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**CONCISE COLUMBIA
ENCYCLOPEDIA**

User's Guide

ENC-640

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Welcome to the world of BOOK-MAN™! With your new ENC-640 you can carry and read the *Concise Columbia Encyclopedia* anywhere. You can also search for words, locate ar-

ticles 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.

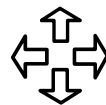
Other BOOKMAN books have their own color key functions, which are labeled on their keyboards or cartridges. To learn more, read "Using the Color Keys."

* 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
 + 
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 Batteries

Your BOOKMAN model ENC-640 requires four AAA batteries. Here is how to install or replace them.

Warning: When the batteries lose all power or are removed from your BOOKMAN, information that you entered in its built-in book, and in any installed cartridge, will be erased.

1. Turn **BOOKMAN** over.
2. Slide off its battery cover in the direction of the triangle.
3. Install the batteries with their plus signs aligned as shown on the diagram in the battery compartment.
4. Replace the battery cover.

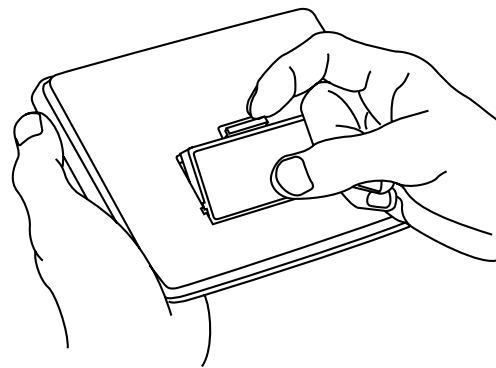
► About Screen Illustrations

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.

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.

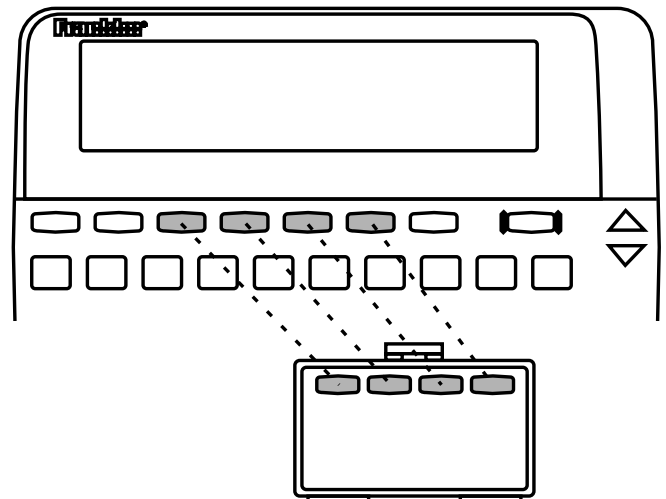
► Resuming Where You Left Off

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 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 of the ENC-640 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)**.

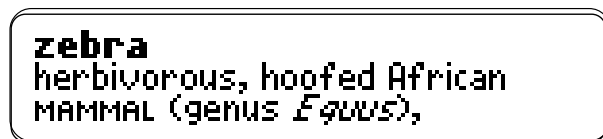
The Articles menu is highlighted.

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 **(ENTER)** 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.

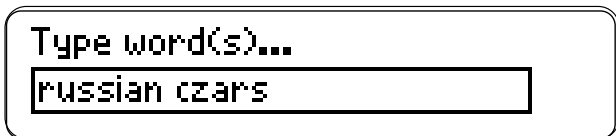
Searching for Words

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 **MENU** to go to the menus.
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 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 **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, 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 **(MORE)** up to three times after entering your word search. When you press **(MORE)**, your 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
138 and the chief river of

5. Press **(ENTER) to search.**





4 ARTICLES LOCATE OTHER
ASIA
ASIA MINOR

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

7. Hold **(☆) and press repeatedly to view the next matches.**

Highlighting Search Words

To view a previous match, hold  and press .

8. Press  to go to the menus.





9. Press  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  and then the arrow keys. Or hold  and press  until the cross-reference you want is highlighted. You can press  to turn off the highlight.

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

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.

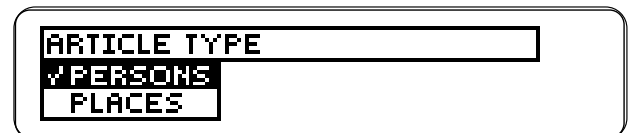
1. Press .


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  or  to go back to the Locate menu.

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

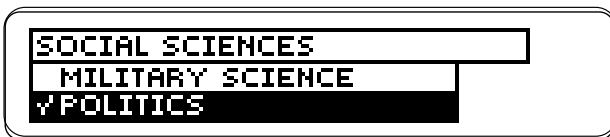
The arrow indicates subfilters.

7. Select *Sub-Saharan Africa*.

Using Filters



8. Press **(LOC)** or **(BACK)**.
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 **(ENTER)** to view its article.
15. Press **(CLEAR)** 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)**. To deselect all its subfilters, press **(MARK)** again.

► Understanding Filters

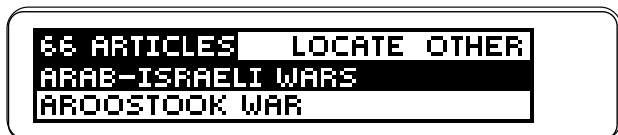
When you select filters from one category, your selections are related by *or*. For example, if you select *Persons* and *Places* from the Article Type category, all articles about persons or places will be found.

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.

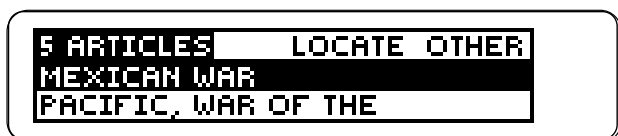
Using Filters With Searches

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)**.



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



These articles are about wars and Latin America.

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

Using Notes

Adding Notes

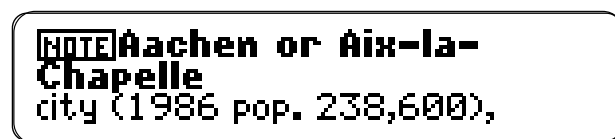
You can place, or add, your own notes in articles of this encyclopedia. Then you can use your notes as bookmarks for quick reference.

Each note can contain up to 23 characters. The number of notes you can place depends on the length of each.

1. When any encyclopedia article is on screen, press **(MARK)**.



2. Type a note and then press **(ENTER)**. Or press **(ENTER)** to add the note already typed.



If you don't want to place a note, hold **(☆)** and press **(BACK)**.

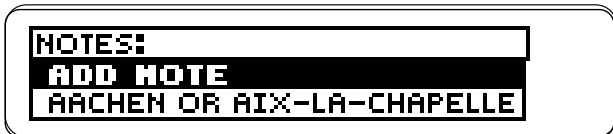
The **NOTE** marks the placement of the note.

Using Notes

Finding & Removing Notes

Once you've added notes, it's easy to find or remove them. Just select a note from your note list.

1. **When any encyclopedia article is on screen, press **LIST**.**



This is a sample note list.

2. **Highlight a note on the list.**

Type the first letters of the note or scroll down to it.

3. **Press **ENTER** to view its placement.**

To view the contents of the note, press **ENTER** twice. Then press **BACK** to go back to the article.

4. **To remove the note, press **LIST**.**



5. **Then press **ENTER** to select *Remove Note*.**

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.

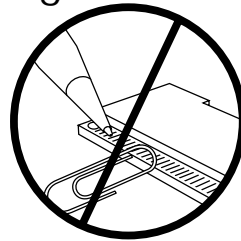
► Troubleshooting Tips

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

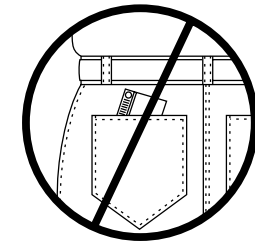
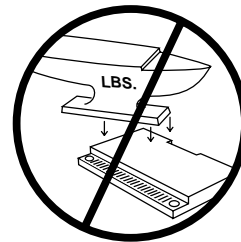
Cartridge Care

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

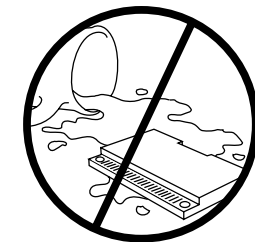
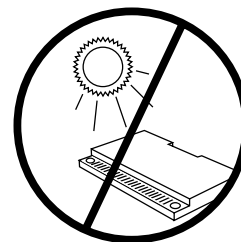
Caution: Touching these electrical contacts with statically charged objects, including your fingers, could erase information entered in a cartridge or built-in book.



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



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



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Specifications

Model ENC-640

The Concise Columbia Encyclopedia

- batteries: 4 AAA, 1.5-volt
- size: 14 x 2.5 x 10.3 cm
- weight: 6 oz. without batteries

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U.S. Patents 4,490,811; 4,830,618;
5,321,609; 5,153,831; 4,891,775;
5,113,340; 4,982,181; 5,007,019;
5,203,705; 5,218,536; 5,229,936;
5,249,965; 5,295,070; 5,333,313;
5,396,606.

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