

Knowledge Builder™

for *Perseus*® 2.0

How to use *Perseus*® with a Word Processing Program

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Knowledge Builder™

for *Perseus*® 2.0

How to use *Perseus* with a Word Processing Program*

Wendy E. Owens

About Knowledge Builders

Knowledge Builders are step-by-step instructions for expanding your knowledge of the *Perseus* software and the ancient Greek world. Each Knowledge Builder addresses a particular topic related to the ancient Greek world. Knowledge Builders provide students and teachers with start up information on a topic and directions for finding the information available on that topic in *Perseus*.

- Knowledge Builders assume that you have completed the assignments of the Quick Start System™ or that you have a working knowledge of *Perseus* and a Macintosh.
- Knowledge Builders give you a start on investigations of various topics related to the main Knowledge Builder topic(s).
- Each Knowledge Builder provides you with a list of Further Reference in *Perseus* for topics related to the main topic of the Knowledge Builder.
- Each Knowledge Builder provides you with an annotated bibliography of works relating to the main topics associated with the title of the Knowledge Builder.
- Knowledge Builders make an effort to use Vase, Coin, Site, Sculpture and Architecture Catalog cards in which Universal Images can be found. By using these Catalog cards, Concise version users can see large images and will learn which Catalog cards use Universal Images.
- Knowledge Builders get you started using *Perseus* and get you thinking with a large academic database. The methods for investigation used in Knowledge Builders are suggestions and other methods may be applied. You must come up with your own methods for making the most efficient use of *Perseus*.

*These instruction will demonstrate how to use *Perseus* with the Macintosh version of Microsoft Word® 5.1.



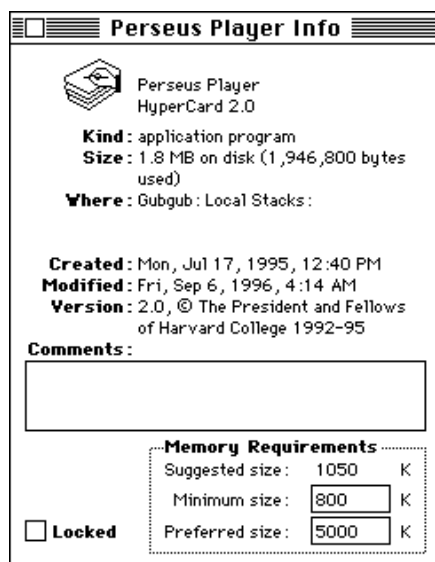
Considerations

The most important consideration for using two programs at the same time is the amount of RAM each program uses. First you need to know if you have enough RAM to have both programs open at the same time. You need at least 8 Mb of RAM to run *Perseus 2.0* and a word processing program at the same time, 16 Mb would be better.

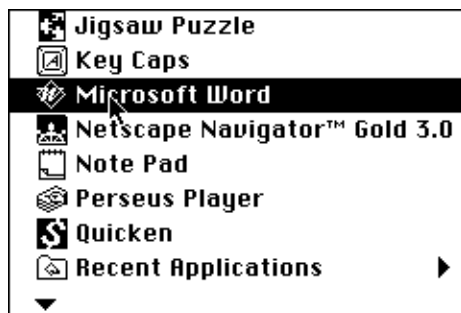
If you only have 8 Mb of RAM on your computer, set Perseus Player to use 5 Mb of RAM. If you have more than 8 Mb of RAM on your computer, give Perseus Player as much RAM as the publisher suggests for running Perseus. See the setup instruction in the *Perseus 2.0* manual for instructions on how to reset Perseus Player.

This Knowledge Builder assumes that you know how to open a new document in a word processing program.

1. Begin this *Knowledge Builder*™ from the *Perseus* Gateway.
2. Set Perseus Player to use a portion of the RAM you have available on your computer. See considerations above.



3. Open *Perseus*.
4. With *Perseus* open, open a new file in your word processing program.



Now switch back to *Perseus* using the instructions below so that the Gateway appears in the foreground of the screen.

New Skill

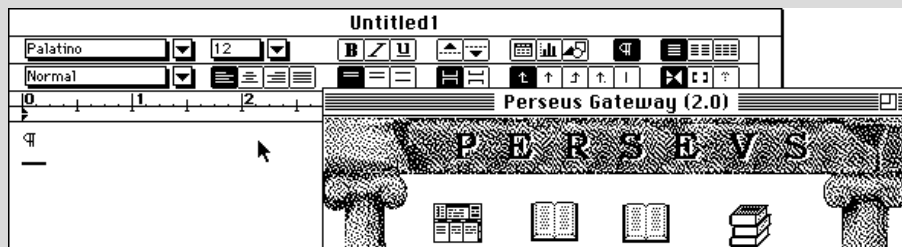
There are two ways to move back and forth between two programs.

1. From either *Perseus* or the word processing program, move the mouse arrow onto either the Perseus Player or the word processing icon in the top right hand corner of screen, as seen below.
2. Place the mouse arrow on the icon and hold down the mouse button to bring up the pop-up menu beneath it.
3. Choose either the Perseus Player or the word processing program by highlighting its name. Release the mouse button.



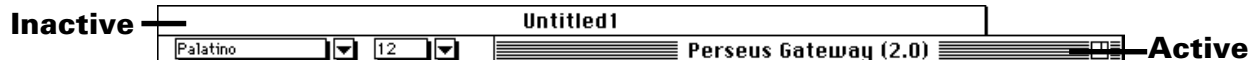
OR

4. With both programs open, move the window of the program in foreground to a corner of the screen so that you can see the window of other program. See the image below for help.



5. Click once anywhere inside the window of either program to bring it to the foreground, making it active.

You know that a program is active when lines appear in the title bar at the top of the window. See the example below.



The program you selected will appear in the foreground of your screen. Now you know how to move back and forth between two programs!

5. Switch to *Perseus* so that it is active using one of the methods above.

Research

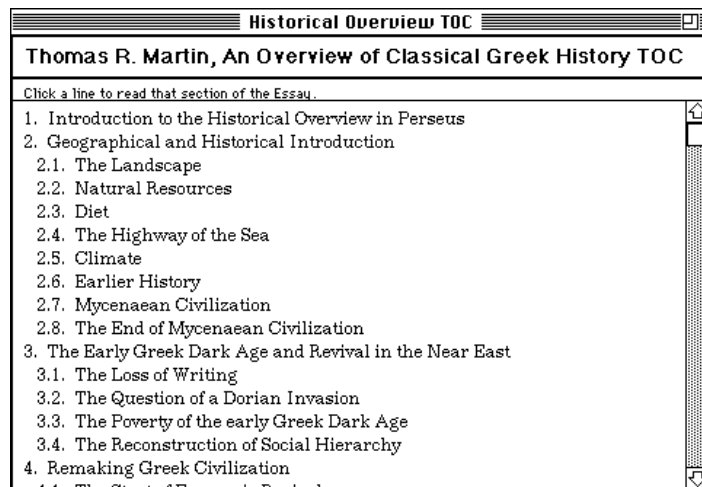
In this exercise you will briefly research the ancient Greek Olympics. You will look for information on the ancient Greek Olympics in the *Perseus* Links during your research. The information you collect on the ancient Greek Olympics from *Perseus* will be placed into a word processing document. The document will include text, English and Greek, as well as images from *Perseus*. The document can be turned into a report, hand-out or presentation.

Copy & Pasting Text

6. Click once on the “Historical Overview” icon on the Gateway.



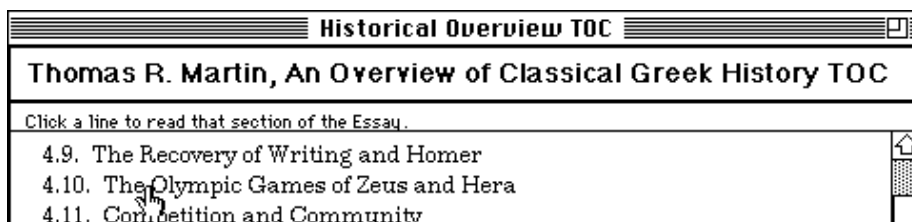
7. You should now be at the Historical Overview table of contents.

A screenshot of a window titled "Historical Overview TOC". The window contains a table of contents for "Thomas R. Martin, An Overview of Classical Greek History TOC". The text is as follows:

Historical Overview TOC	
Thomas R. Martin, An Overview of Classical Greek History TOC	
Click a line to read that section of the Essay.	
1.	Introduction to the Historical Overview in Perseus
2.	Geographical and Historical Introduction
2.1.	The Landscape
2.2.	Natural Resources
2.3.	Diet
2.4.	The Highway of the Sea
2.5.	Climate
2.6.	Earlier History
2.7.	Mycenaean Civilization
2.8.	The End of Mycenaean Civilization
3.	The Early Greek Dark Age and Revival in the Near East
3.1.	The Loss of Writing
3.2.	The Question of a Dorian Invasion
3.3.	The Poverty of the early Greek Dark Age
3.4.	The Reconstruction of Social Hierarchy
4.	Remaking Greek Civilization

8. Scroll through the table of contents, using the scroll bar, to “4.10 The Olympic Games of Zeus and Hera.”

9. Click once on “4.10 The Olympic Games of Zeus and Hera.”

A screenshot of the same "Historical Overview TOC" window, but with the scroll bar moved down to show sections 4.9, 4.10, and 4.11. The text is as follows:

Historical Overview TOC	
Thomas R. Martin, An Overview of Classical Greek History TOC	
Click a line to read that section of the Essay.	
4.9.	The Recovery of Writing and Homer
4.10.	The Olympic Games of Zeus and Hera
4.11.	Competition and Community



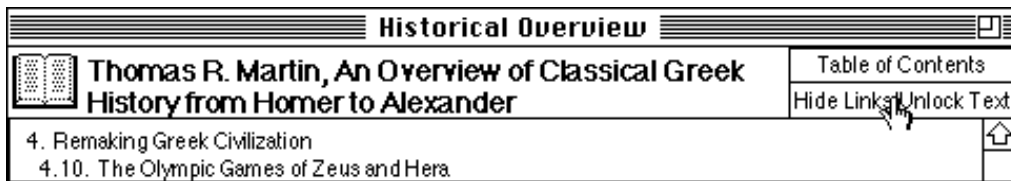
10. You should now be at the topic card for "4.10 The Olympic Games of Zeus and Hera."

11. Read this topic card.

Let say that you want to begin your research with information from this topic card. Let's take some of the text from this card and place it into your word processing document.*

*Note: The Historical Overview has links from its topic cards to other parts of *Perseus*. It is sometimes necessary to change the make-up of a topic card to copy text from these cards. Follow the directions below.

12. Click once on the "Hide Links/Unlock Text" command button.



Copying

Find the text:

"Excellence (*arete*) as a competitive value for male Greek aristocrats showed up clearly in the Olympic Games . . ."

This will be part of your introductory information.

To select these sentences, highlight them from the beginning to the end. To highlight, move the cursor to beginning of the sentence, hold down the mouse button and drag the cursor across word(s) you want to choose. See below.



New Skill

Now you will learn how to use the “Copy Function” to prepare the text, that you have chosen to be placed into your word processing document, for pasting.

1. Once you have highlighted the information you want to copy from *Perseus*, move the mouse arrow onto “Edit” at the top of screen.

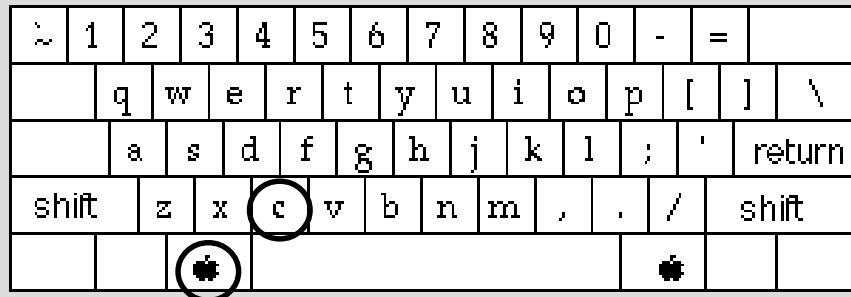


2. Hold down the mouse button to bring up the pop-up menu and highlight “Copy Text.”



OR

3. Once you have highlighted the information you want to copy from *Perseus*, hold down command key and “C” at the same time.



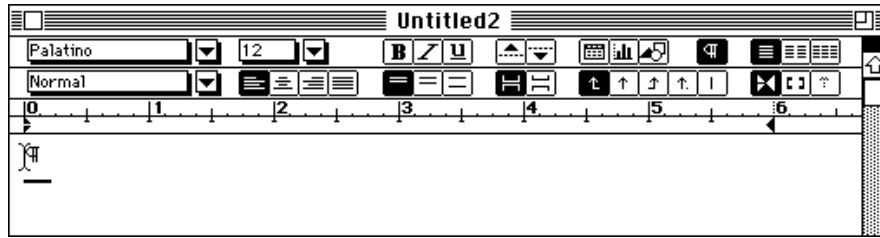
There is no change to the text you have selected but it is ready to be pasted into your word processing document. Your computer is holding the text on what is called the “Clipboard” for use by you when needed.

Pasting

13. Bring your word processing document into the foreground using one of the methods described above.



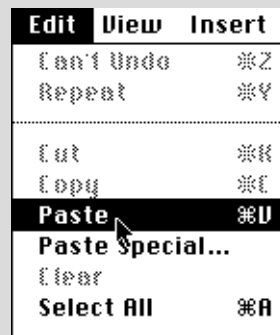
- With word processing program in the foreground, move the cursor where you want to place the text you selected from *Perseus*.



New Skill

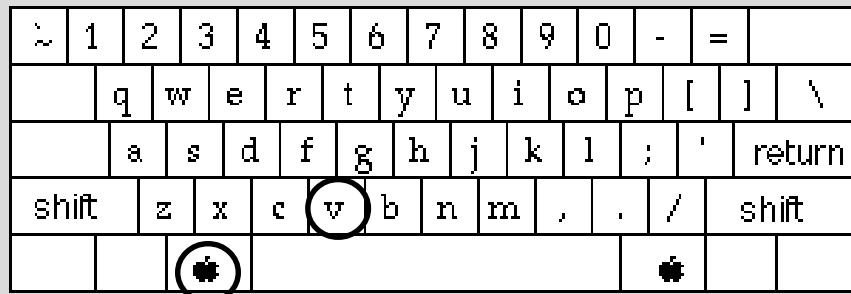
Now you will learn how to use the “Paste Function” to paste the text that you have chosen into your document.

- To paste text into your word processing document, move the mouse arrow onto “Edit” at the top of the screen.
- Hold down the mouse button to bring up the pop-up menu and highlight “Paste.”



OR

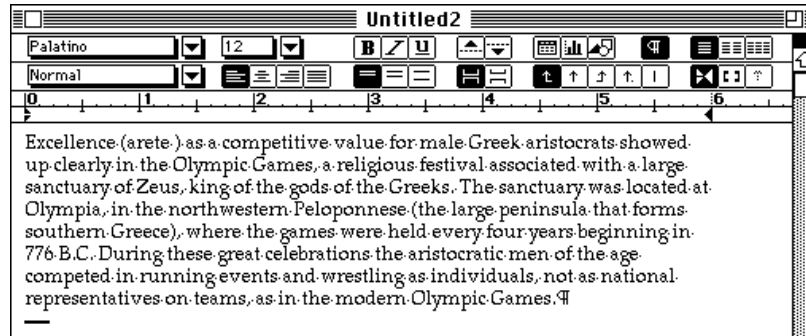
- Hold down the command key and “V” at the same time.



The text will now appear on the screen. Once the text is in your word processing document, you can remove or change any part of it you would like. You can also add titles or outline notions to the text.



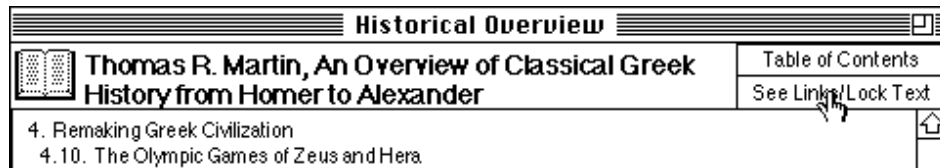
15. Your screen should look like the one below.



Back to Research

16. Switch back to *Perseus* again.

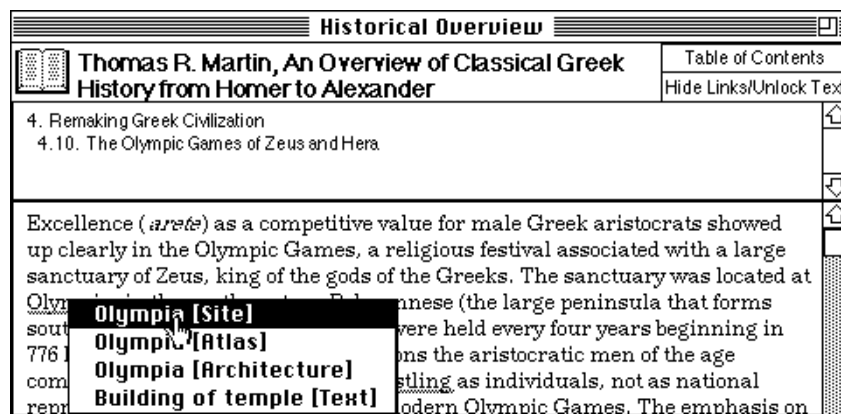
17. Click once on the “See Links/Lock Text” command button.



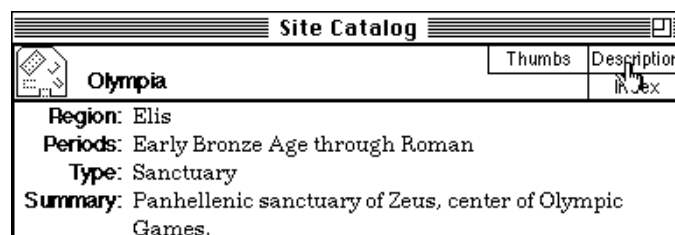
18. Move your mouse arrow onto the underlined word “Olympia.”

19. Hold down your mouse button to bring up the pop-up menu under “Olympia.”

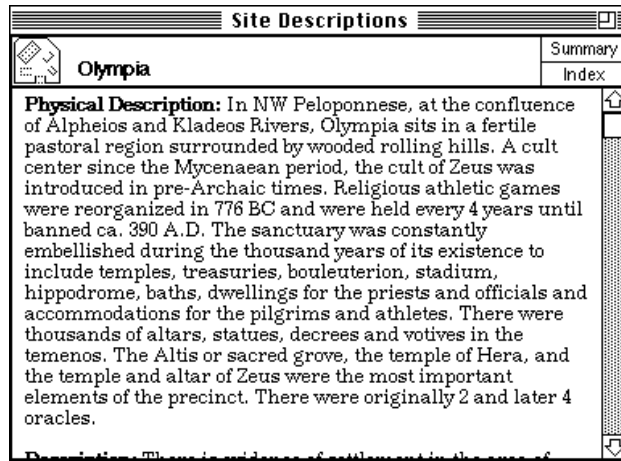
20. Choose “Olympia [Site]” from the menu by highlighting the words and release your mouse button.



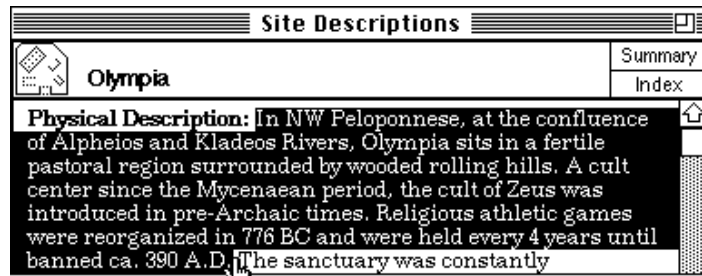
21. Click once on the “Description” command button.



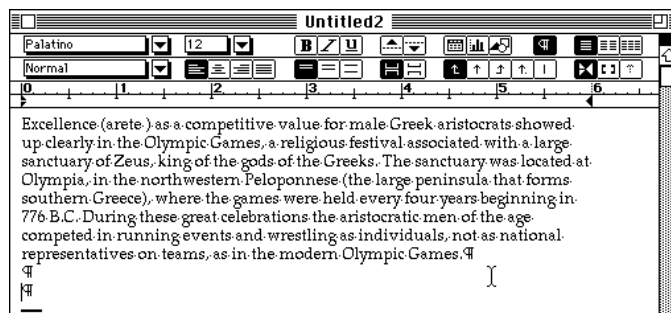
22. Read the description looking for useful information on the site of the Olympic games.



23. Highlight the words,
 “In NW Peloponnese, at the confluence of Alpheios and Kladeos Rivers, Olympia sits in a fertile pastoral region surrounded by wooded rolling hills. A cult center since the Mycenaean period, the cult of Zeus was introduced in pre-Archaic times. Religious athletic games were reorganized in 776 BC and were held every 4 years until banned ca. 390 A.D.”



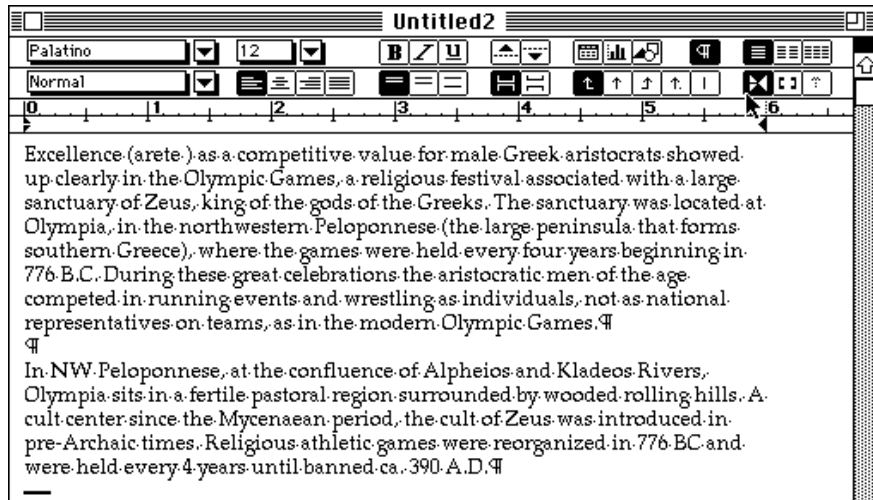
24. Use one of the methods for copying text described above.
 25. Bring your word processing document into the foreground using one of the methods described above.
 26. With word processing program in the foreground, move the cursor where you want to place the text you selected from *Perseus*.



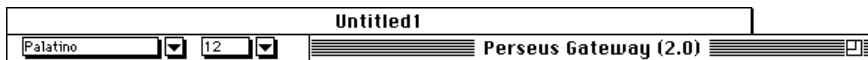


Make sure you have your cursor where you want the text to be pasted before you paste.

27. Paste the text into your document.
28. Your screen should look like the one below.

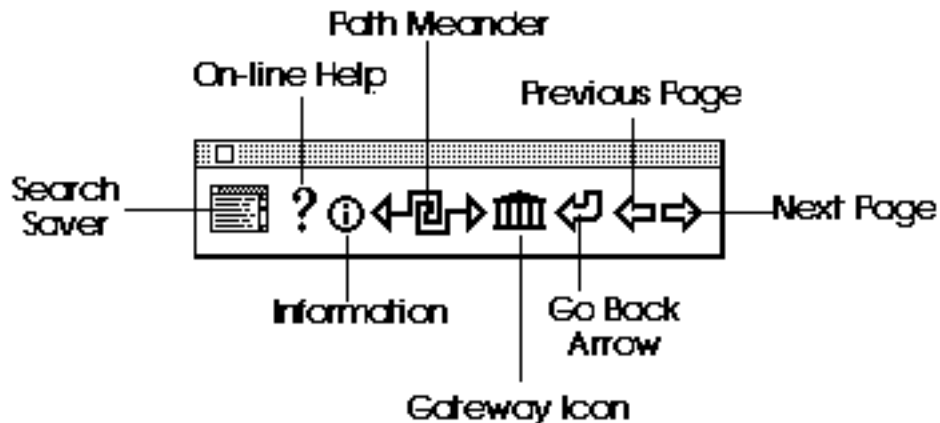


29. Switch back to *Perseus* again.



So what did the king of the gods, for whom the games were held, look like? Was he athletic himself? Who were the best athletes? What sports did they participate in? To find out, follow the directions below.

30. Click once on the "Gateway" icon on your Navigator.



31. Click once on the "Browser" icon on the Gateway.



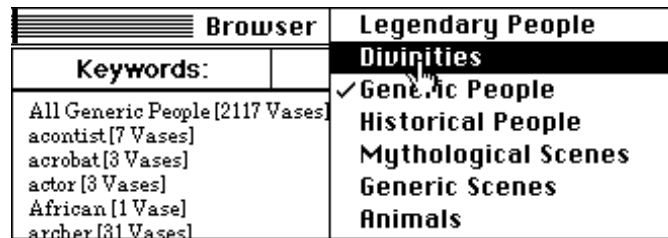
32. Click once inside the radio button next to "Sculpture."



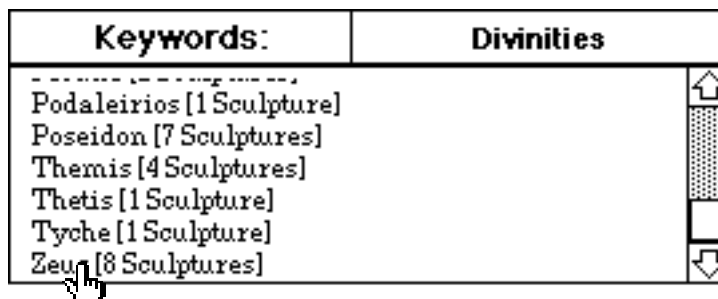
33. Choose "Keywords" from the first pop-up menu button.



34. Choose "Divinities" from the second pop-up menu button.



35. From the list of "Divinities," choose "Zeus."



36. From the list of sculpture, click once on “Athens, NM Br. 15161.”

Name	Sculptor	Associated Bldg
Athens, Agora I7154 [23 image]		Sanctuary of Pan, Acropolis, Athens
Athens, NM Br. 15161 [15 image]		
Delphi, S. Anian Treasury Fr		Delphi, Treasury of the Siphnians (IV)

37. You will now be at the Sculpture Catalog card for “Athens Br. 15161.”

Sculpture Catalog

Artemision Zeus Description

Thumbs Index

Catalog #: Athens, NM Br. 15161
Collection: Athens, National Archaeological Museum
Subject: Male Deity

Material: Bronze
Sculptor:
Type: Free-standing statue
Context: Found in Cape Artemision Wreck
Date: ca. 460 BC-ca. 450 BC **Period:** Classical

Views (Click on a view to see the image) **Number of Views:** 15

- Artemision Zeus
- Artemision Zeus, detail of head, oblique view from left
- Artemision Zeus, frontal view
- Artemision Zeus, view from right
- Artemision Zeus, three-quarter view from right

38. Look at the image “Artemision Zeus.”

Views (Click on a view to see the image) **Number of Views:** 15

- Artemision Zeus
- Artemision Zeus, detail of head, oblique view from left
- Artemision Zeus, frontal view
- Artemision Zeus, view from right
- Artemision Zeus, three-quarter view from right

39. Close the image and credit box by clicking once inside the small square in upper left box of each window.

The image of Zeus now appears on your screen. Notice the name of this card, “1987.01.0049.” This is the document name for this image. Now we want to insert this image into our word processing document.



New Skill

Since *Perseus* contains over 20,000 images they are found on all four of the *Perseus* CD's or drives. Finding the image name can be a chore. The best way to find an image is to do a search for the image. Follow the directions below.

1. Move to your Finder by clicking once on the desktop in the background.



OR

2. Move to your Finder by choosing "Finder" from the Finder menu.

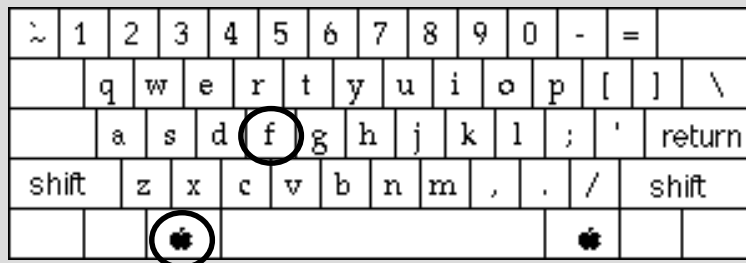


3. Choose "Find..." from the File menu.



OR

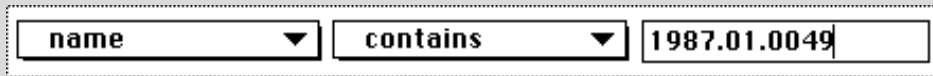
4. Hold down the "F" and the command keys at the same time.



5. Choose "on all disks" from the pop-up menu next to "Find items."

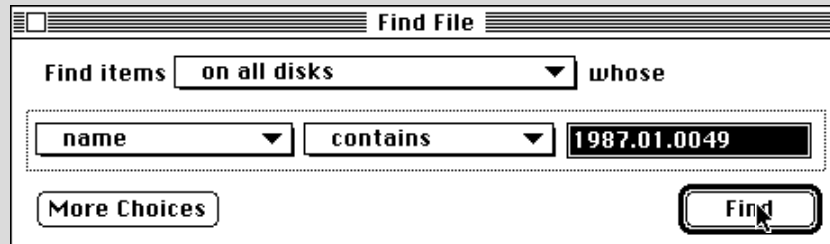


6. Type your image number, "1987.01.0049," into the box next to the "contains" pop-up menu button.

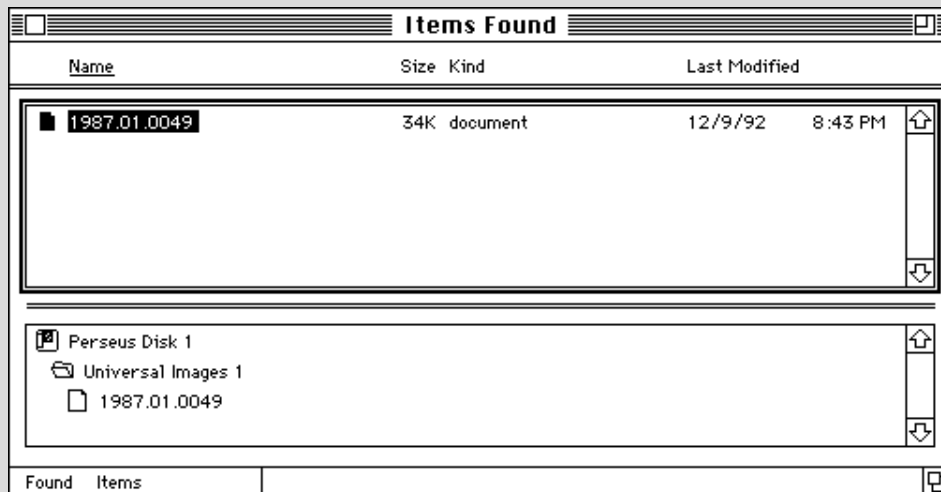


A search criteria dialog box with three dropdown menus. The first dropdown is labeled "name", the second is labeled "contains", and the third contains the text "1987.01.0049".

7. Click once on the "Find" command button.



8. Make a note of where your image is found, i.e., on Perseus Disk 1 in the "Universal Images 1" folder.



9. Close both "Find..." windows.
10. Move to your word processing document by clicking once on the document in the background.



Now you are almost ready to paste the image into your word processing document. There are a few things you should consider first.

1. The text and images that you paste into a word processing program from *Perseus 2.0* are copyrighted materials.
2. You must provide a complete bibliographical reference to *Perseus* when you use any text or image from the program.
3. Any *Perseus* text that you use in a document and claim as your own is plagiarism.
4. No *Perseus* text or image can be republished without written permission from the publisher or owner of the copyrighted material.

Make sure that you follow the proper guidelines for citing the use of any *Perseus* text or image in your papers, reports, etc. The proper footnote format for sighting information found in *Perseus* is as follows:

Bibliography

Crane, Greg (editor). *Perseus* (2.0), [Computer Program]. Available Distributor: Yale University Press, 92A Yale Station, New Haven, CT 06520.*

* Source: Li, Xia and Nancy B. Crane. *Electronic Style: a guide to citing electronic information*. Meckler Publishing: Westport, CT, 1993.

Footnotes

Perseus 2.0. ed. by Greg Crane. (New Haven, CT, 1996), Pausanias 1.26.6.

Perseus 2.0. Yale 1909.12.

Perseus 2.0. Yale 1909.12, vase description.

New Skill

You cannot copy and paste images into your word processing document from *Perseus* by highlighting the image. You must insert the image in another way.

1. Make a note of the image's document number, in this case "1987.01.0049."
2. Switch back to your word processing program so that the document appears in the foreground.
3. Move your cursor to where you want the image inserted.

In NW Peloponnese, at the confluence of Alpheios and Kladeos Rivers, Olympia sits in a fertile pastoral region surrounded by wooded rolling hills. A cult center since the Mycenaean period, the cult of Zeus was introduced in pre-Achaic times. Religious athletic games were reorganized in 776 BC and were held every 4 years until banned ca. 390 A.D.

¶

Artemision Zeus ¶

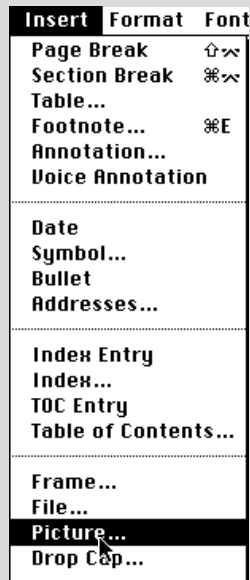
From *Perseus 2.0*, Sculpture Athens, NM BR 15161 ¶

¶

—



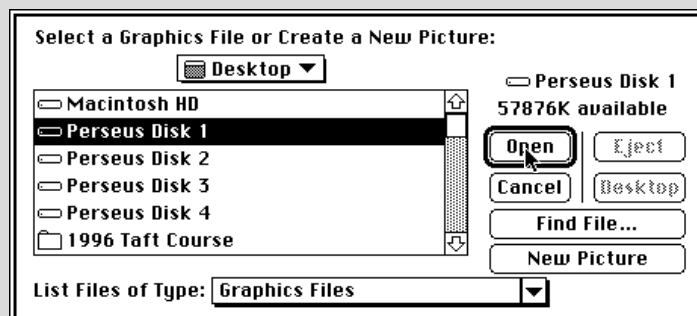
4. Move the mouse arrow onto "Insert" in the top white bar and bring up the pop-up menu under it.



5. Choose "Picture..." from the pop-up menu. A dialogue box will now appear on your screen.
6. Click once on the Desktop button to bring up a list of items on the desktop.



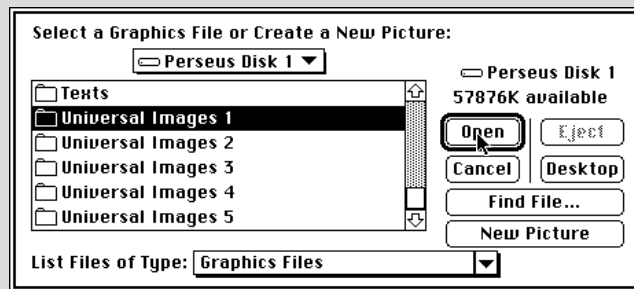
7. Choose "Perseus Disk 1" from the list of items on the desktop and click "Open."



A list of files found on the *Perseus 2.0* CD Perseus Disk 1 will appear.



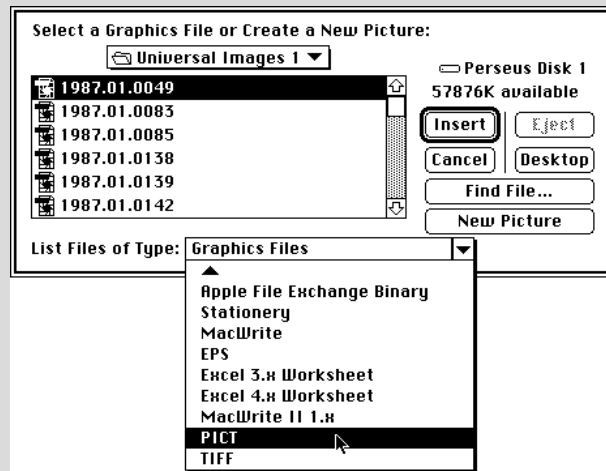
8. Choose “Universal Images 1” and click “Open.”



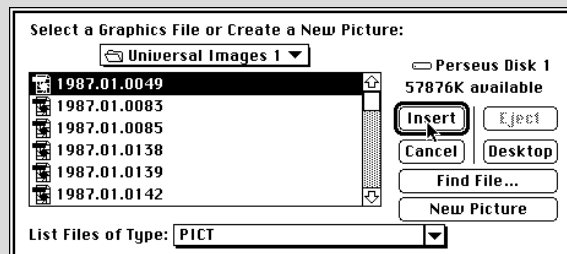
9. Scroll through the list of images until you find “1987.01.0049.”

10. Once you have found “1987.01.0049,” click once on it so that it is highlighted.

11. At the bottom of the dialogue box, bring up the pop-up menu next to “List Files of Type:” and choose file type PICT.



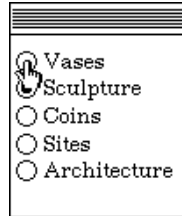
12. Click once on “Insert” to insert the picture into the document.



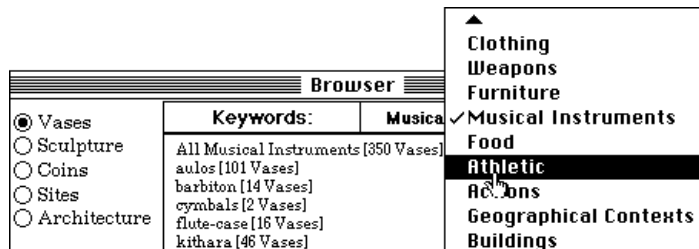
The picture will be converted and placed into your word processing document. Once the image is in your document you can highlight it for cutting and pasting anywhere in your document.



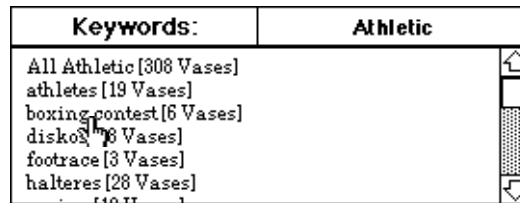
40. Switch back to *Perseus* again.
41. Click once on the “Go Back” arrow on your Navigator.
42. Click once inside the radio button next to “Vases.”



43. Choose “Keywords” from the first pop-up menu button.
44. Choose “Athletic” from the second pop-up menu button.



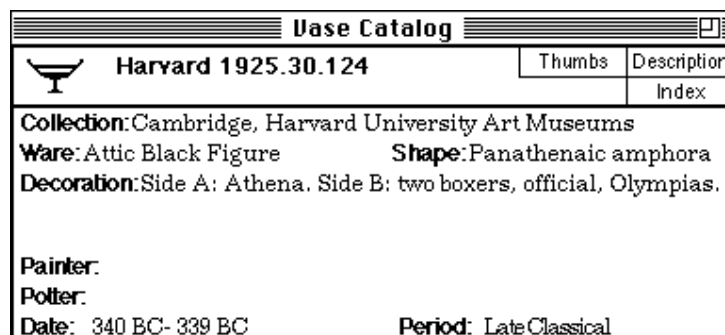
45. From the list of “Athletic,” choose “boxing contest.”



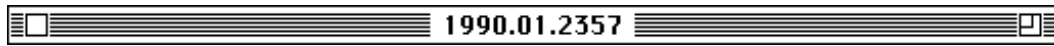
46. From the list of vases, click once on “Harvard 1925.30.124.”

Name	Period	Summary
Harvard 1925.30.124 [67 image]	Late Classical	Side A: Athena. Side B: two boxers, official.
London Y 707 [7 images]	Late Clas./Hell	Side A: Athena standing between 2 Ioni
Philadelphia 51-32-1 [20 image]	Archaic	Departure scene. On the shoulder: a box
Philadelphia MS403 [26 image]	Archaic	Side A: pentathlon scene with three fig

47. You will now be at the Vase Catalog card for “Harvard 1925.30.124.”



48. Look at the image "Side B: two boxers, official, and Olympias."
49. Make a note of the card number, "1990.01.2357."



50. Insert this image into your word processing document using the steps above.

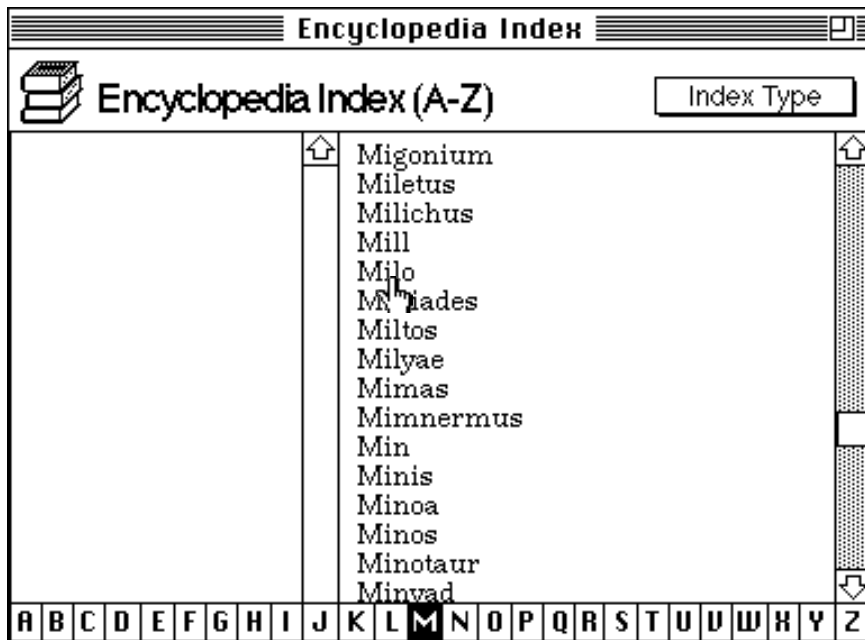


Remember to select "PICT" from the "Type" menu just before inserting the picture.

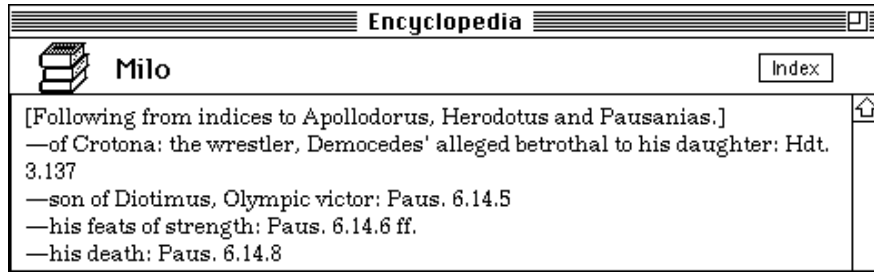
51. Switch back to *Perseus*.
52. Close the image as indicated above.

You now have some basic information on the ancient Greek Olympics and images of the god and goddess for whom the games were held. There is one final thing to learn about copying and pasting information from *Perseus* into a word processing document; that is how to handle Greek.

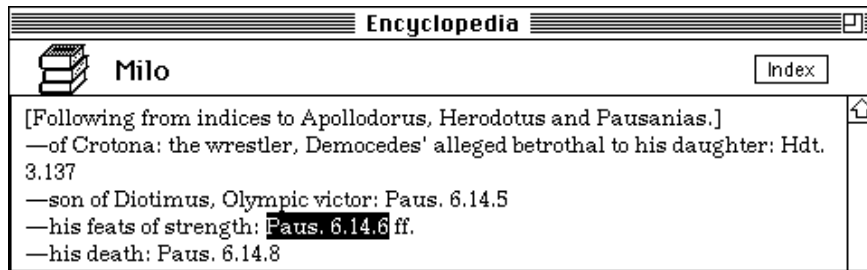
53. Choose "Encyclopedia" from the Links menu.
54. Click once on the letter "M" from the alphabet at the bottom of the card.
55. Scroll through the list of "M" words until you find "Milo."
56. Click once on the word "Milo."



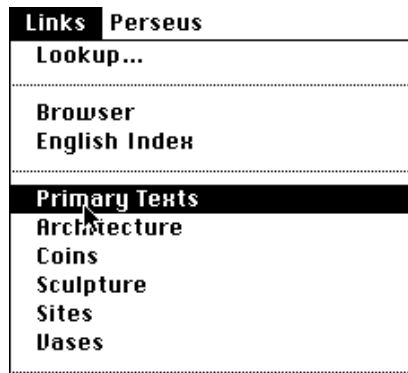
57. You should now be at the Encyclopedia entry for “Milo.”



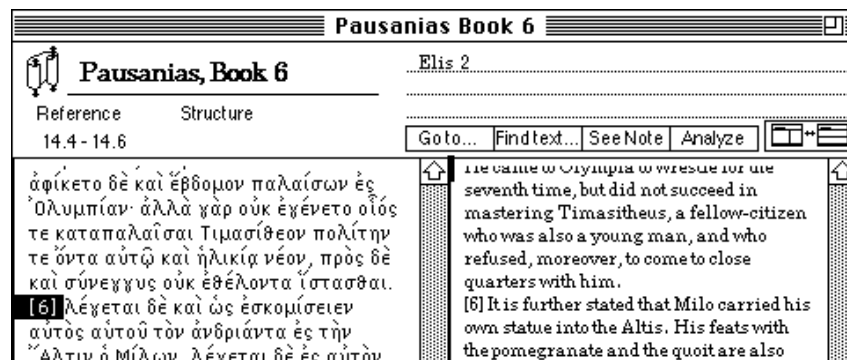
58. Highlight “Paus. 6.14.6” next to the words “his feats of strength.”



59. With “Paus. 6.14.6” highlighted, choose “Primary Text” from the “Links” menu.



60. Read this passage and find the reference to the physical prowess of Milo, a great Olympic wrestler. You will have to use the “Next Page” arrow on your Navigator to read the whole story.



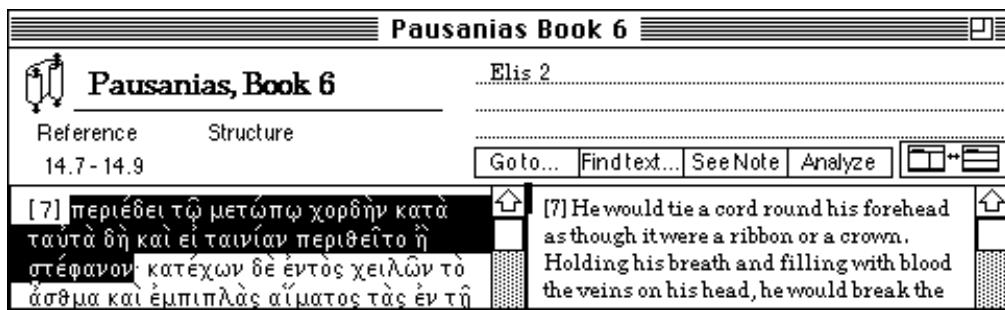
Let's say you want to include a few lines of Greek from this passage in a paper. You can do this by copying and pasting the Greek text into a word processing document.

Important: You must have a Greek font installed on your hard drive to place Greek text into your document. The fonts that work with *Perseus* are: Attika, Sparta, Athenian and SMG Greek Keys.

61. In section 6.14.7, find the Greek line that reads,

“περιέδει τῷ μετώπῳ χορδὴν κατὰ ταῦτά δὴ καὶ εἰ ταινίαν περιεῖτο ἢ στέφανον.”

62. Highlight this text. See below for help.



63. Copy this text using the Copy Function you learned earlier. Refer to the New Skills section for a review.

64. Switch back to your word processing document.

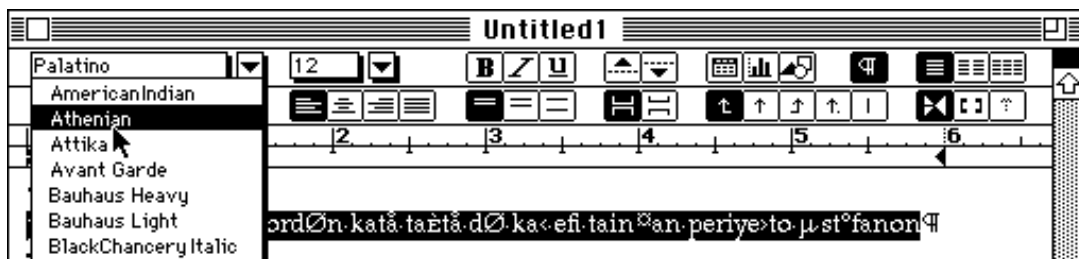
65. Set your cursor to the point where you want to insert the Greek text. Paste this text into your document.

Once you paste the text you will notice that it does not paste as Greek. Instead the text will paste as your default font. To correct this, follow the steps below.

66. Highlight the formerly Greek text.

peri°dei.t°met°pf.xordØn.katã.taEtã.dØ.ka<efi.tain°an.periye>to.µ.st°fanon

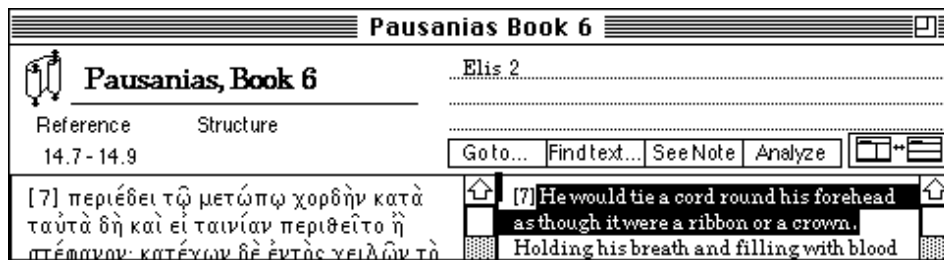
67. From the function bar of your word processing program, choose one of the Greek fonts: Attika, Sparta, Athenian or SMG Greek Keys.



The pasted Greek text should again be in Greek. Check the Greek characters in your document to those in the actual *Perseus* text to make sure all the letters, accents and breathing marks converted properly.



68. Go back to *Perseus* and the text of Milo.
69. Highlight the words “He would tie a cord round his forehead as though it were a ribbon or a crown” which is the translation for the Greek you just pasted into your document. It is often important to have this.



Continue your investigation of the ancient Greek Olympic games. Find more text describes the athletes, the games and the rules. Remember to properly cite all uses of text and images from *Perseus*. For more information on the Olympic games and where to find it, see the Further References section of this Knowledge Builder.

Congratulations! You now know how to copy and paste text and images from *Perseus* into a word processing document.



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