

INTRODUCTION

Welcome to Bartlett's Familiar Quotations, Expanded Multimedia Edition. This User's Guide introduces you to Bartlett's CD-ROM and to all the features of the multimedia version of this classic reference work.

Bartlett's Familiar Quotations

Bartlett's is best described by John Bartlett himself, compiler of the original book, as quoted below in an excerpt from the introduction to the most recent edition of Bartlett's In the Sixteenth Edition, published in 1992, Justin Kaplan, General Editor, writes:

"The object of this work," Bartlett wrote in the preface to the 1855 Familiar Quotations, "is to show, to some extent the obligations our language owes to various authors for numerous phrases and familiar quotations which have become 'household words.' "[That goal] now extends to quotations chosen as well for their literary power, intellectual and historical significance, originality, and timeliness."

To see the entire text of Justin Kaplan's introduction to the Sixteenth Edition, click **ESSAYS** on the Main Menu of Bartlett's CD-ROM (see **Essay and Credits** section later in this User's Guide).

EXPANDED MULTIMEDIA EDITION...

Bartlett's CD-ROM consists of three main sections: Bartlett's, Select Quotations, and Media Timeline.

Every quotation, index entry, and footnote from the Sixteenth Edition is represented within this new multimedia edition. In addition, to take advantage of the new digital medium, we have added two features: multimedia quotations (any non-textual quotation, such as videos, sounds, and still pictures) and the ability to create custom sets of quotations. Bartlett's CD-ROM contains 262 author pictures, 41 sound files (either music or speeches), 378 still images of art, architecture, movie stills, and photography, and 19 video clips. All multimedia quotations are represented by icons.

Topic

When you click **Topic**, you will see a panel of **Main Topics** and **Subtopics**. You can choose all the **Subtopics** of a **Main Topic** by clicking the **Main Topic**. Each **Subtopic** will appear in the **Selection Summary** box. To select subtopics individually, just click those of interest.

Author

Clicking **Author** displays an alphabetical list of author names. You can scroll through the list, or you can enter the author's name in the **Type-Ahead** area at the top of the list of names.

Author Category

From the **Author** panel you have the option of selecting authors by categories. To do so, once the **Author** panel appears, click **Category** at the top of the list of authors. From here, you can choose a **Gender** (**Male Only** or **Female Only**), a **Profession**, or a **Region**. If you wish to return to the main **Author** panel, which displays a list of names, click **Name** at the top of the panel. To clear a **Gender** selection you have made, click on the choice again.

Date

A timeline appears when you click **Date**. To search a date range, move the arrows at the top and bottom of the scroll bar so that the space between them defines the desired range. The entire scroll bar may also be used.

Keyword

Clicking **Keyword** displays an alphabetical list of all the words indexed in *Bartlett's CD-ROM*. You can scroll through the list, or you can enter the text in the **Type-Ahead** area at the top of the list of keywords.

Source

Click **Source** to display an alphabetical list of original sources from which the quotations on Bartlett's CD-ROM are taken. You can scroll through the list, or you can enter the text in the **Type-Ahead** area at the top of the list of sources.

MAIN MENU

After clicking anywhere on the **Title** screen, the **Main Menu** will appear. The **Main Menu** consists of the **Bartlett's Tool Bar**, brief descriptions of each of the three main sections of *Bartlett's CD-ROM*, and access to **Essays and Credits**.

BARTLETT'S TOOL BAR

The **Bartlett's Tool Bar** is available on every screen of *Bartlett's CD-ROM*. The **Tool Bar** appears on the left side of each screen and is displayed vertically.

Tabs

At the top of the **Tool Bar**, you will see **tabs** representing each of the three main sections of Bartlett's CD-ROM. To access a section, click the corresponding **tab** or its description. Each section is described briefly below and in full in its own section of the User's Guide.

Bartlett's

Contains all of the quotations from Bartlett's Familiar Quotations, Sixteenth Edition **Select Quotations**

Allows you to create a customized set of quotations based on search criteria that you choose.

Media Timeline

Provides direct access to all the multimedia quotations in *Bartlett's CD-ROM*

Buttons

At the bottom of the **Tool Bar**, you will find four buttons:

Help

Click the **HELP** button to display context-sensitive help for the screen currently displayed. To clear a **Help** display, click anywhere on the screen.

Menu

To return to the **Main Menu**, click the **Menu** button.

Hide

The **HIDE** button will remove Bartlett's CD-ROM from the screen and replace it with an icon. Double-click the icon to return to the screen of *Bartlett's CD-*

SELECT QUOTATIONS

The **Select Quotations** section of Bartlett's CD-ROM allows you to create a customized set of quotations by using seven **Search Panels** to specify criteria. (You can also use the **Check Boxes** in Bartlett's before opening the **Select Quotations** section; see the **Check Boxes** section.) Once you have created a custom set, you can conveniently copy groups of quotations to a clipboard (see **Copying to Clipboard**, above). You can copy only one page at a time, and multimedia cannot be copied. You can also save your custom set as a file for easy retrieval.

To access this section, click the **Select Quotations** **tab** on the **Bartlett's Tool Bar** from any screen. Unless you have chosen quotations since you launched Bartlett's CD-ROM, the custom set will be empty when you choose **Select Quotations**.

CREATING A CUSTOM SET OF QUOTATIONS

Follow these basic steps for creating a custom set of quotations. For detailed information on each **Search Panel** and button, read the **Search Panel** section.

1. Click the **Custom Bartlett's** **tab** from any screen. Click **NEW** to start a new search.
2. A set of **Search Panel** buttons will appear on the left side of the screen. Click a **Search Panel** button to bring up the corresponding panel.
3. Choose any many search criteria as you like from the panel. Your selections will appear in the **Selection Summary** box on the left side of the screen.
4. If you would like to select additional criteria from another panel, click the appropriate **Search Panel** button.
5. Click the **FIND QUOTATIONS** button at the bottom of the left side of the screen. All of the quotations in Bartlett's will be searched to find quotations that match your search criteria. When the search is completed, the retrieved quotations will appear in the page display area. You have created a custom set of quotations.

BARTLETT'S FAMILIAR QUOTATIONS EXPANDED MULTIMEDIA EDITION