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Cartridge

**CONCISE COLUMBIA
ENCYCLOPEDIA**

User's Guide

ENC-2005

Contents

Welcome to the world of BOOKMAN™! With your new ENC-2005 you can carry and read the *Concise Columbia Encyclopedia* anywhere. You can also search for words, lo-

cate articles by category, combine searches and categories, and add your own notes to quickly find the articles you read most often. Read this User's Guide to learn how.

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Key Guide

Function Keys

- CLEAR** Clear search words and filters.
- MENU** Display the main menus.
- MORE** **(red)** Expand a word search.
- MARK** **(green)** Place a note in an article, or select a group of subfilters.
- LOC** **(yellow)** Display the Locate menu.
- LIST** **(blue)** Display the note list.
- CARD** Exit the selected book.
- ON/OFF** Turn BOOKMAN on or off.

► Understanding the Color Keys

The color keys (red, green, yellow, and blue) perform the functions listed above only for the book described in this User's Guide.

Other BOOKMAN books have their own color key functions, which are labeled on their keyboards or cartridges. To learn more, read "Using the Color Keys."

* Hold  while pressing the other key.

Other Keys








- BACK** Erase a letter, back up, or turn off the highlight in an article.
- CAP** Shift the keys to type capitals.
- ENTER** Enter search words, select menu items, or start the highlight.
- HELP** Display a help message.
- ?*** Display the article location or the full title (from the menu). Shifted, type an * to stand for letters.

Direction Keys



- Scroll through text or menus, or move the cursor or highlight. Page down or up.
- SPACE** Type a space, or page down.

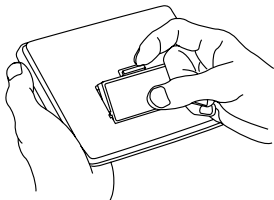
Star Key Combinations*

-  + **BACK** Back up from article subtitles or from entering a note.
-  + **CARD** Send a word between books.
-  + **ENTER** Highlight cross-references or notes in articles.
-  + **or** Go to the next or previous article or word search match.
-  +  **or**  Go to the last or first menu item, or the next or previous table title.

Installing Cartridges

Warning: Never install or remove a cartridge when your BOOKMAN is on. If you do, information that you've entered in the built-in book, and in any installed cartridge, will be erased.

1. Turn BOOKMAN off.
2. Turn BOOKMAN over.
3. Align the tabs of the cartridge with the notches in the slot.



4. Press the cartridge down until it snaps into place.

► Removing Cartridges

Warning: When you remove a cartridge to install another, information that you entered in the removed cartridge will be erased.

Selecting Books

Once you have installed a cartridge in your BOOKMAN, you can select which book you want to use.

1. Turn BOOKMAN on.
2. Press **CARD**.



These are sample books.

3. Press **⇨** or **⇧** to highlight the book you want to use.



4. Press **ENTER** to select it.

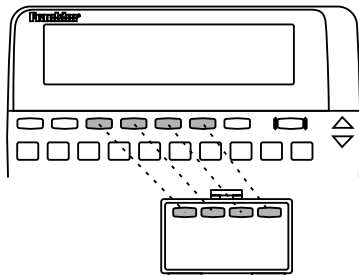
► Resuming Where You Left Off

You can turn off your BOOKMAN at any time. When you turn your BOOKMAN on again, the screen that you last viewed reappears.

Using the Color Keys

The red, green, yellow, and blue keys on the top row of your BOOKMAN change functions according to which book you've selected and are using.

If you've selected the built-in book, the color keys function as labeled on the keyboard. If you've selected a book in a cartridge, the color keys function as labeled on that cartridge.



Remember, when you've selected a book in a cartridge, the color keys function as labeled on that cartridge, not as on the keyboard.

Changing Settings

You can adjust the type size, shutoff time, and screen contrast of this book. The shutoff time is how long your BOOKMAN stays on if you forget to turn it off.

1. Press **(CLEAR)**.
2. Press the arrow keys to highlight the Other menu.
3. Press **↓** to highlight **Set Type Size, Set Shutoff, or Set Contrast**.



The slanted arrow indicates a submenu.

4. Press **(ENTER)**.
5. Press **↑** or **↓** to highlight a setting.

To leave it unchanged, press **(BACK)**.

6. Press **(ENTER)** to select it.

► Adjusting the Contrast

You can also adjust the screen contrast when using the ENC-2005 by selecting *Go To Word Search* from the *Locate* menu and then pressing **↑** or **↓**.

Viewing a Demonstration

When a cartridge isn't installed, a brief demonstration automatically appears when you turn on your BOOKMAN. To stop the demonstration at any time, press **(CLEAR)**.

To disable the demonstration, press **(MENU)** and then select *Disable Demo* from the Other menu.



To re-enable it, select *Enable Demo*.

To view the demonstration when a cartridge is installed, select *View Demo* from the Other menu.

► Help is Always at Hand

You can view a help message at virtually any time by pressing **(HELP)**. Press **↓** or **→** to read the help. Press **(BACK)** to exit the message.

To read about how to use the keys, select *Tutorial* from the Other menu.

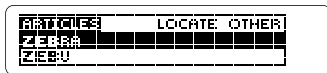
Finding Articles

The Articles menu lists all the articles in this encyclopedia alphabetically by title. Here is how to find articles on this menu.

1. Press **(CLEAR).**

The Articles menu is highlighted.

2. Start typing an article title (e.g., zebra).

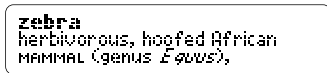


You don't need to type capitals.

To undo a letter, press **(BACK)**.

To display a title, press **(?*)**.

3. When the title is highlighted, press **(ENTER).**



4. Press **↓, **→**, or **(SPACE)** to scroll down.**

5. Hold **(☆) and press **→** to view the next encyclopedia article.**

6. Press **(BACK) to go back to the menu.**

7. Press **(CLEAR) to clear the title.**

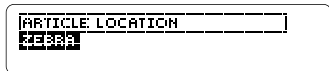
Finding Articles

► Viewing the Next Title

When you're typing a title at the Articles menu, you can highlight the next title beginning with the same letter(s) by holding (☆) and pressing .

► What Article Are You Reading?

When you're reading an encyclopedia article, you can view its title, or article location, by pressing (?).



Press (BACK) to return to the article.

► Understanding Abbreviations

To learn the meaning of an abbreviation used in this encyclopedia, first press (CLEAR). Then hold (☆) and press ↓. Then press (ENTER).

Next, type an abbreviation (e.g., *Deut.*) and press (ENTER) to view its meaning. To back up, press (BACK) repeatedly.

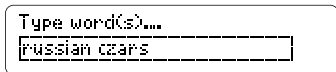
Searching for Words

You can search for words occurring in articles and their titles. Each word you find is called a match.

1. Press (MENU).
2. Highlight **Go To Word Search** on the Locate menu.



3. Press (ENTER).
4. Type up to five words (e.g., *Russian czars*).



You don't need to type capitals. To erase a letter, press (BACK). To move the cursor, press ← or →.

5. Press (ENTER) to search.



6. Highlight a title and then press (ENTER) to view its article.

Searching for Words


7. Hold and press repeatedly to view the next matches.

The matching words are boxed.
You may have to scroll down to see them.




8. Press to go to the menus.


9. Press to clear your search.

► If You Misspell a Word

If you enter a misspelled search word, a list of corrections appears automatically. Highlight a correction and press  to view it.

► Finding Incomplete Words

If you're not sure which form of a word to search for, type an asterisk in place of letters in the word (e.g., *psych**). (To type an asterisk, hold  and press ). Then press .

Next, highlight a complete word and press  to search for it.



Searching for Words

► Understanding Searches

When you search for words, the encyclopedia searches first for matches of the words in the titles of articles. If no matches are found in titles, it automatically searches for matches in the articles themselves. If no exact matches are found in articles, then it searches for synonyms and related words.

Searches of more than one word find matches regardless of the order or proximity of the words. For example, if you search for *space travel*, you'll find *travels* through *space*, etc.

► Expanding Your Searches

To find more matches, press  (red) up to three times after entering your word search. When you press  (red), your word search expands to include matches in articles or synonyms and related words, if they weren't already found.

Highlighting Search Words

Another way you can search for words is to highlight them in articles. Then you can view their matches in other articles. Try this example.

1. On the Articles menu, highlight *Irrawaddy*.

To learn how, read "Finding Articles."

2. Press **ENTER**.

3. Press **ENTER** again.

Notice the highlight. You can turn it off by pressing **BACK**.

4. Press the arrow keys to highlight a word (e.g., *Asia*).

Irrawaddy

one of the great rivers of
ASIA and the chief river of

5. Press **ENTER** to search.

ARTICLES	LOCATE	OTHER
ASIA		
ASIA MINOR		

6. Press **ENTER** to select the first matching article.

7. Hold **☆** and press **repeat-ly** to view the next matches.

Highlighting Search Words

To view a previous match, hold **☆** and press **repeat-ly**.

8. Press **MENU** to go to the menus.

9. Press **CLEAR** to clear your search.

► Using Cross-References

Cross-references appear in articles as words in all capital letters.

cent. AD, it was part of the
OTTOMAN EMPIRE until the
establishment of modern

Each cross-reference is the title of another encyclopedia article.

To use a cross-reference, first highlight it by pressing **ENTER** and then the arrow keys. Or hold **☆** and press **ENTER** until the cross-reference you want is highlighted. You can press **BACK** to turn off the highlight.

Next, press **ENTER** to go to the cross-referenced article. To go back to the original article, press **BACK**.

Using Filters

Filters help you locate encyclopedia articles by category. The categories are *Article Type* (people, places, and things), *Location*, *Subject*, and *Time Period*.

You can use more than one filter at a time to locate articles, as shown in the example below.

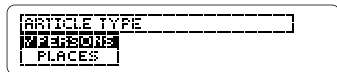
1. Press (yellow).

The Locate menu is highlighted.

2. Press to highlight *Article Type*.

3. Press to select it.

4. Press to select *Persons*.



A check marks the selected filter. You can uncheck it by pressing .

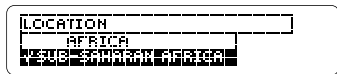
5. Press (yellow) to go to the Locate menu.

6. Highlight *Location* and then press to select it.

The arrow indicates subfilters.

7. Select *Sub-Saharan Africa*.

Using Filters

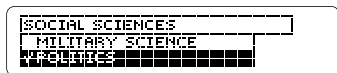


8. Press (yellow).

9. Select *Subject*.

10. Select *Social Sciences*.

11. Select *Politics*.



12. Press to view the matches.

13. Highlight a title (e.g., *Mandela, Nelson...*).



Type the title or scroll down to it.

14. Press to view its article.

15. Press to clear the filters.

Or select *Clear All Filters* from the Locate menu.

Using Filters

► MARKing Filters

Many filters have subfilters, indicated by a slanted arrow. For example, the Places filter under the Article Type category has 9 subfilters.

To select all its subfilters at once, highlight a filter and then press **MARK** (green). To deselect all its subfilters, press **MARK** (green) again.

► Understanding Filters

When you select filters from one category, your selections are related by *or*. For example, if you select *Persons* and *Places* from the Article Type category, all the articles about persons or places will be found.

However, when you select filters from more than one category, your selections are related by *and*. For example, if you select *Persons* from the Article Type category and *1980s* from the Time Period category, only articles about persons and the 1980s will be found.

Using Filters With Searches

To fine-tune your searches, you can select filters after entering your search words. Or you can select filters and then search for words. Try this example.

1. Select **Go To Word Search** from the **Locate** menu.
2. Type **war** and then press **ENTER**.



```
ARTICLES LOCATE OTHER
ARAB-ISRAELI WARS
AROSTOCK WAR
```

3. Press **LOC** (yellow).
4. Select **Location** under **Locate**.
5. Press **ENTER** to select **Americas**.
6. Select **Latin America**.
7. Press **↵** to view the matches.



```
5 ARTICLES LOCATE OTHER
MEXICAN WAR
PACIFIC, WAR OF THE
```

These articles are about wars and Latin America.

8. Select an article to view.
9. Press **CLEAR** when you're done.

Sending Words Between Books

You can look up words from this book in certain other BOOKMAN books, and vice versa.

To send or receive a word to or from another book, you must have installed a book cartridge in your BOOKMAN that is able to send or receive words, too. To learn if a book cartridge can send or receive words, read its User's Guide.

1. Highlight a word in this book.

To highlight a word in a list, press the arrow keys.

To highlight a word in text, press **ENTER** and then press the arrow keys.

2. Hold **☆** and press **CARD**.

3. Highlight the other book.

4. Press **ENTER**.

The word that you highlighted appears in the other book.

5. Press **ENTER** to look up the word.

Resetting BOOKMAN

If the BOOKMAN keyboard fails to respond, or if its screen performs erratically, first press **CLEAR** and then press **ON/OFF** twice. If nothing happens, follow the steps below.

Warning: Pressing the reset button with more than very light pressure may permanently disable your BOOKMAN. In addition, resetting BOOKMAN erases settings and information entered into its built-in book and in any installed cartridge.

1. Hold **CLEAR** and press **ON/OFF**.

If nothing happens, try Step 2.

2. Use a paper clip to gently press reset button on BOOKMAN.

The reset button is recessed in a pin-sized hole on the back of the BOOKMAN. Look for it on the battery cover or near the cartridge slot.

► Troubleshooting Tips

- Check that the cartridge, if any, is installed correctly.
- Check that the cartridge's metal contacts are dirt-and dust-free.

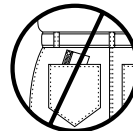
Cartridge Care

- **Do not touch the metal contacts on the cartridges.**

Caution: Touching these electrical contacts with statically charged objects, including your fingers, could erase information entered in a cartridge or built-in book.



- **Do not put excessive pressure on the cartridges.**



- **Do not expose the cartridges to heat, cold, or liquids.**



Optional Features



AC adaptor jack: Some BOOK-MAN models are equipped with a standard 3.5 mm jack for use with a 9-volt, 200-300 milliamp AC/DC adaptor.



This symbol indicates that the inner core of the plug of an AC adaptor is negative and that the outer part of the plug is positive. If your AC/DC adaptor does not have this symbol, confirm its compatibility at its place of purchase.

Headphone jack: Some BOOK-MAN models also have a 3.5 mm stereo headphone jack for use with a standard impedance 8 Ohm headset.

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Specifications

Model: ENC-2005

The Concise Columbia Encyclopedia

- size: 5.9 x 4.2 x 0.6 cm
- weight: 0.4 oz

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U.S. Patents 4,490,811; 5,153,831; 5,113,340; 5,321,609; 5,218,536; 4,830,618; 5,396,606.

Deutsch Pats. No. M9409743.7, M9409744.5.

European Patent 0 136 379.

Patents Pending

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