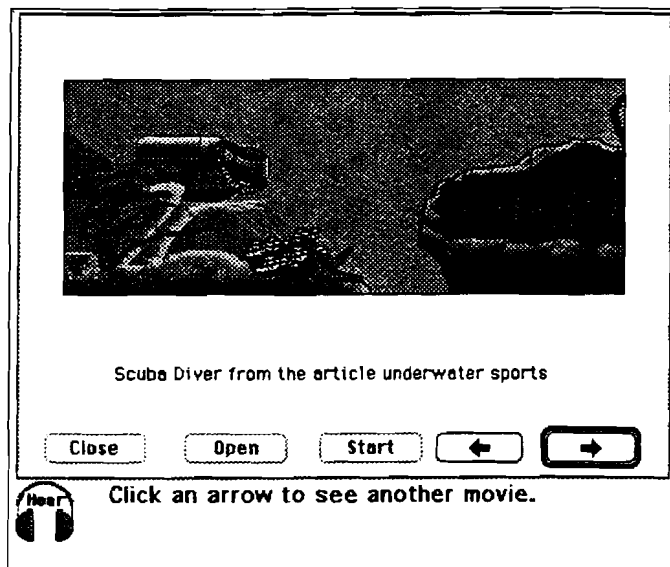
For information on using articles, see "Looking at Articles" on page 21.

6. When you have finished with the article, do one of the following:
  - To return to the Sights and Sounds window, click the Sights and Sounds icon.
  - To return to the Main menu at any time, click the Main menu icon.

## MOVIES

Movies are short animation sequences or video clips that illustrate the topics in the encyclopedia.

1. In the Sights and Sounds window, click *Movies* to find a movie you want to watch.



Movies appear in random order.

2. To watch the movie, click *Start*.
3. To see other movies, click an arrow to move through the movies alphabetically.

4. If you want to return to the Sights and Sounds window, click *Close* (Macintosh workstations) or *Go Back* (Windows workstations).

5. To open the article that tells more about the movie topic, click *Open*.

For more information on using articles, see "Looking at Articles" on page 21.

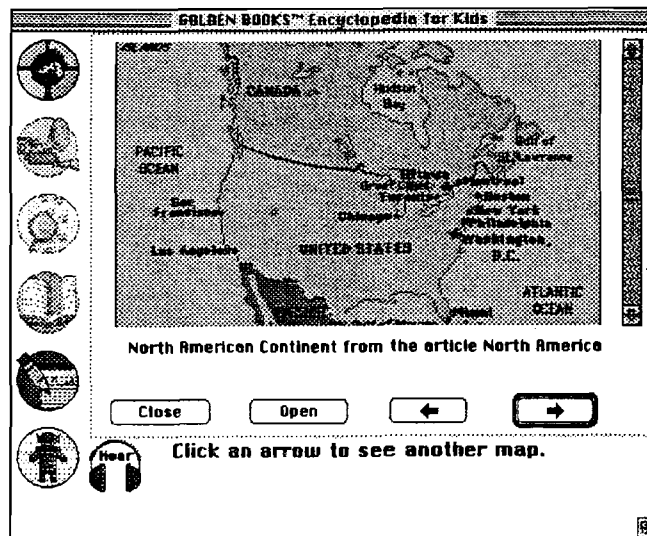
6. When you have finished with the article, do one of the following:

- To return to the Sights and Sounds window, click the Sights and Sounds icon.
- To return to the Main menu at any time, click the Main menu icon.

## MAPS

Using the Maps option in Sights and Sounds, you can learn about different parts of the world.

1. In the Sights and Sounds window, click *Maps* to find a map you are interested in.



Maps appear in random order.

Some maps are bigger than the screen. Use the arrows in the scroll bars to look at the entire map.

2. To browse through the maps, click the right or left arrow to look at maps that alphabetically precede or follow the current map.
3. If you want to return to the Sights and Sounds window, click *Close* (Macintosh workstations) or *Go Back* (Windows workstations).
4. To go to the article that tells more about the map, click *Open*.

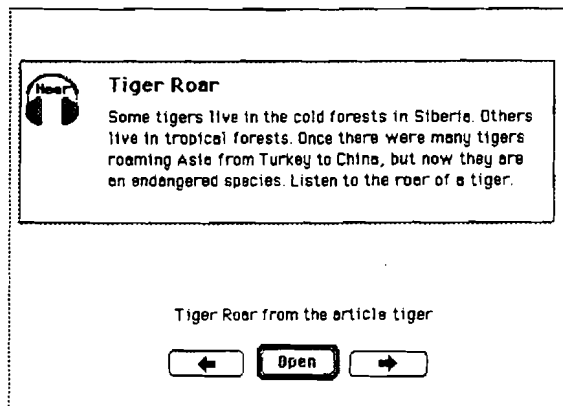
For more information on using articles, see "Looking at Articles" on page 21.

5. When you have finished with the article, do one of the following:
  - To return to the Sights and Sounds window, click the Sights and Sounds icon.
  - To return to the Main menu at any time, click the Main menu icon.

## SOUNDS

To listen to the sounds that represent topics, use the Sounds option in the Sights and Sounds window.

1. In the Sights and Sounds window, click *Sounds* to find a sound you want to hear.



2. To listen to the sound, click *Hear* in the Sounds window.

**3. To listen to other sounds, click one of the arrows.**

Use the arrows to move through the sounds that alphabetically precede or follow the current sound.

**4. If you want to return to the Sights and Sounds window, click *Close* (Macintosh workstations) or *Go Back* (Windows workstations).**

**5. To open the article that tells more about the sound, click *Open*.**

For information on using articles, see "Looking at Articles" on page 21.

**6. When you have finished with the article, do one of the following:**

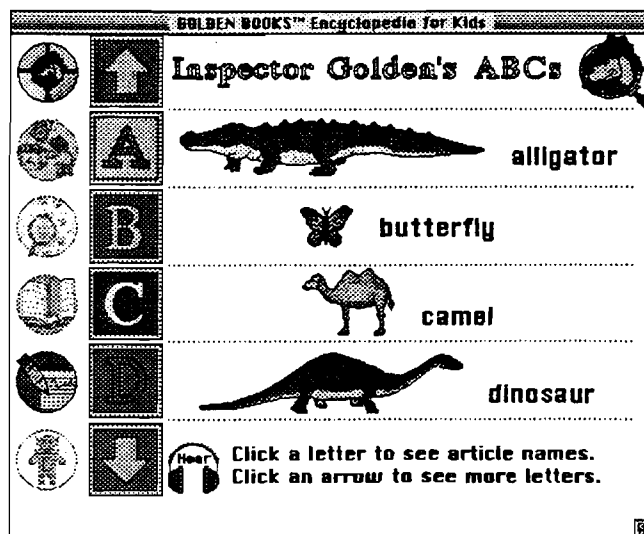
- To return to the Sights and Sounds window, click the Sights and Sounds icon.
- To return to the Main menu at any time, click the Main menu icon.

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## INSPECTOR GOLDEN'S ABCS PATH

The ABCs path lists articles in alphabetical order. Use this option when you know the name of the topic you want to look up.

**1. On the Main menu, click *ABCs*.**



The first time you go to the ABCs path, you hear:  
“Every article begins with a letter of the alphabet. Click a letter to see article names. Click an arrow to see more letters.”

**2. To move through the alphabet, click the arrows above and below the letters.**

**3. To see a list of articles starting with a particular letter, click the letter.**

For example, to find an article on amphibians, click the letter A.

**4. Click the down arrow in the scroll bar until you see the article *amphibian*.**

**5. Select *amphibian* and click *Open*.**

The article about amphibians appears on the screen. For more information on using articles, see “Looking at Articles” on page 21.

**6. Do one of the following:**

- To return to the ABCs menu, click the ABCs icon.
- To return to the Main menu at any time, click the Main menu icon.



# LOOKING AT ARTICLES

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Articles contain facts about various topics. Pictures, maps, movies, speeches, and sounds are article features that help you learn more about the topics they accompany.

Throughout the program there are instructions on how to use the GBE features. This section tells you about the GBE features you can use when you are working in articles.

To learn what you can do within an article, use a path to find an article you are interested in and then open the article.

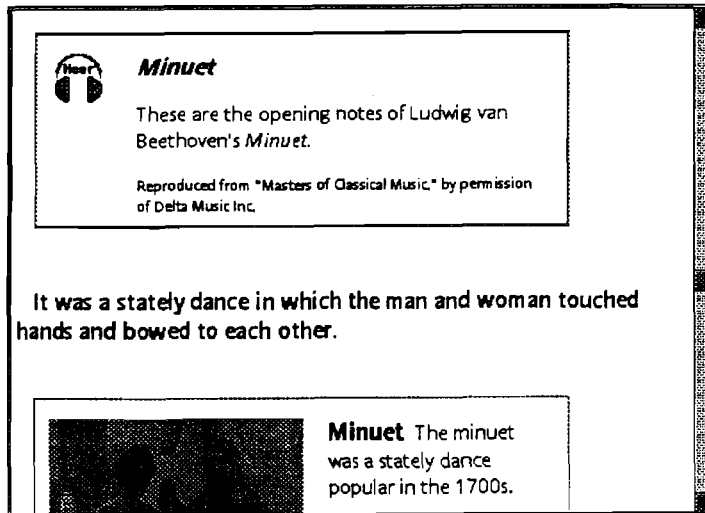
For help on how to use the paths to open an article, see "Getting to Articles" on page 7.

---

## SCROLLING THROUGH ARTICLES

You can move through an article by clicking the up or down arrow on the scroll bar. This is called *scrolling*.

For example, in the article on dance, you can scroll down to see information about the Minuet.



## MOVING TO OTHER ARTICLES

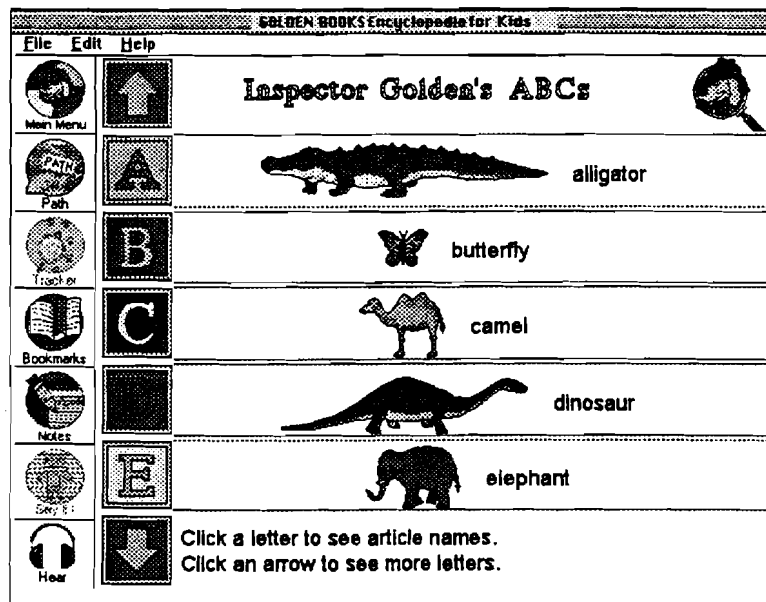
You can move through articles alphabetically by clicking the green arrows near the top of the screen. The right arrow takes you to the next article. The left arrow takes you to the previous article.

## USING THE "SEE" REFERENCES

Some articles contain "See" and "See also" references. These references direct you to other articles that give you more information about the subject on the screen.

For practice, open the article on DNA.

1. From the Main menu, click *ABCs*.



2. From the letter bar, click the letter *D*.

3. Scroll through the articles and select *DNA*.

Use the scroll bars to scroll through the list until you find *DNA*.

4. Click *Open*.

5. Scroll to the end of the article until you find "See also cell; genetics; and heredity" printed in green.

6. Click one of the article titles (*cell*, *genetics*, or *heredity*).

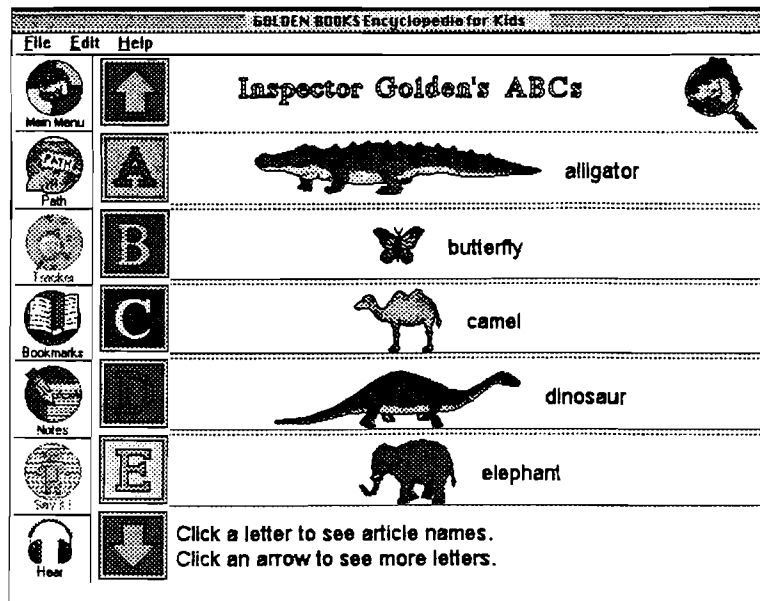
The article for the topic you clicked appears on the screen.

7. When you have finished looking at the articles, do one of the following:
  - To return to the ABCs screen, click the ABCs icon.
  - To return to the Main menu, click the Main menu icon.

## WATCHING A MOVIE WITHIN AN ARTICLE

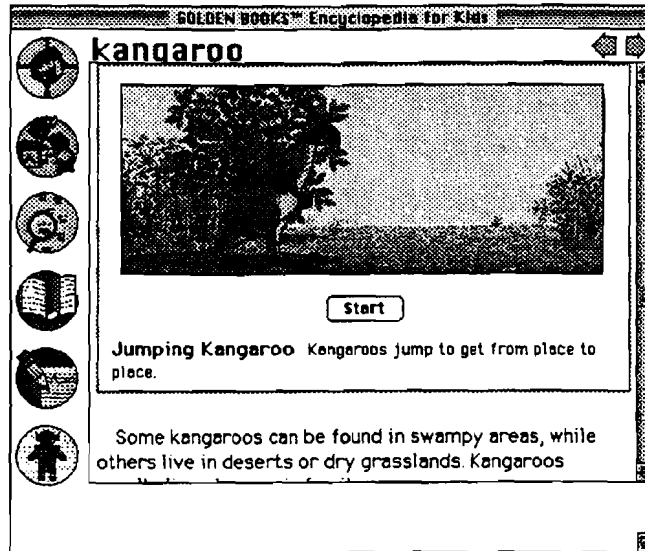
In some articles, you can watch a short movie. For example, in the article on kangaroos, you can watch a kangaroo jump.

1. From the Main menu, click *ABCs*.



2. Use the arrows above and below the letters to locate the letter *K*. Click the letter *K*.
3. Scroll through the list of articles and select *Kangaroo*.
4. Click *Open*.

5. Scroll through the article until you find the movie of the Kangaroo.



6. To watch the movie, click *Start*.
7. When you have finished watching the movie, do one of the following:
  - To return to the ABCs screen, click the ABCs icon.
  - To return to the Main menu, click the Main menu icon.

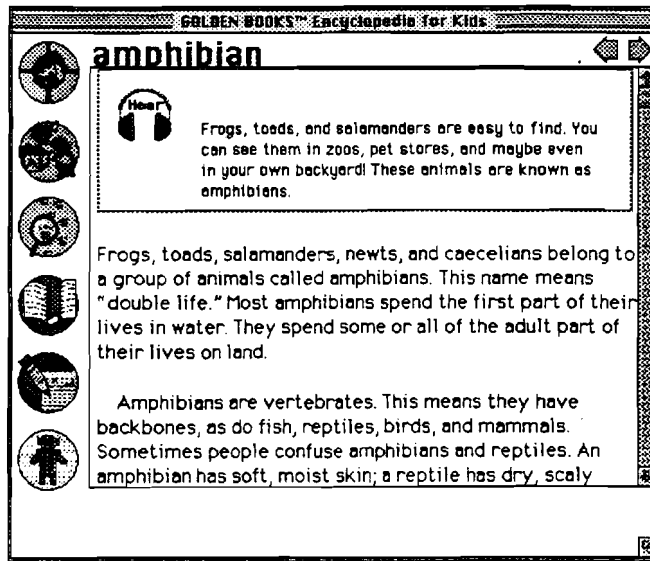
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## LISTENING TO SOUNDS WITHIN AN ARTICLE

You can also listen to sounds in an article. For example, listen to the noisy frogs and toads in the article titled *amphibian*.

1. From the Main menu, click *ABCs*.
2. Click the letter *A*.
3. From the list of articles, select *amphibian* and click *Open*.

4. Scroll through the article on amphibians until you find the magenta box labeled "Noisy Frogs and Toads" with the *Hear* icon.



5. Click *Hear* to listen to the frogs and toads.
6. Leave the article open.

---

## PRINTING ARTICLES

You can easily print *GBE* articles. Print the article on amphibians.

With the article you want to print open, choose *Print* from the File menu.

To learn how to print Notes, see "Printing Your Notes" on page 33.

---

## QUITTING AN ARTICLE

After you are finished with an article, you can look for another one, go to another path, or close *GBE*.



To go back to the path you used to find the article, click the Path icon.



To go back to the Main menu, click the Main menu icon.

To close GBE, do one of the following:

- On Macintosh workstations, choose **Quit** from the File menu.
- On Windows workstations, choose **Exit** from the File menu.

# USING THE TOOLS

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This section shows you how to use the tools in the *GBE* program. The tool icons appear on the left side of the screen.

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## USING THE MAIN MENU TOOL



Use the Main menu tool to return to the *GBE* Main menu. From the Main menu you can choose different paths.

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## USING THE PATH TOOL



The Path tool tells you which path you used to get to the article you are viewing. When you open an article, the Path icon becomes a picture that shows you which path you used. The picture is different for each path.

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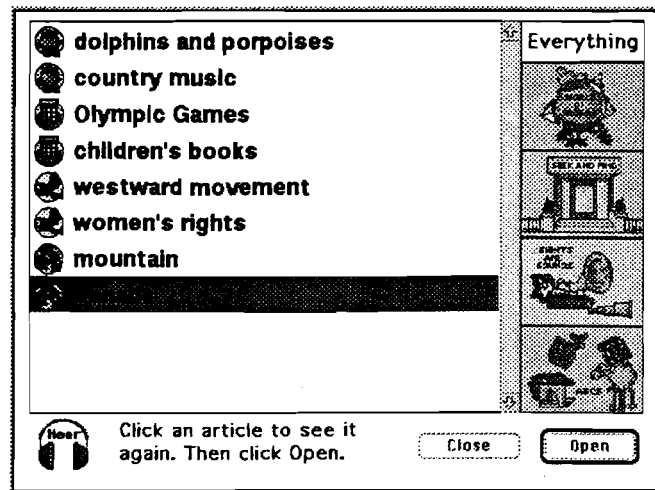
## USING THE TRACKER TOOL



The Tracker tool lists the articles you went to and the paths you used during the current session. Articles are listed in the order you opened them. If you have opened at least one article in this session, you can easily return to any article using the Tracker tool.

### 1. Click the Tracker icon.

A list of the articles you opened in this session appears.



2. To see a list of the articles you opened in a particular path, click the appropriate path icon on the right.

For example, to see a list of all the articles you read while working in the World of Words path, click the World of Words icon.

3. To return to any of the articles on your list, select its title and click *Open*.

The Tracker window closes and the article appears.

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## USING THE BOOKMARK TOOL



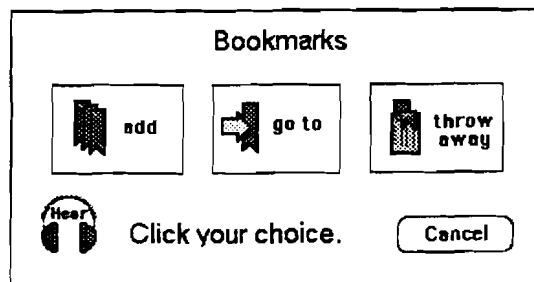
Use the Bookmark tool when you want to mark an article so you can return to it later.

### ADDING A BOOKMARK

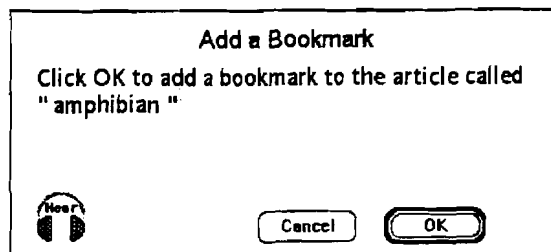
To place a bookmark in an article, you must be in the article.

1. Click the **Bookmarks icon**.

If this is your first bookmark, you see the dialog box in step 2. After you add your first bookmark, the Bookmarks dialog box shown below appears.



2. Click *add*.





**3. To add a bookmark, click OK.**

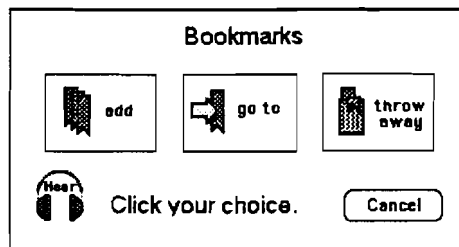
After you click OK, the Bookmarks dialog box closes and you see the article again.

**GOING TO A BOOKMARK**

To go to an article marked with a bookmark, complete the following steps.

**1. Click the Bookmark icon.**

The Bookmarks dialog box appears.



**2. Click *go to*.**

A list of the bookmarks you have set appears.

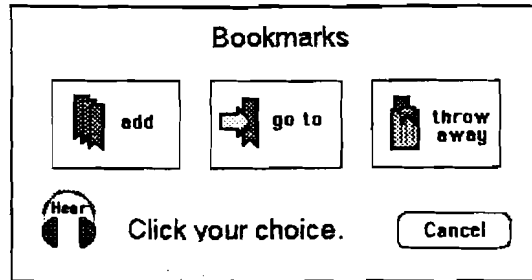
**3. Select the article title you want to go to and click *Open*.**

The article appears.

## THROWING AWAY A BOOKMARK

When you do not want to keep a bookmark you have set, you can throw it away.

1. Click the Bookmark icon to open the Bookmarks dialog box.



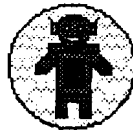
2. Click *throw away*.

A list of your bookmarks appears.

3. Click the article title of the bookmark you want to throw away and click *OK*.

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## USING THE SAY IT! TOOL



The Say It! tool reads sentences and entire articles for you. If the Say It! icon is not dimmed, you can use it.

## READING A SENTENCE

1. If you want a sentence read to you, highlight the sentence you want to hear.

To highlight words, put the cursor to the left of the first word you want to highlight. Click and hold down the mouse button, drag the pointer to the last word you want to highlight, and release the mouse button.