Franklin®

BOOKMAN®

ELECTRONIC BOOK CARD

Concise Columbia Encyclopedia

USER'S GUIDE

ENC-2046

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Introduction

Welcome to the world of BOOKMAN®!

With your new ENC-2046 you can carry and read the *Concise Columbia Encyclopedia* anywhere.

You can also search for words, locate encyclopedia articles by category, combine searches and categories, and even add your own bookmarks to quickly find the articles you read most often.

Read this User's Guide to learn how.

➤ About Screen Illustrations

Some screen illustrations in this User's Guide may differ from what you see on screen. This doesn't mean that your BOOKMAN is malfunctioning.

Key Guide

Color Keys

MORE **(red)** Expands a word search.

MARK **(green)** Adds or removes a bookmark, or selects a group of subfilters.

LOC **(yellow)** Displays the Locate menu.

LIST **(blue)** Displays a list of bookmarks, adds and removes bookmarks

➤ 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 book cards. To learn more, read "Using the Color Keys."

Key Guide

Other Keys

BACK — Erases a letter, backs up, or turns off the highlight in an article.

CAP — Shifts the keys to type capitals or punctuation.

CARD — Exits the book you are reading.

CLEAR — Clears your entries.

ENTER — Enters search words, selects a menu item, or starts a highlight.

HELP — Displays help messages.

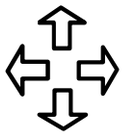
MENU — Displays the main menus.

ON/OFF — Turns BOOKMAN on or off.

? * — At an article, displays the Outline location. At a menu, displays a full menu item. Shifted, types an * to stand for a series of letters.

SPACE — Types a space, or pages down.

Direction Keys

 Moves in the indicated direction, or moves the cursor or highlight.

DN UP — Pages down or up.

Key Combinations*

☆ + BACK — Goes to the main menu from a submenu.

☆ + ENTER — Highlights cross-references or bookmarks in articles.

☆ + DN or UP — Goes to the next or previous article or word search match.

☆ + Q-P — Types numbers.

CAP + ⇩ or ⇧ — Goes to the bottom or top of menus. In entries with multiple sections, goes to the next or previous section.

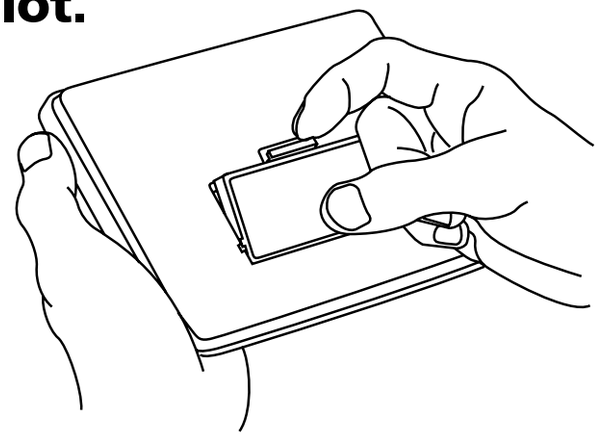
CAP + ⇧ — In an article, goes to the top of an article.

* Hold the first key while pressing the other key.

Installing a Book Card

Warning: Never install or remove a book card while your BOOKMAN is turned on. If you do, information that you've entered in the built-in book, as well as in any other installed book cards, will be erased.

1. **Turn your BOOKMAN off.**
2. **Turn your BOOKMAN over.**
3. **Align the tabs of the book card with the notches in the slot.**



4. **Press the book card down until it snaps into place.**

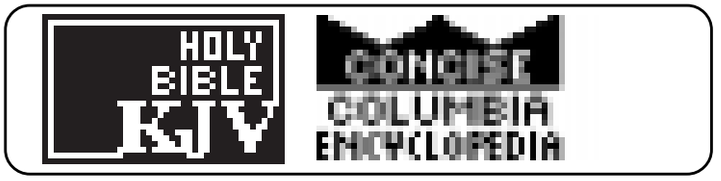
➤ Removing Book Cards

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

Selecting a Book

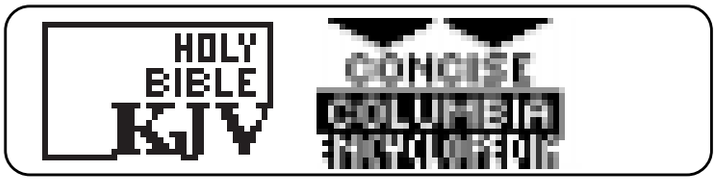
Once you have installed a book card in your BOOKMAN, you can select which book you want to use.

1. **Turn your 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.

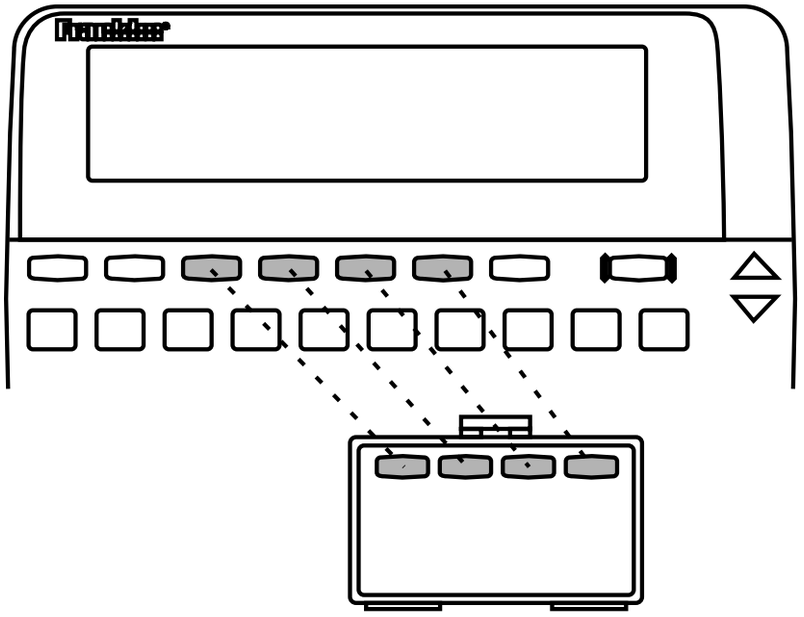
➤ Copyright Information

To see copyright information about this encyclopedia, highlight *Copyright* on the Setup menu and press ENTER.

Using the Color Keys

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

If you have selected the built-in book, the color keys function as labeled on the BOOKMAN keyboard. If you have selected a book card, the color keys function as labeled on that card.



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

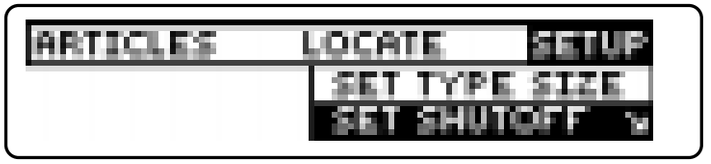
Changing the Settings

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. Screen contrast refers to how light or dark the screen is.

1. Press (CLEAR).

2. Use ⇦ or ⇨ to highlight the Setup 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.

If you select *Set Contrast*, press ⇧ or ⇩ repeatedly to make the screen darker or lighter.

To leave the settings unchanged, press (BACK).

6. Press (ENTER) to select it.

Viewing a Demonstration

Before you start using your new book card, you may want to see a brief demonstration of what it can do.

1. Press (MENU), if needed.

2. Use the arrow keys to highlight the Setup menu.

3. Press ⇩ to highlight *View Demo*.

4. Press (ENTER) to start the demonstration.

5. To stop the demonstration at any time, press (CLEAR).

➤ Help is Always at Hand

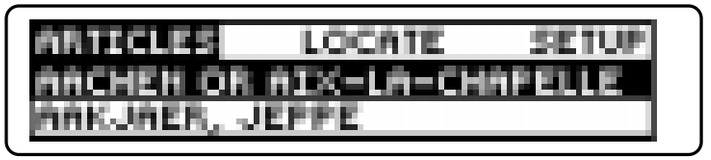
You can view a help message at virtually any time by pressing (HELP). Press ⇩ or DN to read the help. Press (BACK) to exit the message.

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

Finding Encyclopedia Articles

The Articles menu lists all the articles in this encyclopedia alphabetically by title. Finding an article is as easy as typing the name of its title.

1. Press (CLEAR).



The Articles menu is highlighted.

2. Start typing an article title. For example, type *zebra*.

You don't need to type capitals.

To undo a letter, press (BACK).

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

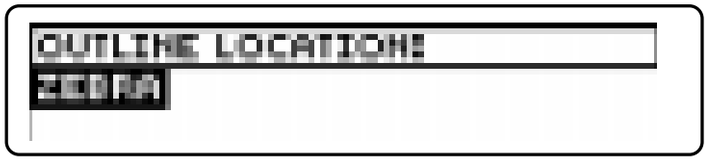
You can also find article titles by using the Direction keys at the Article menu.

3. When the title is highlighted, press (ENTER) to see its article.

4. **Press ⇩ , DN, or SPACE to scroll down to read the text.**
5. **Hold ☆ and press DN to view the next encyclopedia article.**
   Hold ☆ and press UP to view the previous encyclopedia article.
6. **Press BACK to go back to the Articles menu.**
7. **Press CLEAR when finished.**

➤ What Article Are You Reading?

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

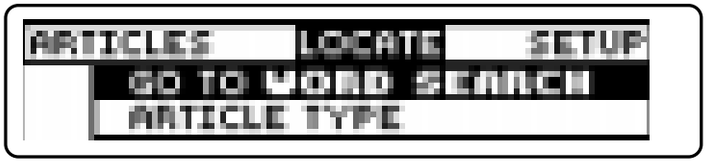


Press BACK to go back to the article.

Searching for Words

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

1. **Press CLEAR.**
2. **Press LOC (the yellow key).**



3. **Press ENTER to select *Go to Word Search*.**
4. **Type up to five words. For example, type *russian czars*.**

You don't need to type capitals, but if you want to, hold ☆ and press a letter key.
To erase a letter, press BACK.
To type a space, press SPACE.

5. **Press ENTER to search.**

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

7. To go to the beginning of the article, hold CAP and press ⇧.

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

8. Hold ☆ and press DN repeatedly to view the next matches.

9. Press CLEAR 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 ENTER to search for 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 CAP and press ?* .) Then press ENTER.

Next, highlight a complete word and press ENTER 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, the encyclopedia then 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 will find matches that have the words *travel* and *space* in the text of their articles.

➤ Expanding Your Searches

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

Highlighting Search Words

You can also search for words by highlighting them in articles. Then you can find their matches in other articles. Try this example.

1. Press CLEAR.

2. Highlight *Irrawaddy* and then press ENTER.

To learn how, read "Finding Articles."

3. Press ENTER again to start the highlight.

You can turn off the highlight by pressing BACK.

4. Use the arrow keys to highlight a word. For example, highlight *Asia*.

5. Press ENTER to search for it.

6. To search for more articles, press MORE (red).

7. Highlight an article and press ENTER to select it.

8. Hold ☆ and press DN repeatedly to view the next matches.

To view a previous match, hold ☆ and press UP.

9. Press CLEAR when finished.

➤ Moving around your encyclopedia

When the text of an encyclopedia article is on screen, you can easily use the Direction keys to scan and read the surrounding text.

To...	Press...
scroll down or up	⇩ or ⇧
page down or up	DN or UP
page down	SPACE
go to the next or previous article	☆ + DN or UP

Using Cross-References

Cross-references appear in articles as words in all capital letters. Each cross-reference is the title of another encyclopedia article. Try this example.

1. **On the Articles menu, highlight *thunder*.**
   To learn how, read "Finding Articles."
2. **Press ENTER.**
3. **Hold ☆ and press ENTER to highlight a cross-reference.**

   Or press ENTER and use the direction keys to highlight a cross-reference.
   To turn off the highlight, press BACK.
4. **Press ENTER to go to the cross-referenced article.**
5. **Press BACK to go back to the original article.**
6. **Press CLEAR when finished.**

➤ Cross-references in Small Type

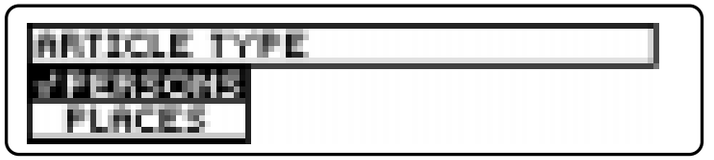
Cross-references are noted by an XREF marker (XREF) when you are using the small type size.

Locating Articles by Categories

You can search for encyclopedia articles by category. The categories are *Article Type* (persons, places, and things), *Location*, *Subject* , and *Time Period*.

You can use filters and subfilters, which limit the scope of a search, to locate articles, as shown in the example below.

1. **Press LOC (yellow).**
   The Locate menu is highlighted.
2. **Press ⇩ to highlight *Article Type* and then press ENTER to select it.**
3. **Press ENTER to select *Persons*.**



   A check marks the selected filter. You can remove the check mark by pressing ENTER again.
4. **Press LOC (yellow) or BACK to go to the Locate menu.**
5. **Highlight *Location* and then press ENTER to select it.**
   The slanted arrow indicates subfilters.

6. Select ***Sub-Saharan Africa***.

7. Press (LOC) (yellow) or (BACK).
8. Select ***Subject***.
9. Select ***Social Sciences***.
10. Select ***Politics***.

11. Press ⇦ to view the matches.
12. Highlight a title (e.g., ***Mandela, Nelson Rolihlahla***).

Type the title or use the Direction keys to scroll down to it.

13. Press (ENTER) to view its article.
14. Press (CLEAR) to clear the filters or select ***Clear All Filters*** from the Locate menu.

Locating Articles
by Categories

➤ MARKing Filters

Many filters have subfilters, indicated by a slanted arrow. For example, the Location filter under the Article Type category has 10 subfilters.

To select all its subfilters at once, highlight a filter and then press (MARK) (the green key). To deselect all its subfilters, press (MARK) (green) again. Note: You cannot MARK an entire category.

➤ Understanding Filters

When you select more than one filter from a 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 *1980's* from the Time Period category, only articles about persons ***and*** the 1980's will be found.

Using Categories with Searches

To fine-tune your searches, you can select filters after entering 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.

To learn how, read "Searching for Words."

2. Type *war* and then press ENTER.

3. Use the arrow keys to highlight the Locate menu and select *Location*.

4. Press ENTER to select *Americas*.

5. Select *Latin America*.

6. Press ⇦ to view the matches.

These articles are about wars and Latin America.

7. Select an article to view.

8. Press CLEAR when finished.

Using Bookmarks

Adding a Bookmark

You can personalize your encyclopedia by adding bookmarks to articles. Then you can use your bookmarks for quick reference. The BKM shows the placement of the bookmark. Note: You can add multiple bookmarks in a single article.

1. Select an encyclopedia article.

2. Press MARK (green) to place a bookmark.

You can also press LIST (the blue key) and then press ENTER to add a bookmark.

Finding and Viewing a Bookmark

Once you've added bookmarks, it's easy to find or remove them.

1. Press (CLEAR)**.**

2. Press (LIST) **(blue).**

This is a sample bookmark list. Bookmarks appear in alphabetical order.

3. Use ⇩ to highlight a bookmark.

4. Press (ENTER) **to view the article in which the bookmark is placed.**

Removing a Bookmark

1. Find a bookmark in an article.

To learn how, read "Finding and Viewing a Bookmark."

2. Press (MARK) **(green) to remove a bookmark.**

Or press (LIST) (blue) and then press (ENTER) to remove the last bookmark you placed.

Sending a Word Between Books

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

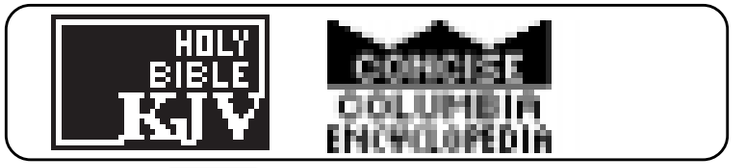
To send or receive a word to or from another book, you must have installed a book card in your BOOKMAN that is able to send or receive words, too. To learn if a book card can send or receive words, read its User's Guide.

1. Highlight a word in the text of an article.

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. If needed, press (ENTER) **to look up the word.**

Resetting Your 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 book card.

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.**

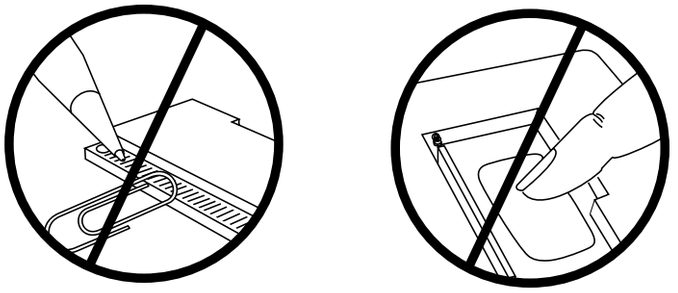
   The reset button is recessed in a pin-sized hole on the back of the BOOKMAN. Look for it on the battery cover or near the book card slot.

This unit may change operating modes due to Electro-static Discharge. Normal operation of this unit can be re-established by pressing the reset key, ON/OFF, or by removing/replacing batteries.

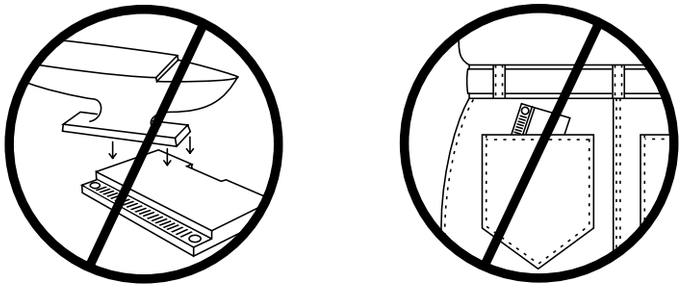
Book Card Care

- **Do not touch the metal contacts on the book cards.**

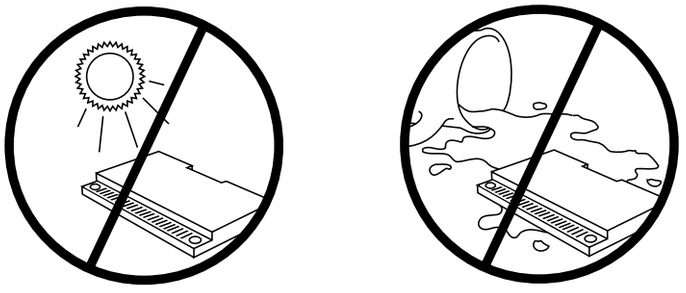
  Caution: Touching these electrical contacts with statically charged objects, including your fingers, could erase information entered in a book card or built-in book.



- **Do not put excessive pressure on the book cards.**



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



Specifications

Model: ENC-2046

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; 4,830,618; 5,218,536; 5,396,606.

Deutsch Patents M 9409743.7 and M 9409744.5

European Patent 0 136 379.

Patents Pending

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