

Tasks

Click an item for help on one of the following tasks:

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How to copy a word from a document and [paste it into The Dictionary](#).

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Click an item for help on one of the following topics:

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Look up definitions (Dictionary)

To look up the definition of a word, do one of the following:

Type the word you want to look up

- 1 Type the word in the current word area in The Dictionary window.
- 2 Press Enter or choose the Dictionary button.

Select a word you want to look up

- 1 Scroll through the [Browse list](#), the [Results list](#), or the Definition window to find the word you want.
- 2 Double-click on the word, or highlight it and choose the Dictionary button.

Select a word from a word processing document

- 1 In your word processing document, select the word you want to look up.
- 2 Choose American Heritage from a menu in your word processor. The Dictionary automatically looks up the word you selected. If you're using The Dictionary from the Control menu, copy your word to the Clipboard first.

See also

[Install the Dictionary in your word processor](#)

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Browse list

When you first start The Dictionary, the Browse list contains all the headwords in The Dictionary.

Use any of the following methods to move through the Browse List:

Up and Down Arrows	Move one word at a time
Page Up and Page Down	Move one screen at a time
Home and End	Go to the top or bottom of the list
Scroll bar	Scroll through the list
Elevator	Scroll through the list while displaying letters that show your location in The Dictionary.
Type one or more letters	Move to the first word that starts with those letters
Click on a word	Move to that word

See also

[Browse button](#)

[Look up definitions \(Dictionary\)](#)

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Install The Dictionary in your word processor

Once you install The Dictionary and set it up to run with your Windows word processor, you can use it to look up words in your document.

- 1 In the Program Manager, open the American Heritage Dictionary program group.
- 2 Choose the icon for the word processor you use:

Install to Microsoft Word
Install to Lotus AmiPro
Install to WordPerfect

- 3 A document opens in the word processor you chose. Follow the instructions in the document to install The Dictionary in your word processor.
- 4 Once you install The Dictionary, it appears on the following menus:

Word for Windows 1.x	Utilities menu
Word for Windows 2.x	Tools menu
WordPerfect for Windows	Macros menu
Ami Professional	Tools menu

You can install The Dictionary in more than one word processor. Repeat the steps above for each application you want to use.

The Dictionary should start automatically when you run Windows. If it doesn't, add AHD3.EXE to your startup group.

See also

[Look up a word in a word processing document](#)

Look up a word in a word processing document

Once you set up The Dictionary to run with your Windows word processor, you can look up words in your documents.

- 1 While working in your word processing document, select the word you want to look up in The Dictionary. (Double-click on the word.)
- 2 Choose American Heritage from a menu:

Word for Windows	Tools menu or Utilities menu
WordPerfect for Windows	Macros menu
Ami Professional	Tools menu
All others	Control menu
- 3 The Dictionary automatically looks up the definition of the word you selected.

See also

[Install The Dictionary in your word processor](#)

[Look up a word displayed in another application](#)

[Copy words from The Dictionary into your document](#)

Look up a word displayed in another application

To look up a word in a Windows word processing document, see [Look up a word in a word processing document](#).

To look up a word in another Windows application, make sure The Dictionary is running, then follow the steps below:

- 1 In the Windows application, select the word you want to look up.
- 2 Copy the word to the Clipboard. (Press Ctrl+C or Ctrl+Ins in most applications.)
- 3 From the Control menu, choose The American Heritage Dictionary.
- 4 The Dictionary automatically looks up the word on the Clipboard.

See also

[Copy words from The Dictionary into your document](#)
[Install The Dictionary in your word processor](#)

Results list

When you search for words using WordHunter, wild-card characters, Anagrams, or Alternate Spellings, the results of the search appear in the Results list.

Use any of the following to move through the Results List:

Up and Down Arrows	Move one word at a time
Page Up and Page Down	Move one screen at a time
Home and End	Go to the top or bottom of the list
Scroll bar	Scroll through the list
Type one or more letters	Move to the first word that starts with those letters
Click on a word	Move to that word

You can copy the contents of a Results list to the Windows Clipboard by using the Copy Results List command on the Edit menu.

See also

[Browse list](#)

[Look up definitions \(Dictionary\)](#)

[Navigating The Dictionary](#)

[Results button](#)

[Word history](#)

Word history

To see a list of the words you looked up during your current session with The Dictionary, select the arrow to the right of the current word area.

Select a word from the list to look it up in The Dictionary.

Definitions

The definitions of the words you look up may include the following information:

Headword

The word you're looking up, showing correct spelling and hyphenation.

Pronunciation

A guide to pronunciation. Accents show which syllable to emphasize.

Variants

Variant spellings of the headword. For example, *defense* is also spelled *defence* in the British spelling.

Part of speech and inflections

The word's grammatical label:

abbr.	abbreviation
adj.	adjective
adv.	adverb
aux. v.	auxiliary verb
conj.	conjunction
def.art.	definite article
indef.art.	indefinite article
interj.	interjection
intr. v.	intransitive verb
n.	noun
pl. n.	plural noun
pref.	prefix
prep.	preposition
pron.	pronoun
suff.	suffix
tr. v.	transitive verb
v.	verb

Definition

The meanings of the word.

Label

A word's label indicates if it is related to a particular subject area, level of usage, or geographic area. For example, *white-knuckle* is considered slang.

The Deluxe edition of The Dictionary lists the following information.

Cross-reference

If information about this word appears in the listing for another word, the definitions are cross-referenced, as in *featheredge*, *see deckle edge*.

Order of senses

Multiple meanings or senses appear in the order of their popularity. For example, *fatal* has two senses: *Fatal: 1. Causing or capable of causing death. 2. Causing ruin or destruction; disastrous.*

Attributive

If a noun is used to modify other nouns, it is listed as an attributive, as in *gas: attributive - gas tanks, gas stoves.*

Phrasal verb

A phrasal verb is an expression consisting of a verb and an adverb or a preposition, such as *set*: *set about*.

Idiom

An idiom is an expression of two or more words, such as *take*: *on the take*.

Etymology

The origin and historical development of a word. The derivation is listed from most recent to the earliest known form of the word. A language name, linguistic form, and brief definition or gloss appear for each form. Etymologies may also include the following:

Italics	Italic type is used for non-Modern English linguistic forms.
Small capitals	Small capitals are used for cross-references to other etymologies in The Dictionary.

Synonyms

Words with meanings that are similar or related to the meaning of the headword. For more synonyms, see [Look up synonyms \(Thesaurus\)](#).

Usage notes

For words where usage is in dispute, the opinion of a panel of linguistic experts appears.

Regional notes

For words used only in certain areas of the United States, regional notes appear, as for *dragonfly*.

Indo-European roots

Entries for words that have Indo-European roots may include the following characters:

- * An * (asterisk) means that the form of the word is unattested or unconfirmed, but thought to be reasonably accurate.
- < A < (less than symbol) indicates that the word is derived from another form of the word.
- > A > (greater than symbol) indicates that the word developed into another form of the word.

See also

[Deluxe Dictionary](#)
[Pronunciation guide](#)

Deluxe Dictionary

If you have the Deluxe edition of The Dictionary, you can find information on the following types of entries.

Abbreviations

The Deluxe Dictionary provides definitions for abbreviations. Type an abbreviation, such as **cpu**, as the current word to find its definition.

Biographical entries

The Deluxe Dictionary lists biographical information, including the person's vocation, date of birth, and date of death. Type the person's name as the current word.

Geographical entries

The Deluxe Dictionary lists geographic information, including the name of the place, pronunciation of the name, and explanation of its location. Type the name of the location as the current word.

Universities and colleges

The Deluxe Dictionary provides information about America's two- and four-year colleges and universities, including enrollment and location. Type the name of the college or university as the current word.

Indo-European roots

The Deluxe Dictionary includes information about Indo-European roots. Type a root, such as **gwei-**, as the current word, or select it from the Results or Browse list to see its definition.

Results button

Select the Results button to see the list of words generated by your last search with WordHunter, Anagrams, Alternate Spellings, or wild-card characters. If a Results list is already visible, select the Results button to cycle through the other lists.

Select a word (double-click on it) to look it up in The Dictionary.

See also

[Browse button](#)

[Dictionary window buttons](#)

[Results list](#)

[Word history](#)

Browse button

Select the Browse button to see the entire list of headwords in the dictionary.

Select a word (double-click on it) to look it up in The Dictionary.

See also

[Results button](#)

[Dictionary window buttons](#)

[Browse list](#)

[Word history](#)

Copy words from The Dictionary into your document

To copy a word or phrase from The Dictionary into your Windows document:

- 1 Make sure both The Dictionary and your word processor are running. (Start your word processor, then choose American Heritage from a menu.)
- 2 Look up a word in The Dictionary.
- 3 Highlight the text you want to copy from The Dictionary.
- 4 From The Dictionary's Edit menu, choose Copy.
- 5 Return to your document. Move the cursor to the place where you want the text to appear.
- 6 From your word processor's Edit menu, choose Paste.

See also

[Install The Dictionary in your word processor](#)

[Look up a word in a word processing document](#)

Look up synonyms (Thesaurus)

To look up synonyms for a word, do one of the following:

Type the word you want to look up

- 1 Type the word in the current word area in The Dictionary window.
- 2 Select the Thesaurus button to see synonyms only, or select the Split button to see synonyms and definitions.

Select a word you want to look up

- 1 Scroll through the [Browse list](#), [Results list](#), or the Definition window to find the word you want.
- 2 Select the word, and then select the Thesaurus button.

Select a word from a word processing document

- 1 In your word processing document, select the word you want to look up.
- 2 Choose American Heritage from a menu in your word processor.
- 3 Select the Thesaurus button to see synonyms only, or select the Split button to see synonyms and definition.

See also

[Install The Dictionary in your word processor](#)
[Look up a word in a word processing document](#)
[Look up a word displayed in another application](#)
[Word history](#)
[Synonym window](#)

Synonym window

The Thesaurus looks up synonyms, or words that have similar meaning.

The list shows synonyms for each definition of the word you looked up. Use the scroll bar to see all the entries.

To look up synonyms for a word in the Thesaurus window, double-click on the word.

Seeing both definitions and synonyms

You can open a separate window for synonyms so you can view a word's definitions and synonyms at the same time. Select the Split button.

See also

[Look up definitions \(Dictionary\)](#)

Look up definitions that use a given word (WordHunter)

WordHunter looks for definitions that contain a given word.

- 1 Select the WordHunter button.
- 2 Type a word you expect to find in a definition, and click OK. You can also use logical expressions and labels to refine your search.

To find definitions even if the word you enter is part of a longer word, select the Partial Words check box. Although this slows down the search, you could type **round** and get definitions containing *round* as part of a word, such as *around*, *surround*, or *rounded*.

To search for words whether they're capitalized or not, select Ignore Capitalization.

- 3 WordHunter displays the words it find in the Results List.

See also

[Restrict search using labels](#)

[Restrict search using logical expressions](#)

Restrict search using labels

WordHunter lets you select a word label to search for words that have a particular usage in certain subjects. For example, you can restrict the search to accounting terms or words in British usage.

- 1 Select the WordHunter button.
- 2 Type the word you want to search for in the current word area.
- 3 From the Labels list, select the label you want. For example, select Accounting.
- 4 Press Enter.

See also

[Restrict search using logical expressions](#)

Restrict search using logical expressions

With WordHunter, you can use logical expressions to broaden or narrow your search.

Use the following buttons to create logical expressions. You can also type AND, OR, NOT and parentheses if you like.

- | | |
|-------------|---|
| AND | Use a AND b to search for words containing both a and b in their definitions. |
| OR | Use a OR b to search for words containing either a or b in their definitions. |
| NOT | Use a NOT b to search for words containing a but not b in their definitions. |
| Parentheses | Use parentheses to refine your search. For example, type (a OR b) AND c to find words that contain either <i>a</i> or <i>b</i> , and also contain <i>c</i> in their definitions. |

Look up anagrams (Anagrams)

Use Anagrams to find words containing the same letters as the current word.

- 1 Select the Anagrams button.
- 2 Type a word, and then press Enter.
- 3 The [Results List](#) contains anagrams for the word you entered.

You also have the following options when looking for anagrams:

Select Full Word to search for anagrams containing all the letters in the current word.

Type the minimum number of letters you want to use if you want to eliminate shorter words. For example, type **4** as the minimum number to find words of four letters or more.

Look up words using wild-card characters

You can use wild-card characters to find words that fit a pattern or when you know only some letters in a word, such as when you're solving a crossword puzzle.

- 1 Type a combination of letters and wild-card characters in the current word area.
 - Use ? (question mark) to stand for a single character. For example, type **h??t** to find four-letter words that begin with *h* and end with *t*, such as *heat* and *hurt*.
 - Use * (asterisk) to stand for an indefinite number of characters. For example, type **h*t** to find any word that begins with *h* and ends with *t*, such as *hit*, *heart*, and *handcart*.
- 2 Press Enter to see a [Results List](#) containing all the words that match the pattern you typed.

Look up spelling (Alternate Spellings)

Use the Alternate Spellings option to check alternate spellings for a word, or to check the spelling of words that are often confused.

- 1 Type a word in the current word area. For example, type **council** to check its alternate spellings.
- 2 From the Options menu, select Alternate Spellings.
- 3 The Dictionary suggests alternate spellings in the [Results List](#). For example, the Dictionary suggests *consul* and *counsel* as alternate spellings for *council*.

Dictionary window buttons

Select a button to work with different parts of The Dictionary:

Dictionary	Look up the definition of the current word.
Thesaurus	Find synonyms for the current word.
Split	Show a word's definitions and synonyms at the same time.
Previous	Go to the previous word in The Dictionary.
Next	Go to the next word in The Dictionary.
WordHunter	Search for a word by typing one or more words you expect to find in its definition.
Anagrams	Find words you can make from the letters in the current word.
Results	See the results of your last search.
Browse	See a list of all the words in The Dictionary.

See also

[Menu commands and shortcuts](#)
[Navigating The Dictionary](#)

Menu commands and shortcuts

Select one of the following menus:

[File](#)

[Edit](#)

[Options](#)

File menu

Command	Shortcut/Accelerator	Description
Exit	Alt+F, then X	Exits The Dictionary.

Edit menu

Command	Shortcut/Accelerator	Description
Copy	Ctrl+C	Copies the current word or selected text to the Clipboard.
Copy Results List	Ctrl+L	Copies the Results list to the Clipboard.
Paste	Ctrl+V	Pastes the contents of the Clipboard into the current word area.

See also

[Copy words from The Dictionary into your document](#)

Options menu

Command	Shortcut/Accelerator	Description
Alternate Spellings	Ctrl+A	Check for alternate spellings of a word.
Dictionary	Ctrl+D	Open The Dictionary.
Thesaurus	Ctrl+T	Open the Thesaurus.
Split Screen	Ctrl+S	Open a separate window for synonyms.
Change Results List		Choose one of these to change the Results list: Alternates: See the list of words from the last time The Dictionary found alternate spellings. Anagrams: See the list of words found the last time you used Anagrams. Synonyms: See the synonyms found the last time you highlighted a synonym in the Thesaurus window, then selected the Dictionary button. Wild Card: See the list of words found the last time you entered wild-card characters. WordHunter: See the list of words found the last time you used WordHunter.
Always on Top		Keep The Dictionary icon on the top level of display.
Appear on System Menus		Include the American Heritage Dictionary as an option on your system menus for any Windows applications.
Auto Lookup		Automatically look up words on Clipboard when restoring The Dictionary from a minimized state.
Change Font Size		Change the size of the font in the Definition window.

Navigating The Dictionary

To select a menu from the menu bar:

Use the mouse to click on the name of the menu.

Press Alt and the underlined letter of the word on the menu. For example, type Alt+F to select the File menu.

To select a button:

Use the mouse to click on the button.

Press Alt and the underlined letter of the word on the button. For example, type Alt+T to select the Thesaurus button.

To highlight a word in a definition or list:

Click on the word with your mouse.

Use the Arrow keys or the scroll bar to move the highlight bar to the word.

Type the first few letters of the word in a word list.

To select a word in a definition or list:

Double-click on the word with your mouse.

Press Enter when the word is highlighted.

See also

[Menu commands and shortcuts](#)

[Browse list](#)

Pronunciation guide

Symbol	Sample Words
²	pat
³	pay
âr	care
ä	father
b	bib
ch	church
d	deed , milled
μ	pet
¶	bee
f	fife , phase , rough
g	gag
h	hat
hw	which
¹	pit
ø	pie, by
îr	pier
j	judge
k	kick , cat, pique
l	lid, needle
m	mum
n	no, sudden
ng	thing
^{1/4}	pot, horrid
^{1/2}	toe, hoarse
ô	caught , paw, for
oi	noise
<	took
>	boot
ou	out
p	pop
r	roar
s	sauce
sh	ship , dish
t	tight , stopped
th	thin
th	this
^{3/4}	cut
ûr	urge , term, firm, word, heard
v	valve
w	with
y	yes
z	zebra , xylem
zh	vision, pleasure, garage

... **about, item, edible, gallop, circus**
...r **butter**

FOREIGN

œ *French feu, German schön*
ü *French tu, German über*
' *German ich, Scottish loch*
' *French bon*

STRESS

Primary stress

" **bi·ol" o·gy** (b⁰-1/4l" ...-jŋ)

Secondary stress

" **bi" o·log" i·cal** (b⁰" ...-l¹/4j" ¹-k...l)

