

**User's Guide for  
TESOL Quarterly - DIGITAL (1967-1998)  
VOLUMES 1 - 32**

License Agreement ( <b>Read before using this product</b> )	2
Set Preferences	3
Definition and Limitations of TQ-D	3
Structure of the Database	3
Introducing the Acrobat™ Reader 3.0 Toolbar	4
Navigational Tutorial	7
Search Tutorial	9
Factors Affecting Search Speed	11
Printing from the Database	12
How to Use the Acrobat™ Reader Help Files	12
Setting Preference Parameters	12
Caveat on Errors	13
Trouble-Shooting	13
Common Questions	16

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## Set Preferences - YOU REALLY NEED TO DO THIS NOW!

There are several default values in the Adobe Acrobat™ Reader 3.0 that you probably should change in order to maximize the efficiency of database searches. The following adjustments will insure that search results are complete and that they will be available to you in chronological order. You can make these changes from any location in the TQ-D database, and we recommend you do so immediately.

From the Main Menu click on the yellow navigation link around “Volumes Menu.” Then click the red link for Issue 1 of Volume I. Now click on *File*, move the cursor to *Preferences*, and click on *General*. The General Preferences box should now be on the screen. If the option *Smooth Text and Monochrome Images* is on, click it off. Click *OK*. This might improve the quality of the screen display. If it doesn't, change the preference back to its initial setting.

Click on *File*, move the cursor to *Preferences*, and click on *Search*. The Acrobat Search Preferences box should now be on the screen. In the Results section of the box, click on the options button for *Sort By*. Select *Title*. (This will cause your computer to report search results in chronological order. Retaining the default “score” will cause a report of research results based on the frequency and density of the target word or phrase in each document file.) Then, in the Show Top \_\_\_\_\_ Documents line, replace the number 100 with 200. This is essential because there are more than 100 documents (each issue of TQ is a document) in the data base. (On some Macintosh™ machines the cursor may fail to appear in the number box, but you should be able to enter the new number anyway. In some cases you may need to do a search before the Search Preferences become functional.) Click *OK*. Preferences can be reset at any time.

### Definition and Limitations of TQ-D

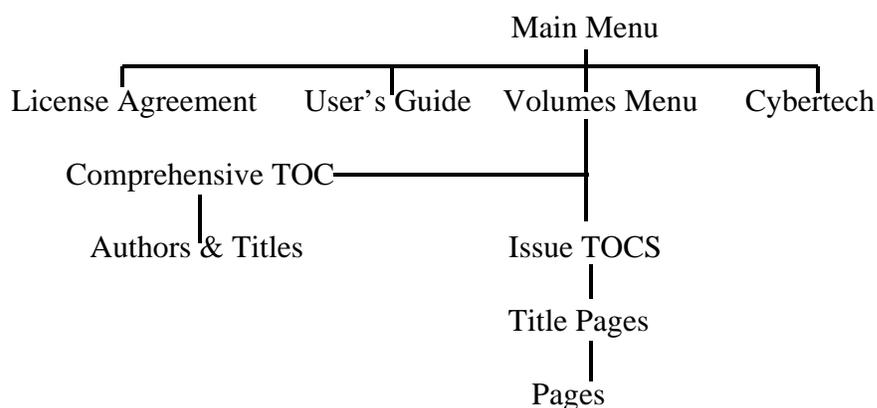
The database in *TESOL Quarterly - Digital* is an electronic version of the first 33 volume years (1967-1999) of the periodical *TESOL Quarterly*, which has been and still is published in paper form by TESOL. TQ-D contains all of the articles, advertising, and mastheads from the original. Variations from the original TQ issues are limited to microspacing, inadvertent errors resulting from the digitizing process, additional copyright statements, and bibliographic information placed on the title pages of articles. Errors in form and content in the original issues have NOT been corrected, intentionally.

The entire TQ-D database is stored on the CD-ROM (Compact Disk - Read Only Memory). It is impossible to add to or modify the database in any way without consciously violating the license agreement. Acrobat™ Reader 3.0 is designed to view, navigate, search, and print from the database, but it is NOT designed to edit it (e.g., using cut and paste procedures). TQ-D is an archival device and NOT an authoring program.

### Structure of the Database

The contents of *TESOL Quarterly - Digital* are arranged in a hierarchy that makes navigating the database easy and efficient. Volumes, issues, tables of contents, title pages of articles, and pages within articles are connected by over 18,000 navigational links that allow the user to jump directly

from one point to another. Links appear as yellow, red, or blue boxes. The diagram below shows the structure of TQ-D. The Main Menu accesses the License Agreement, User's Guide, and Cybertech News. The Volumes Menu provides direct access to each issue of TQ, and a Comprehensive Table of Contents listing all authors and titles from the individual issues of TQ. Each page of every article in the database is linked back to the article's title page; every title page is linked back to its respective table of contents; and every table of contents (TOC) is linked back to the Volumes Menu.



### Introducing the Acrobat™ Reader 3.0 Toolbar

If you are already familiar with the Acrobat™ Reader or consider yourself a database veteran, the brief toolbar descriptions below may be all you need to get started navigating and searching the database. Otherwise, we suggest you work through the navigation and search tutorials that follow this introduction. We should also mention that the toolbar contains a number of icons for operations which are nonfunctional in this particular database, and they will be referred to only briefly.



Displays only the text page and eliminates thumbnails, miniature views of document pages which are displayed in the overview on the left side of the screen.



Displays both the text page and bookmarks. However, in this database, there is no provision for bookmarks.



Displays both the text page and thumbnails, miniature views of document pages which are displayed in the overview area on the left side of the screen. Clicking on a thumbnail will cause that page to appear in the main viewing area.



Selects the hand (cursor). When you have finished using the zoom-in tool, this icon will return you to the standard hand cursor.



Selects the zoom-in tool. The zoom-in looks like a little magnifying glass. Successive clicking allows you to magnify any portion of the text up to 800%.



Selects the text selection tool. However, in this database, there are no editing functions so the icon is of no use.



Displays the first page of each document file (i.e., TQ issue, menu, or User's Guide).



Displays the previous page.



Displays the next page.



Displays the last page of each document file (i.e., TQ issue, menu, or User's Guide).



Goes to the previous view. The *previous* and *next view* icons allow the user to move back and forth along the trail of decisions. For example, clicking the Previous View button three times will show you whatever was on your computer screen three clicks ago. Try it.



Returns to the next view.



Sets the size of the page on the screen to a standard referred to as 100%. There are many ways to alter the size of a page: the zoom-in tool, the next two icons on the toolbar, and the magnification bar at the bottom of the screen.



Sets the size of the page so that the entire page fits in the window.



Sets the page to the maximum width that will fit in the window



Displays the Find Command dialog box. Searches using the Find command are limited to a single document (e.g., one issue of TQ) and are nonindexed searches, which are slow compared with indexed searches. Only the first instance of the search target is identified. Repeated searches using the **Find Again** function are necessary to locate successive instances of the target word or phrase. About the only advantage of the Find Command is that all symbols and combinations of symbols are acceptable search targets.



Displays the Search Command dialog box. The Search Command is a set of powerful tools that permit a variety of fast, full-text, indexed searches of the entire database; and you will want to use the Search Command rather than the Find command 99.5% of the time. The Search command options and some creativity on your part will allow you to expand or narrow a search. The **Match Case** option finds targets that match upper and lower case specifications (e.g., *Language* vs *language*). The **Proximity** option finds the pair of words that are physically close to each other in each issue of TQ (e.g., a search entered as *language and instruction* will result in finding the single context in each of the 124 issues of TQ where the words *language* and *instruction* are closest together. The **Word Stemming** option finds all words in the database that have the same linguistic root (e.g., *teach*, *teacher*, *teaching*). The **Sounds Like** option finds targets which are similar in spelling to the word or phrase entered in the search box (e.g., a search for *pedigogical* will result in finding

instances of *pedagogical*). The **Thesaurus** option finds words with similar meanings (e.g., targeting the word *ugly* will result in the identification of *offensive, evil, sick, etc.*). You can also conduct **Boolean** searches. Search time is dependent upon the amount of RAM in your computer and the complexity of the search request. A phrase search takes longer than a word search, and high frequency words such as *the* and *in* increase search time.



Displays search results. Clicking *View* will take you to the first instance of the target word or phrase in the highlighted issue or document. TQ issues containing hits will be presented in chronological order if you have followed the instructions on page 3. (For other options see “Setting Preference Parameters” on page 12. Highlighting and selecting *00TOC\_PDF* will take you to the first chronological instance of the target in the Comprehensive Table of Contents. This is a search option that limits the search to authors and titles in TQ tables of contents. You can safely ignore the **Info** option in the Search Results box.



Displays the previous one in the sequence of hits in the database following a search.



Displays the next one in the sequence of hits in the database following a search.

### Navigational Tutorial

From the Main Menu click on the yellow box encasing the option Volumes Menu. This will take you to the array of TQ’s first 32 volume years, each volume being partitioned by issue to allow direct access to each of the issues published since 1967.

Travel to the first page of Volume 1, Issue 1 by clicking on the appropriate navigational box. Each table of contents page is linked back to the Volumes Menu by a blue link. No matter where you are in the database, you are never more than three mouse clicks away from the Volumes Menu, which gives you quick access to the entire database.

Click on the red box surrounding the Allen article “TESOL and the Journal.” You should arrive at the title page of the article. Now click on the scroll down arrow in the lower right corner of your screen until you get to the very top of the next page. In the upper left hand corner of the page you

will see a red navigational box. Click on this box to return to the title page. Now click the red box on the title page to return to the table of contents for Issue 1. Finally, to return to the Volumes Menu, click on the blue box in the upper left corner of the table of contents.

From the Volumes Menu click on Volume 3 Issue 4. On the lower left side of the screen is a box with a little magnifying glass and a percentage inside it. (Let's call it "MG%".) Move the cursor hand to MG% and hold down the mouse button. (If you have two mouse buttons, try the left one first). You will see a set of vertical options appear. While keeping the mouse button down, move the cursor to Fit Visible and then release the button. This is the setting that provides maximum magnification while still allowing the page to fit the screen horizontally. Play with the other settings in the MG% box to see what happens.

To the immediate left of the MG% box is a box that tells you what PDF page you are on. Click on the page box. Then type 42 in the Go To Page box and click *OK*. This should put you on page 42 of the PDF (Portable Document File) and page 324 of the original text. The distinction is important when it comes to printing out an article because you will need to specify document page numbers rather than the original page numbers in the journal.



Go to the toolbar and click on the zoom icon, 5<sup>th</sup> from the left (magnifying glass with a + in it). Now target one of the boxes with writing in it and click. Retarget and click again. And again. To return the page to normal viewing size, use MG% and set to Fit Width. To return the hand cursor, click on the toolbar hand icon.

At this point you may be wondering why the print is so small on the screen. To begin with, your monitor has fewer than 100 dots per square inch (dpi) with which to make symbols while most printers use 300 dpi. Also, some journals use very small print. The sentence you are currently reading is in 12 point Times New Roman font and uses fewer than 100 characters per line. Some of the printing in *TESOL Quarterly* is in 8 point font and has over 200 characters per line. The larger the print in the original, the clearer and larger it will be on your computer screen.



To jump to the first page of a document file - in this case Volume 3 Issue 4 - click the 7<sup>th</sup> icon from the left on the toolbar. This should put you on the Issue 4 table of contents.

Now jump to the last page of Volume 3 Issue 4 by clicking the 10<sup>th</sup> icon from the left on the toolbar. You should be on PDF page 99 (see page box in lower left of screen.)



Toolbar icons 8 and 9 allow you to move through the document file one page at a time. Note that these icons take you to the top of each page and that the screen can't hold a full vertical page of text without reducing the print size to the point of illegibility. You can move a line at a time using the scroll arrows on the extreme right of the screen. On most computers the page up and page down buttons will allow you to move through the database one screen at a time.



Toolbar icons 11 and 12 allow you to move back and forth along the trail of your decision making. Play with these two icons and you will readily see what they do.

### Search Tutorial

Learning to conduct fast and efficient searches requires both practice and some heuristic problem solving skills. The structure of the database and the flexibility of the Adobe search engine lend themselves to creative applications that go far beyond the fundamentals described below. Do not be afraid to play with the options. Remember that you are working in a **Read Only Memory** environment, so you can't accidentally save something onto the CD-ROM that will ruin it.



Click on the search icon (binoculars with page). The box that appears should say "Adobe Acrobat Search" at the top. If it doesn't, you probably clicked the wrong binoculars. Try again.

The Search Box has three options to the right and five on the bottom. All of the options on the bottom should be neutral. If any of the accompanying little white boxes contain check marks, click them off. The cursor should be blinking in the text box; if it isn't, click on *clear* and the cursor will appear. Indexes are preinstalled so you shouldn't need this option.

Type *reading* into the text box and click on *search* or just hit the enter key. The Search Results box will appear listing in chronological order all issues in which the word *reading* appears. Double click on 01\_1\_1967 to go to the first instance of *reading* in that issue.



Successive clicking on the last icon of the toolbar will take you forward in the chain of target hits (every instance of *reading*) that begins in Volume 1 Number 1 and runs throughout all 30 volume years - if you are so inclined. Click through a few pages. The next to the last icon on the right will move you back through the chain of instances of *reading*.



Click on the Results Icon. “Found 137 out of 139 documents” means the target word, *reading*, was found in 137 of 139 issues of *TESOL Quarterly* plus the other 7 PDF documents on the CD-ROM (e.g., the User’s Guide). The first document listed in the Search Results box is 00TOC\_pdf. Double clicking on *00TOC\_PDF* will take you to the first instance of *reading* in the Comprehensive Table of Contents (which should be Volume 1 Number 1). Successive clicking on the last icon in the toolbar will allow you to find all of the articles in *TESOL Quarterly* that have the word *reading* in the title. Do this until you come to the article by John W. Oller, Jr. in Volume 6 Number 4. To get to the Oller article, click on the red navigational box “Volume 6, Number 4.”

Go back to the Search Box (binoculars plus page) and enter the term *Phoneme*. Click on the **Match Case** option and then click *Search*. This option will result in finding only those instances of the target word that have the same pattern of upper and lower case letters. Without the Match Case option the computer will find all instances of *phoneme* regardless of capitalization.

You can conduct **Boolean** searches using the words *and*, *or*, and *not*, which have mathematical rather than the usual verbal meanings. For example, open the search box and type in the words *reading and writing*. The computer will find all instances of either word in any issue in which both words happen to occur. If you want to find the exact phrase *reading and writing*, you must put quote marks around the expressions (i.e., “reading and writing”) to tell the computer that *and* is a word and not a Boolean operator. Also note that & (ampersand) , (comma) and ! (exclamation point followed by a space) may be used instead of *and*, *or*, and *not*, respectively, as Boolean operators. Generally, avoid symbols and punctuation marks when conducting searches.

Return to the Search Box and search again for *reading and writing* (without quotes), but this time click on the **Proximity Search** option. The computer will identify the instance of the words *reading* and *writing* that occur closest to each other in each issue.

Return to the Search Box. Click off **Proximity**; click on the **Word Stemming** option; click *clear*; and enter *linguistic* in the text box. The computer will highlight words that have that stem, e.g., *linguistic*, *linguistics*, *linguistically*.

Return to the Search Box. Click off **Word Stemming**; click on the *Thesaurus* option; and enter the word *terror*. A search will result in *fear*, *horror*, and other words with similar denotations being highlighted.

The **Sounds Like** option allows you to search for targets when spelling is in doubt. For example, searching for *pedigogy* will result in finding *pedagogy* if the Sounds Like option is used. However, the **Wild Card** search is usually superior because it results in fewer false positives.

**Wild Card** searches permit you to use the symbols \* and ? to represent indeterminate letters and symbols where the ? represents a single element and the \* represents as many as will fit a given parameter. For example, searching for *fi?* will allow you to find the words *fin*, *fit*, and *fix*; searching for *fi??* will result in finding words such as *find*, *fire*, and *fits*; entering the term *n\*r* will result in finding *never*, *number*, and *numerator*. These options work well when you aren't quite sure how to spell an author's name. For instance, if you weren't sure how to spell the name "Giuseppina Cortese," you could just enter wild card characters in place of the letters you were doubtful of (e.g., *G\*se\*ina Cort\** or *G??se??ina Cort???*) to find her article.

Finally, these search functions can be combined in various ways (e.g., **Boolean** plus **Wild Card** plus **Match case**). And some functions are mutually exclusive, for example **Proximity** and **Thesaurus** can't be used at the same time. In time you will develop a unique set of strategies to meet your particular research needs.

### Factors Affecting Search Speed

Search speed is determined largely by the amount of RAM in your computer and the speed at which information is transferred back and forth from your CD-ROM drive. Search speed is also influenced by the search requests themselves. In general, the more words there are in the request the longer the search will take. Also, the inclusion of high frequency words such as *a* and *the* increases search time. Eliminating the screen saver and other demands on your computer's memory will reduce search times. A recent experiment suggests what kinds of search times you can expect. We observed the following with an indexed search (binoculars plus page) for *research* and then *research in language acquisition* using the computers listed in the table below:

	Pentium 133 MHZ 24 mg RAM	486 DX 75 MHZ 8 mg RAM
research	2 seconds	8 seconds
research in language acquisition	4 seconds	21 seconds

### Printing from the Database

To print, go to the menu bar and select *File*. Then click *Print*. Keep the following in mind:

1. The default in the print menu is set to print out entire PDF documents. You will need to change the button to *Current Page* or specify which pages you want to print unless you want to print out an entire issue.
2. Remember that “pages” refers to PDF (document) pages and NOT to original text pages. Be sure to use PDF page numbers whenever you are printing from the database.
3. The more powerful your printer the faster it will spool and print. If the buffer is very small, it may not work at all. Computers with Pentium processors seem to work well with almost any ink jet or laser printer.

### How to Use the Acrobat™ Reader Help Files

The Help option in Acrobat™ Reader is not correlated with your actions or location in the database. For instance, if you have accessed the Search Dialog (binoculars plus page), clicking on *Help* will not give you direct assistance in searching. The Help option actually provides a set of user’s guides, some of which are relevant to working in the current database and some of which are not. From the Help option menu the following selections provide useful information and you should look through them when you have a chance.

Reader Online Guide	
Using Acrobat Reader	(General Information)
Viewing PDF Documents	(Navigation & Printing)
Plug-In Help...Using Acrobat Search	(Detailed Search Instructions)

Inside the Help files, clicking on the targets in the upper right hand corner of each page will return you through the hierarchy of menus in the help file you selected. To exit the Help option altogether, click on *File* and then *Close*.

### Setting Preference Parameters

Because the Acrobat™ Reader 3.0 has been installed on your hard drive, it is possible to make a variety of permanent adjustments in the way the Reader operates. In most cases you will want to retain the original settings. However, if you do make changes, we urge you to keep a record of them so that you can return to the original settings should they interfere with navigating or searching the database. Changes in preferences may not be activated until you close out of the database and then restart it. To access Preference Parameters, click *File* and then *Preferences*. Within the Preferences

menu there are two relevant categories: General and Search. If you click on *General* you will see the option Default Page Layout at the top right. If you click on the option button to the right of it and set the parameter to *Continuous*, it will allow you to scroll through pages so that you can see the bottom of one page and the top of the next. One disadvantage to continuous page layout is that it disables the Fit Visible option; another is that it may cause your computer to freeze all navigation and search functions, in which case you will have to click *File* and then *Exit* in order to recover.

From the Preferences menu click *Search*, which should give you the Acrobat Search Preferences dialog box. In the Results section click the *Sort By* button. Selecting *Title* will cause search results to be presented in chronological order. Selecting *Score* will cause search results to be presented according to the number and density of hits in the various TQ issues. The other Sort By options are unlikely to be productive. The Show Top \_\_\_\_\_ Documents option allows you to control the number of documents (issues) that will be presented in the Search Results box following a search of the database.

### **Caveat on Errors**

In the process of digitizing TQ, errors in the original issues have been allowed to remain for the sake of historical accuracy, and new errors have been introduced inadvertently. These errors will be reduced over time as successive editions of *TESOL Quarterly - Digital* are published.

### **Trouble-Shooting**

Make sure all your equipment is turned on and functioning properly, and read the relevant directions in this user's guide.

**Problem:** You can't access the database at all.

*Solution(s):* Make sure the TQ-D CD-ROM is in the CD-ROM drive. Only the Acrobat™ Reader 3.0 has been installed on your hard drive because the database takes up over 300 megabytes.

**Problem:** Your Acrobat™ Reader toolbar is different from the one described in this user's guide.

*Solution(s):* You probably have an older version of the Reader and elected not to install Reader 3.0 during the installation process. Reinstall *TESOL Quarterly - Digital* and do chose to install Reader 3.0 this time.

**Problem:** Screen images are of poor quality.

*Solution(s):* Use MG% or icon number 15 in the toolbar to increase the size of the print.

Go to *File* and select *Preferences - General*. Make sure that *Smooth text and monochrome images* is turned **ON**. (Note: This option may cause your computer to slow down as it moves from page to page.)

**Problem:** The computer is slow in presenting text and graphics.

*Solution(s):* Go to *File* and select *Preferences - General*. Make sure that *Smooth text and monochrome images* is turned **OFF**. (Note: This option may degrade the quality of both text and graphic images.)

You may need a more powerful computer.

**Problem:** Print quality is poor.

*Solution(s):* If you have a Print Quality option in the Print dialog box, make sure the setting is at about 300 dpi. A lower dpi setting will degrade print quality.

If you are using a dot matrix printer, expect poor quality printing. You really need an ink jet or laser printer.

Make sure your printer is on, on line, and functioning properly.

**Problem:** Printing from the database is slow or doesn't work at all.

*Solution(s):* If you have a Print Quality option in the Print dialog box, make sure the setting is at about 300 dpi. A higher dpi setting will slow down printing without improving quality.

Equipment makes a big difference. A Pentium with 16 Megs of RAM and a good laser printer will print a page in one or two seconds. By contrast, a 486 processor with only 8 Megs of RAM and an inexpensive ink jet printer may take 60 seconds to print a page of text and several minutes to print a page with pictures or graphics. It is even possible that the combined power of the computer and printer is so low that you can't print at all.

Make sure your printer is on, on line, and functioning properly.

Check *Print Setup* under *File* to make sure that the printer identified in the setup is identical to the one attached to your computer.

**Problem:** The wrong pages are printing out.

*Solution(s):* Use the PDF page numbers in parentheses on each table of contents and NOT the original text page numbers to print out articles.

There are three Print Range options in the Print dialog box: the entire document, the current page, and specified pages. Unfortunately, the default is set to print the entire document and you must manually set the print range unless you want to print out a full issue of TQ.

**Problem:** After a search, highlighted words are distorted.

*Solution(s):* Click *File*, then click *Preferences* and *General*. Try different combinations of on/off for the following preferences:

Smooth Text and Monochrome Images  
 Use Calibrated Color for Display

-OR-

Just click next to the highlighted word to make the highlighting disappear.

**Problem:** The Search option is grayed out in the Adobe Acrobat Search dialog box.

*Solution(s):* The tsol index has been lost and needs to be reinstalled.

Click *Indexes* in the Search dialog box.  
Click *Add*.  
Double click *Tq\_digit*  
Double click *Tsolindx.pdx*  
Click *OK*.

**Problem:** Search time is slow.

*Solution(s):* Search time is determined almost entirely by the resources of your computer, although some search parameters take longer than others (See “Factors Affecting Search speed” on page 11). The clock speed of your processor, amount of RAM, and configuration of your CD-ROM drive are the principal determinants of access time. If you are working with the minimum 8 Megs of RAM, you might want to consider upgrading your system to 16 Megs of RAM. It should make a big difference.

**Problem:** You can't edit the database.

*Solution(s):* *TESOL Quarterly - Digital* was specifically designed so that it could not be edited, and attempts to do so are a violation of copyright.

**Problem:** All navigation and search functions are frozen.

*Solution(s):* Click *File* and *Exit*. Then close out of all TQ-D applications and reenter the database.

If that doesn't work, shut down the computer and restart it after waiting a minute.

As a last resort, delete Acrobat™ Reader from your hard drive and reinstall TQ-D.

**Problem:** You've changed some of the Acrobat™ Reader Preferences and everything is mess.

*Solution(s):* Deleting Acrobat™ Reader from your hard drive and Reinstalling TQ-D will reset all of the preferences.

### Common Questions

1. Why is the installation procedure cumbersome?

To prepare a CD-ROM for both Windows™ and Macintosh™ platforms, the installation programs must be in separate folders. Because there is an option to install the Acrobat™ Reader 3.0 without the search engine in both platforms, the folders must be broken down into Reader and Reader Search categories. These additional options necessitate arranging the installation programs hierarchically. Windows users can circumvent the navigation to access the installation program by typing the command line at: File Run (3.1x) or Start run (Win 95):

(CD-ROM drive letter) D:\winsetup\rdr\_srch\32bit\setup.exe  
Substitute 16 bit for 32 bit in Windows 3.1x

2. Why are there no pretty pictures, movies, or audio clips like my other CDs?

This digitized version of an educational journal's entire database is intended for researchers and educators. It is targeted for a very small and specific audience whose sole purpose will be to access information quickly and easily. It is also intended to negate the need for storage space. There will never be a great demand for any particular journal outside the specific discipline. By keeping production cost, and accordingly, consumer cost, to a minimum the dissemination of the product should be greatly enhanced. It is not intended to be a multimedia product, will not be on retail shelves, is not meant to be in competition for the consumer dollar, but rather, is marketed to the serious researcher and/or educator. To significantly increase the cost to libraries, researchers, educators, and students would, in our opinion, be counter-productive to the dissemination of this information and its attendant enhancement of literacy.

### 3. Why not just put *TESOL Quarterly* on the Net?

Before anything can be accommodated on the Internet it has to be in digital form, and digitizing 30 or 40 volume years of a periodical is expensive. In the future when many periodicals have been fully digitized, fee based WEB sites may be a solution, but at the moment it isn't financially practical. Perhaps a more profound problem is that accessing and downloading large files with graphic components is so time consuming on the Internet that it might be more efficient just to drive to the library. Periodicals on CD-ROM offer cost effectiveness, portability, and speed of access that make them a far superior storage and research medium.