


# Business&Law Dictionary reference contents

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# Business&Law Dictionary reference contents

## Introduction

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## **Operations**

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## Dictionary desktop

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## **Working with term and explanation windows**

- ◆ Term window
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- ◆ Window and window groups connection
- ◆ Opening new term and explanation windows and closing windows
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## **Term search**

- ◆ [Term-searching methods survey](#)
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## **Printing and saving explanations**

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- ◆ Printing explanations



## **Dictionary properties set-up**

- ◆ Adjusting interface properties
- ◆ Selecting fonts
- ◆ Adjusting search properties

## **Technical support**

In case if any questions on Dictionary usage occur or if there are some notes and offers, you can contact GARANT-SERVICE.

Moscow office phones:

**939-08-50,  
939-08-04,**

**939-16-05,  
939-18-88.**

Faxes:

**938-28-73,**

**939-00-71.**

Address:

**GARANT-SERVICE, Moscow S. University, Leninsky Gory,  
119899 Moscow.**

## Hot keys






Key combinations that allow to carry out the most convenient Dictionary commands are listed below.

<b>F1</b>	<a href="#">reference guide</a> context-dependant call
<b>Shift+F1</b>	allows to obtain a <a href="#">tip on Dictionary screen elements</a> and menu items
<b>F3</b>	passing over to the next term, containing the set <a href="#">context</a>
<b>Shift+F3</b>	passing over to the previous term, containing the set context
<b>Shift+F4</b>	<a href="#">arrange</a> open windows in the tiled order
<b>Ctrl+F4</b>	close current window
<b>Alt+F4</b>	close current dialog window or exit Dictionary
<b>Shift+F5</b>	<a href="#">arrange</a> open windows in the classical scheme
<b>F7</b>	<a href="#">searching for a term in all languages</a>
<b>Ctrl+F</b>	
<b>Shift+F7</b>	<a href="#">context term search</a>
<b>Alt+F10</b>	call <a href="#">quick menu</a>
<b>Ctrl+Ins</b>	<a href="#">copying</a> current explanation into <a href="#">Clipboard</a>
<b>Ctrl+C</b>	
<b>Shift+Ins</b>	translating a term or an explanation out of the Clipboard
<b>Ctrl+V</b>	
<b>Ctrl+A</b>	turning on automatical <a href="#">window arranging</a> using the chosen scheme
<b>Ctrl+R</b>	<a href="#">browsing search results</a>
<b>Ctrl+P</b>	<a href="#">printing</a> current explanation on printer
<b>Ctrl+Alt+P</b>	quick printing using current printer and printing properties
<b>Ctrl+S</b>	<a href="#">saving</a> current explanation into a text file
<b>Alt+Enter</b>	set-up <a href="#">window properties</a>



## Main menu commands

Expand

-  **File**
-  Save as...
-  Print
-  Print Setup...
-  Exit
-  **Edit**
-  **Search**
-  **References**
-  **Options**
-  **Window**
-  **Help**

## Main menu commands

- ▼ Expand
- ▢ File
- 📄 Edit
- ▢ Copy
- ▢ Search
- ▢ References
- ▢ Options
- ▢ Window
- ▢ Help

## Main menu commands

▼ Expand

▢ File

▢ Edit

▢  Search

▢ Search for term

▢ Search by Clipboard

▢ Search for context

▢ Next

▢ Previous

▢ Search results












▢ References

▢ Options

▢ Window












▢ Help

## Main menu commands


-  **File**
-  **Edit**
-  **Search**
-  **References**
-  Forward
-  Back
-  Go To...
-  Term list
-  **Options**
-  **Window**
-  **Help**




## Main menu commands

-  **File**
-  **Edit**
-  **Search**
-  **References**
-   **Options**
-  Window properties
-  Preferences...
-  Always on top
-  **Window**
-  **Help**

## Main menu commands

- ▢ File
- ▢ Edit
- ▢ Search
- ▢ References
- ▢ Options
- ▢  Window
- ▢ New term window
- ▢ New explanation window
- ▢ Close
- ▢ Tile
- ▢ Classic
- ▢ Arrange icons...
- ▢ Arrange...
- ▢ Open windows list
- ▢ Help


## Main menu commands

- ▣ File
- ▣ Edit
- ▣ Search
- ▣ References
- ▣ Options
- ▣ Window
- ▣  Help
- ▣ Contents
- ▣ Search for help on
- ▣ Trouble shooter
- ▣ Tip of the day
- ▣ Literature
- ▣ About Dictionary

## Main menu commands





- ▣ File
- ▣ Edit
- ▣ Search
- ▣ References
- ▣ Options
- ▣ Window
- ▣ Help

## Main menu commands

 **Collapse**











### **File**

-  Save as...
-  Print
-  Print Setup...
-  Exit






### **Edit**

-  Copy
-  **Search**
-  Search for term
-  Search by Clipboard
-  Search for context
-  Next
-  Previous
-  Search results









### **References**

-  Forward
-  Back
-  Go To...
-  Term list







### **Options**

-  Window properties
-  Preferences...
-  Always on top

### **Window**

-  New term window
-  New explanation window
-  Close
-  Tile
-  Classic
-  Arrange icons...
-  Arrange...
-  Open windows list

### **Help**

-  Contents
-  Search
-  Trouble shooter
-  Tip of the day
-  Literature
-  About Dictionary

## Save as... command (File menu)

[see also](#)

Use this item to save current explanation text into a file as DOS or Windows text.




[main toolbar](#) button saves explanations into a file.

[Saving an explanation](#)

## Print command (File menu)

[see also](#)

Use this item to print current explanation on a printer. You can set printer type, paper size, margins and other properties.

**Notice.** Use  [main toolbar](#) button to print an explanation quickly. Current printer and printing properties will be used.

---



[Printing explanations](#)  
[Printer and printing properties set-up](#)

## Print Setup... command (File menu)

[see also](#)

Use this item to set printer and printing properties. You can set printer type, paper size, margins etc.

**Notice.** You can also enter or change these properties by pressing **Properties** button in [Explanation printing dialog window](#).

---

Printer and printing properties set-up  
Printing setup dialog window - Printer folder  
Printing setup dialog window - Margins folder

## Exit Command (File menu)

Use this item to finish working with Dictionary.

## Copy command (Edit menu)

[see also](#)

Use this item to copy current explanation (when an explanation window is active) or current term (when a term window is active) into [Clipboard](#).

- ▣ [main toolbar](#) button copies explanations or terms into Clipboard

[Copying explanations into Clipboard](#)

## Search for term command (Search menu)

[see also](#)

Use this item to perform term search in all languages, maintained by Dictionary.



[main toolbar](#) button starts term search

[Term search in all languages](#)

[Term-searching methods survey](#)

## Search by Clipboard command (Search menu)

[see also](#)

Use this item to translate a term, formerly put into [Clipboard](#).



[main toolbar](#) button translates a term, contained by Clipboard

[Term search in all languages](#)

## Search for context command (Search menu)

[see also](#)

Use this item to find terms in the active window that contain a set letter sequence (context).



[main toolbar](#) button starts context term search

[Context term search](#)

[Term-searching methods survey](#)



## Next command (Search menu)

[see also](#)

Use this item to find the next term that contains context. Search is performed forward (down) from the current term. If a term is found, marker is automatically set on it.



[main toolbar](#) button moves marker to the next term that contains context.

[Term-searching methods survey](#)

[Context term search](#)

## Previous command (Search menu)

[see also](#)

Use this item to find the previous term that contains context. Search is performed backward (up) from the current term. If a term is found, marker is automatically set on it.



[main toolbar](#) button moves marker to the previous term that contains context

[Term-searching methods survey](#)

[Context term search](#)

## Search results command (Search menu)

[see also](#)

Use this item to open a window containing search results list.



[main toolbar](#) button allows to browse search results

[Browsing search results](#)

[Term-searching methods survey](#)

## Forward command (References menu)

[see also](#)

Use this item to pass over to the next term in references jumps list.



[main toolbar](#) performs a jump to the next term

[Explanation window](#)

## Back command (References menu)

[see also](#)

Use this item to pass over to the previous term in references jumps list.



[main toolbar](#) performs a jump to the previous term

[Explanation window](#)

## Go To... command (References menu)

[see also](#)

Use this item to browse a list of terms youve jumped to using references. You can move over to an explanation of a term youve selected out of the list.



[main toolbar](#) allows to browse a list of terms youve jumped over to using references

**Notice.** You can pass over to the lately called explanations by selecting a term out of the [list](#) in **References** menu.

---

Explanation window

## Term list (References menu)

[see also](#)

To pass over to one of the nine last explanations youve called using references, select a term name out of the list in References menu.

**Notice.** To get a list of all terms youve jumped to on references use [Go To...](#) item in **References** menu.

---



Explanation window

## Window properties command (Options menu)

[see also](#)

Use this item to set current window preferences: language, font, alignment.



[main toolbar](#) button is for window preferences adjustment

**Notice.** You can change certain preferences quickly if you use current window toolbar.

---

Selecting languages in windows and other properties adjustment

Term window toolbar

Explanation window toolbar

## Always on top command (Options menu)

Select this item to make Dictionary be always above all the other programs windows. This may be convenient if you often turn over to Dictionary while working with other programs.

To cancel Always on top mode, select this item one more time.

## Preferences... command (Options menu)

[see also](#)

Use this item to adjust Dictionary properties: messages and menu language, applied fonts, searching properties etc.

[Adjusting interface properties](#)  
[Selecting applied fonts](#)  
[Adjusting search properties](#)

## New term window command (Window menu)

[see also](#)

Use this item to open a new term window.



[main toolbar](#) opens new term windows

**Notice.** If you keep **Shift** key pressed while selecting this item, the newly opened window wont be [linked](#) with formerly opened.

---

Term window

Windows and window group connection

Opening new term and explanation windows and closing windows



## New explanation window command (Window menu)

[see also](#)

Use this item to open a new explanation window.



[main toolbar](#) opens new explanation windows

**Notice.** If you keep **Shift** key pressed while selecting this item, the newly opened window wont be [linked](#) with formerly opened.

---

Explanation window

Windows and window group connection

Opening new term and explanation windows and closing windows

## Close command (Window menu)

[see also](#)

Use this item to close the current window.

**Notice.** To close a window quickly double-click in the upper left window corner.

---

Opening new term and explanation windows and closing windows

## Tile command (Window menu)

[see also](#)

Use this item to arrange open windows so that the whole of them could be seen.

## Managing window layout

## Classic command (Window menu)

[see also](#)

Use this item to arrange the open term windows at the top in horizontal tile, and explanation windows below in vertical tile (the same way its done in Business&Law Dictionary for DOS).

## Managing window layout



## Arrange... command (Window menu)

[see also](#)

Use this item to select an arrangement scheme for term and explanation windows.



[main toolbar](#) turns on/off window automatical arrangement in accordance with the selected scheme.

**Notice.** You can quickly arrange windows in accordance with the [classic scheme](#) or in the [tiled](#) order if you select a corresponding item in **Window** menu.

---

Managing window layout  
Window arrangement dialog window

## Arrange icons... command (Window menu)

Use this item to arrange folded windows icons into a row along the lower edge of Dictionary window.

## Open windows list (Window menu)

[see also](#)

To pass over to one of the open windows, select a window name out of the list in Window menu.

**Notice.** If youve marked **Hide search windows** item in [Search preferences](#), the list will contain no folded search results windows. To open a search results window, use [Search results](#) item in **Search** menu.

---

Opening new term and explanation windows and closing windows  
Managing window layout

## Contents command (Help menu)

[see also](#)

Use this item to call Dictionary reference guide.

[Reference guide call](#)

[Quick tip on toolbar buttons and menu items](#)

[Tip on Dictionary screen elements](#)

## Search command (Help menu)

[see also](#)

Use this item to find information on determined subjects in Dictionary reference guide.



[Quick tip on toolbar buttons and menu items](#)  
[Tip on Dictionary screen elements](#)

## Trouble shooter command (Help menu)

Use this item to call reference guide section describing various problems and possible ways to their extinction.

## Tip of the day command (Help menu)

[see also](#)

Use this item to browse [tips](#) on Dictionary usage.

Tip of the day

## Literature command (Help menu)

Use this item to browse list of literature that was used during Dictionary elaboration.

## About Dictionary command (Help menu)

[see also](#)

Use this item to look through a brief reference on Dictionary.

[Technical support](#)

## Quick menu commands

- ▣
- ▣ **Term window menu**
- ▣ Language
- ▣ Font
- ▣ Search for term
- ▣ Search for context
- ▣ Next occurrence
- ▣ Search results
- ▣ Copy
- ▣ **Explanation window menu**
- ▣ **Desktop menu**
- ▣ **Search results window menu**



## Quick menu commands

- ▣
- ▣ **Term window menu**
- ▣ **Explanation window menu**
- ▣ Language
- ▣ Font
- ▣ Go To...
- ▣ Back
- ▣ Jump on
- ▣ Search results
- ▣ Copy
- ▣ Print
- ▣ **Desktop menu**
- ▣ **Search results window menu**

## Quick menu commands

- ▣
- ▣ **Term window menu**
- ▣ **Explanation window menu**
- ▣ **Desktop menu**
- ▣ Toolbar
- ▣ Status bar
- ▣ Preferences...
- ▣ **Search results window menu**

## Quick menu commands

- ▣ Term window menu
- ▣ Explanation window menu
- ▣ Desktop menu
- ▣ Search results window menu
- ▣ Search for term
- ▣ Search results
- ▣ Minimize
- ▣ Close

## Quick menu commands

- ▣ Term window menu
- ▣ Explanation window menu
- ▣ Desktop menu
- ▣ Search results window menu

## Quick menu commands

- ▣
- ▣ **Term window menu**
- ▣ Language
- ▣ Font
- ▣ Search for term
- ▣ Search for context
- ▣ Next occurrence
- ▣ Search results
- ▣ Copy
- ▣ **Explanation window menu**
- ▣ Language
- ▣ Font
- ▣ Go To...
- ▣ Back
- ▣ Jump on
- ▣ Search results
- ▣ Copy
- ▣ Print
- ▣ **Desktop menu**
- ▣ Toolbar
- ▣ Status bar
- ▣ Preferences...
- ▣ **Search results window menu**
- ▣ Search for term
- ▣ Search results
- ▣ Minimize
- ▣ Close

## Language command (Term window menu)

[see also](#)

Use this item to select a language in the current window.

**Notice.** You can change current language quickly if you use current window [toolbar](#).

---

Selecting languages in windows and other properties adjustment

## Font command (Term window menu)

[see also](#)

Use this item to change font in the current window.

**Notice.** For Russian and European letters correct display different fonts should be used. Therefore, if you change language in a window, terms may be displayed incorrectly.

---



Selecting languages in windows and other properties adjustment  
Selecting applied fonts

## Search for term command (Term window menu)

[see also](#)

Use this item to carry out [Term search](#) in all languages, maintained by Dictionary.



[main toolbar](#) button starts term search.

[Term-searching methods survey](#)

## Search for context command (Term window menu)

[see also](#)

Use this item to find terms containing a set letter sequence ([context](#)).



[main toolbar](#) button starts context term search.

[Term-searching methods survey](#)

## Next occurrence command (Term window menu)

[see also](#)

Use this item to find the next term containing the set [context](#). Search is performed forward (down) from the current term. If a terms found, marker is automatically set on it.



[main toolbar](#) button performs a jump on the next term containing context.

[Term-searching methods survey](#)

## Search results command (Term window menu)

[see also](#)

Use this item to open a window containing [Search results](#) list.



[main toolbar](#) allows to look through search results.

[Term-searching methods survey](#)

[Term search in all languages](#)

[Context term search](#)

## Copy command (Term window menu)

[see also](#)

Use this item to copy the current term into [Clipboard](#).

- ▣ [main toolbar](#) copies the current term into Clipboard

[Copying explanations into Clipboard](#)

## Language command (Explanation window menu)

[see also](#)

Use this item to select language and alignment type in the current window.

**Notice.** You can change applied language and alignment type quickly by using current window [toolbar](#).

---

Selecting languages in windows and other properties adjustment



## Font command (Explanation window menu)

[see also](#)

Use this item to select font in the current window.

**Notice.** For Russian and European letters correct display different fonts should be used. Therefore, if you change language in a window, terms may be displayed incorrectly.

---

Selecting languages in windows and other properties adjustment  
Selecting applied fonts

## Go To... (Explanation window menu)

[see also](#)

Use this item to jump on to the quoted term using a reference.

**Notice.** This menu item appears if you click with the right mouse button upon a [reference](#) in an explanation.

---

Explanation window

## Back command (Explanation window menu)

[see also](#)

Use this item to pass over to the previous term out of the reference jumps list.



[main toolbar](#) causes a jump to the previous term.

[Explanation window](#)

## Jump on command (Explanation window menu)

[see also](#)

Use this item to look through a list of terms youve jumped on using references. You can go to a term explanation by selecting the term out of the list.



[main toolbar](#) allows to look through a list of terms youve jumped on using references.

[Explanation window](#)

## Search results command (Explanation window menu)

[see also](#)

Use this item to open a window containing [search results](#).



[main toolbar](#) allows to browse search results.

[Term-searching methods survey](#)

[Term search in all languages](#)

[Context term search](#)

## Copy command (Explanation window menu)

[see also](#)

Use this item to copy the current explanation into [Clipboard](#).



[main toolbar](#) copies the current explanation into Clipboard


[Copying explanations into Clipboard](#)



## Print command (Explanation window menu)

[see also](#)

Use this item to print the current explanation on a printer. Current printer and printing properties will be used.

**Notice.** To print explanations quickly use  [main toolbar](#) button.

---

[Printing explanations](#)  
[Printer and printing properties set-up](#)

## Toolbar command (Desktop menu)

[see also](#)

Use this item to turn off [main toolbar](#) display.

To turn [main toolbar](#) display on, perform the command again.

Toolbars

Adjusting interface properties

## Status bar command (Desktop menu)

[see also](#)

Use this item to turn off [status bar](#) display.

To turn status bar display on, perform the command again.

## Adjusting interface properties

## Preferences... command (Desktop menu)

[see also](#)

Use this item to adjust Dictionary properties: messages and menu language, applied fonts, search properties etc.

[Adjusting interface properties](#)  
[Selecting applied fonts](#)  
[Adjusting search properties](#)



## Search for term command (Search results window menu)

[see also](#)

Use this item to perform [Term search](#) in all languages, maintained by Dictionary.

▣ [main toolbar](#). performs term search.

[Term-searching methods survey](#)

## Search results command (Search results window menu)

[see also](#)

Use this item to open a window containing [search results](#).

▣ [main toolbar](#) allows to browse search results.

[Term-searching methods survey](#)  
[Term search in all languages](#)  
[Context term search](#)

## Minimize command (Search results window menu)

[see also](#)

Use this item to minimize a window containing search results. You can open the window later by selecting **Search results** item in **Search** menu.

Browsing search results  
Search results survey dialog window

## Close command (Search results window menu)

[see also](#)

Use this item to close a window containing search results. Search results will be removed.

Browsing search results  
Search results survey dialog window





## Menu bar

[see also](#)

Menu is a bar in the upper part of Dictionary window. To open menu, place mouse marker on the required section title in the menu bar and press the left button. After that you can select the required menu item using mouse. In this manner you can execute any system commands that are available at the moment. Menu item selection is carried out either by mouse or by pressing **Alt** and the key that's underlined in the menu item title.

## Main menu commands

## Toolbars

[see also](#)

Toolbar is a set of buttons allowing to execute quickly different commands: change language in windows, print an explanation, search for term etc. There are one main toolbar (its situated in the upper part of Dictionary window) and toolbars in any of the term and explanation windows.

To press a button (i.e. execute the corresponding function), click left mouse button on it.

**Notice.** Some toolbar buttons are not always available. These buttons are painted grey and cannot be pressed. E.g., the button of the return to the previous explanation is not available if you havent jumped on to another term using a hypertext reference yet.

---

You can turn off main toolbar in Dictionary [interface properties adjustment dialog window](#).

[Main toolbar](#)

[Term window toolbar](#)

[Explanation window toolbar](#)

[Quick tip on toolbar buttons and menu items](#)

[Tip on Dictionary screen elements](#)

## Scrollbars

Scrollbars can be situated along the right and lower window borders. When the whole of some information can't be housed in a window (e.g. lengthy explanations or term lists), scrollbars allow to browse it by scrolling text.

Scrollbars contain thumbs showing what text or list part is currently situated in the window.

To scroll text

- ◆ press an arrow in the beginning or in the end of the scrollbar
- ◆ drag marker into the required position with mouse.

## Status bar

[see also](#)

Status bar is situated in the lower most part of Dictionary window. It displays tips on toolbar buttons, menu item functions and information on Dictionary state.

You can turn off status bar in Dictionary [interface properties adjustment dialog window](#).

[Quick tip on toolbar buttons and menu items](#)



## **Using menu and toolbar**

For Dictionary commands execution

## Calling reference guide

[see also](#)

You can obtain help (tip) any moment you need it.

**1. To turn over to reference guide:**

- ◆ select **Contents** item in **References** menu.

Reference guide table of contents will appear.

**2. To obtain help in a dialog window** (e.g. in term search and explanation printing dialogs etc.):

- ◆ press **HELP** button.

You'll pass over directly to the reference guide section describing the current dialog.

**3.** You can also turn over to reference guide by pressing **F1**.



[main toolbar](#) button calls reference guide table of contents

[Quick tip on toolbar buttons and menu items](#)  
[Tip on Dictionary screen elements](#)

## Quick tip on toolbar buttons and menu items

[see also](#)

You can get quick tips on toolbar buttons and menu items destination.

To obtain quick tip on a toolbar button:

- ◆ place mouse marker on it and wait for about a second.

Button description and a hot key combination will appear in the [status bar](#) and near the button.


Status bar gives a brief description of the menu item, where marker points.

[Tip on Dictionary screen elements](#)  
[Reference guide call](#)

## Tip on Dictionary screen elements

[see also](#)

You can obtain help on Dictionary screen elements by pointing at them with mouse. To do so:

1. Press  [main toolbar](#) button. Mouse marker will look like a question-mark.
2. Click on the required Dictionary screen element: toolbar button, status bar, menu item etc.  
You'll get directly to the reference guide section describing the chosen screen element.

[Quick tip on toolbar buttons and menu items](#)  
[Reference guide call](#)

## Term window

[see also](#)

[Language Scrolling Marker position](#)

Term window contains an alphabetically ordered list of terms that are included in Dictionary, and marker that moves through the list.

You can choose one of Dictionary languages in the window. Window title contains the chosen language name, e.g. RUSSIAN. If not all the open windows are [connected](#), the name will be prefixed with a [group](#) number.

---

You can **move marker through list** in different ways:

- ◆ using keys , ;
- ◆ with mouse (using scrollbar);
- ◆ by moving marker through the list while you keep the left button pressed (to scroll information in window, move marker over the lower or the upper border of the window frame).


You can also input first term letters. An input window will appear and marker will be pointing out a term beginning with the input letters. When marker is placed on the required term, press **Enter**.

You can **lock marker position** in the window. If you do so, marker will stay at its place and term list will be scrolled in the window when you move through terms. If marker position is not locked, term list will be scrolled only when marker reaches the upper or the lower most line in the window.

To fix marker position:

- ◆ use ScrollLock button

*or*

- ◆ press  button on current window [toolbar](#).

Repeated pressure cancels the mode.



Selecting languages in windows and other properties adjustment  
Opening new term and explanation windows and closing windows  
Windows and window groups connection

## Explanation window

[see also](#)

[Languages](#) [Scrolling](#) [References](#)

Explanation window contains explanation of the chosen term (That very term which is marked out in the [connected](#) term window).

You can select Russian or English language in the window; term name in the chosen language is displayed in the window title, e.g. Leasing. If not all the open windows are [connected](#), names will be prefixed with with [group](#) number.

---

If the whole of an explanation cannot be housed in the window, you can **scroll text in the window**. That can be done in the following ways:

- ◆ using keys , ;
- ◆ with mouse (using scrollbar);
- ◆ by moving marker through the list while you keep the left button pressed (to scroll information in window, move marker over the lower or the upper border of the window frame).

---

For easing explanations study, explanations are supplied with [hypertext references](#) - words and word combinations, underlined and marked out with colour. Due to that you can immediately specify the meaning of a term youve run across in an explanation

Explanation windows may contain marker moving over references. The marked out reference is outlined with colour. To move marker **Tab** key is used.

You can **jump on a reference** in the following ways:

- ◆ place marker on a reference and press **Enter**;
- ◆ click on a reference.

Explanation of the term youve passed over to using a reference will be put in the current window.

You can also place term explanation into a new window, not [connected](#) with others. To do so:

- ◆ place marker on a reference and press **Shift+Enter** or
- ◆ click on a reference, keeping **Shift** key pressed.

Dictionary memorizes terms youve browsed using references. You can:

- ◆ return to the previous explanation; to do that select **Backward** item in **References** menu.
- ◆ move over to the next browsed explanation; to do that select **Forward** item in **References** menu.
- ◆ quickly pass to any of the explanations youve browsed; to do so, select **Go to...** item in **References** menu, select a term out of the proposed list and press **OK** button.

**Notice:** to move over to term explanations youve browsed using references, you can use [main toolbar](#) buttons.

---

Selecting languages in windows and other properties adjustment  
Opening new term and explanation windows and closing windows  
Windows and window groups connection

## Window and window group connection

[see also](#)

Working with Dictionary, you can open several window groups, each containing one or several term and explanation windows.

Group name is displayed right before window names, e.g. Group 1:Leasing. If all open windows are connected, group name is not displayed.

All windows in a group are connected. That means, when marker is moved through term list, markers in all the linked term windows will be set on the chosen terms translation, and its explanation will appear in explanation windows.

Window connection is not always convenient, though. Therefore you can open a new window group.

**To open a new term or explanation window, not linked with formerly opened, you:**

- ◆ select **New term window** item in **Window** menu, keeping **Shift** key pressed.
- ◆ when jumping on a reference in an explanation, keep **Shift** key pressed; referenced term explanation will be put into a new window, not linked with formerly opened.

In other cases newly opened windows are added to the current group (i.e. they are connected with the current window).



[main toolbar](#) button opens new term window

main toolbar button opens new explanation window

Term window

Explanation window

Opening new term and explanation windows and closing windows

## Opening new term and explanation windows and closing windows

[see also](#)

This section describes new windows, linked with the current one opening methods. To open windows, not linked with the current one, see [Windows and window groups connection](#).

### To open a new term window:

- ◆ select **New term window** item in **Window** menu.

### To open a new explanation window:

- ◆ select **New explanation window** item in **Window** menu;

*or*

- ◆ double-click on the required term, its explanation will be put into a new window.

### To close current term or explanation window:

- ◆ select **Close** item in **Window** menu;

*or*

- ◆ double-click in the upper left window corner.



[main toolbar](#) button opens a new term window

main toolbar button opens a new explanation window

Term window  
Explanation window

## Selecting languages in windows and other properties adjustment

[see also](#)

[Language Font Alignment](#)

You can select one of the languages, maintained by Dictionary in any term or explanation window.

For term windows languages are: Russian, English, German, Spanish, French or Italian, for explanation windows - Russian or English.

### To select a language in a window:

1. select **Window properties** item in **Options** menu and turn over to **Text** folder. Windows properties set-up dialog appears.
2. Set language in the corresponding field and press **OK**.

To change language quickly, use current window [toolbar](#) buttons.

---

You can set text alignment method in explanation windows: left, right, center or justified.

### To set alignment method in an explanation window:

1. Select **Window properties** item in **Options** menu and turn over to **Text** folder. Window properties set-up dialog appears.
2. Set alignment type in the corresponding field and press **OK**.

To change alignment method quickly, use current window toolbar buttons.

---

You can change font being used for term and explanation display in the window. Window fonts are set by default: two fonts, set in Dictionary [preferences](#), are used for Russian and European letters display.

**Notice.** You need different fonts for Russian and other languages correct display. Therefore, terms (explanations) may be displayed incorrectly if you change a font and then change window language.

---

### To change window font:

1. Select **Window properties** item in **Options** menu and turn over to **Text** folder. A dialog window appears.
2. Mark **Use specified font** field.
3. Set font, its style and size;
4. If you want the chosen font be applied in all open windows, mark in **Apply to all windows** field.  
**Attention!** If you want to work with Russian and European languages simultaneously, do not mark in this field.
5. Press **OK**.

### To set font automatical selection mode in a window:

1. Select **Window properties** item in **Options** menu and turn over to **Font** folder. A dialog window appears.
2. Mark in **Select font automatically** field.
3. If you want the chosen font be applied in all open windows, mark in **Apply to all windows** field.
4. Press **OK**.



Term window  
Explanation window

## Managing window layout

[see also](#)

You can arrange term and explanation windows in a definite scheme.

### To arrange windows you:

1. Select **Arrange** item in **Window** menu. A dialog window appears.
2. Select a window arrangement scheme out of the list. You can see the way presently open windows will be arranged in the right window
3. Mark if windows should be automatically arranged when opened or closed.



[main toolbar](#) button turns on/off window automatical arrangement in the chosen scheme.

**Notice.** You can quickly arrange windows in the classical scheme or in the tiled order if you select a corresponding item in **Options** menu.

---

Window layout dialog window

Selecting languages in windows and other properties adjustment

Term window

Explanation window

## Term-searching methods survey

Dictionary is provided with powerful document-searching methods. These are:

1. [Quick search](#) - allows to set marker on a term in the current term window by just inputting its beginning letters;
2. [Term search in all languages](#) - allows to carry out term search in all languages, maintained by Dictionary;
3. [Context term search](#) - allows to find terms containing a set letter sequence (context) in one language bounds.

## Quick search

[see also](#)

This searching method allows to set marker on a term in the current term window by just inputting its beginning letters.

To do so:

1. Start inputting the beginning letters of the term you want to pass over to. Its not necessary to switch keyboard to the apportionment of the language chosen in the term window - Dictionary does it automatically;
2. A quick search window, containing letters youre typing will appear. Marker in the term window will be automatically set on a term with the coinciding beginning letters.
3. When marker is set on the required term, press **Enter**. Quick search window disappears and marker is set on the chosen term. If you wish to return to the term that was chosen before search start, press **Esc**.

**Notice.** If letters can not be entered, theres no term with the coinciding beginning letters in Dictionary.

---

[Term window](#)

[Term-searching methods survey](#)

## Term search in all languages

[see also](#)

This searching method allows to carry out term search in all languages, maintained by Dictionary

### To carry out term search in all languages you:

1. Call term searching dialog: select **Search for term** item in **Search** menu
2. Set term you want to find and press **OK**. You can also insert a term from [Clipboard](#) by pressing **Shift+Ins**.
3. Term search in all languages, maintained by Dictionary, will begin.
4. After search was accomplished a [list](#) of all found terms will be built.

▢ [main toolbar](#) button starts term search

**Notice.** You can perform search of terms that were situated into [Clipboard](#) by selecting **Search by Clipboard** item in **Search** menu.

---

▢ main toolbar button translates a term taken from Clipboard

[Term-searching methods survey](#)  
[Term window](#)



## Context term search

[see also](#)

This searching method allows to find terms containing a set letter sequence (context) in one language bounds. Context search, unlike [Term search in all languages](#), is performed in the active term window only.

### To carry out context term search you:

1. Select **Search for context** item in **Search** menu. Context search dialog will appear.
2. Set the term you wish to find in **Context** field. You can also insert a term from [Clipboard](#) by pressing **Shift+Ins**;
  - ◆ Indicate if the set context is the beginning of a word in **Only from the beginning of a word** field.
3. After youve set context and searching properties, press
  - ◆ **Find All** - to find all terms containing the set context. Search results [list](#) will be built after the searchs end;
  - or*
  - ◆ **Next** - to find the first present term and place marker on it. Search is performed down from the current term on to the list end.

Further on you can:

- ◆ Find alphabetically next term by selecting **Next** item in **Search** menu.
- ◆ Find previous term by selecting **Previous** item in **Search** menu.
- ▢ [main toolbar](#) button starts context term search
- ▢ main toolbar button is for passing over to the next term that contains context
- ▢ main toolbar button is for passing over to the previous term that contains context

[Term-searching methods survey](#)  
[Term window](#)

## Browsing search results

[see also](#)

When term search in all languages or context search are accomplished, search results are automatically displayed.

List of all found terms is displayed in search results window.

You can pass over to any term of the list by double-clicking the term title.

If you wish to save search results, fold the window by pressing **Minimize** button.

Further on you can browse saved search results:

**1.** Select **Search results** item in **Search** menu.

**2.** Select a term or a context whose search results you want to see from results list.

Folded windows with search results will be displayed as icons in the lower most part of Dictionary screen, if only **Hide search windows** item in [search preferences](#) is not marked. You can open a folded window by double-clicking on it.

To remove search results, close results window by pressing **Close** button.



[main toolbar](#) button is for browsing search results

[Term-searching methods survey](#)  
[Term search in all languages](#)  
[Context term search](#)

## Copying terms and explanations into Clipboard

You can copy a term or an explanation into Clipboard, and then insert into some other program.

**To copy a term or an explanation into Clipboard you:**

1. Switch to the required term or explanation window.
2. Select **Copy** item in **Edit** menu.

Then execute **Paste** command in the program you want to move explanation text to.



[main\\_toolbar](#) button is for copying terms and explanations into Clipboard

[Saving an explanation](#)

## Saving an explanation

[see also](#)

You can save explanations to a file. Further on you'll be able to work with saved explanations using other programs, e.g. text editors. Text can be saved in one of the following [formats](#): DOS text, DOS text with line breaks, and Windows text.

To save an explanation to a file:

1. Switch to the explanation window that contains text you want to save to a file.
2. Select **Save** item in **File** menu. A dialog window will appear.
3. Choose disk and directory for the file and input file name.
4. Select file format in **Save in format** field.
5. Press **OK** to save explanation to a file.



[main toolbar](#) button is for saving explanations to a file.

**Notice.** You can quickly move an explanation text to another Windows program by [copying](#) the explanation into Clipboard. Then you perform Paste command in the program you want to move explanation text to.

---

Copying explanation to Clipboard



## File Formats

Dictionary can save explanations to a file in one of the following formats:

- |                        |  |
|------------------------|--|
| DOS text               | Text is saved as a DOS page, while Russian letters are saved in alternate encoding. Line break symbol is placed at paragraph end.        |
| Windows text           | Text is saved as a Windows page. This format is understood by any Windows editor.  |
| DOS text w/line breaks | Text is saved as a DOS page, while Russian letters are saved in alternate encoding. Line break symbol is placed at the end of each line. |

## Printer and printing properties set-up

[see also](#)

You should set printer and printing properties before printing an explanation.

### To set printer and printing properties you:

1. Select **Print setup** item in **File** menu. A dialog window will appear.
2. Select printer type, paper size and orientation in **Printer** folder.
3. Set margins in **Margins** folder. Notice, that margins are set in units that are specified in the corresponding field.

**Notice.** You can also set these properties right before you start printing explanations by pressing **Options** button in printing dialog.

---

[Printing explanations](#)

[Printing preferences dialog window - Printer folder](#)

[Printing preferences dialog window - Margins folder](#)


## Printing explanations

[see also](#)

You can print an explanation on printer.

### To print an explanation on printer:

1. Switch over to the explanation window that contains text you want to print.
2. Select **Print** item in **File** menu. A dialog window will appear.
3. Select printer type, applied paper size and orientation.
4. Adjust printer and printing properties (use **Properties** button) when necessary.
5. Press **OK** to print explanations.

**Notice.** Use  [main toolbar](#) button to print an explanation quickly. Current printer and printing parameters will be used.

---

[Printer and printing properties set-up](#)  
[Printing explanation on printer dialog window](#)

## Adjusting interface properties

[see also](#)

You can select a language for messages and menus, hide certain screen elements, turn quick tips on toolbar buttons on/off, etc.

### To set-up interface properties:

1. Select **Preferences** item in **Options** menu. Dictionary preferences set-up dialog window will appear.
2. Switch over to **Interface** folder.
3. Select a language (Russian or English) for menu items, various messages and reference guide display.
4. Point out if [main toolbar](#), [status bar](#), [quick tips](#) on [toolbar](#) buttons  
[Tip of the day](#) on Dictionary startup should be displayed.
5. Press **OK** to confirm changes in interface properties set-up.

[Dictionary preferences dialog window - Interface folder](#)

## Adjusting search properties

[see also](#)

You can adjust some term-searching properties - e.g. mark out if icons of the folded search results windows should be displayed etc.

### To adjust search properties you:

1. Select **Preferences** item in **Options** menu. Dictionary preferences set-up dialog window will appear.
2. Switch over to **Search** folder.
3. Set the search properties.
4. Press **OK** button to confirm changes in search properties set-up.

**Notice.** Properties changing wont affect searches already in progress.

---

Dictionary preferences dialog window - Search folder  
Term-searching methods survey



## Selecting applied fonts

[see also](#)

Dictionary uses two different fonts for Russian and European letters display.

### To select fonts:

1. Select **Preferences** item in **Options** menu. Dictionary preferences set-up dialog window will appear.
2. Switch over to **Font** folder.
3. Select a russified font in **Russian** field. In the frame on the right you can see the word Russian displayed in the selected font.
4. Select a font in **European** field (the font should not be russified). In the frame on the right you can see European languages names displayed in the selected font. Get sure that all the letters are displayed correctly.
5. Press **OK** to confirm font changes.

**Notice.** You can also change font in a determined window (see [Selecting languages in windows and other properties set-up](#)), but automatical font selection mode wont be applied in this case.

---

Dictionary preferences dialog window - Search folder



## Database opening dialog window

Set the database you want Dictionary to work with. Base file is called bus&law.dic and is situated in the directory chosen during Dictionary DOS version installation.

### **File name**

Set a name for the file where Dictionary base is situated.

### **Disks**

Set a disk where Dictionary base is situated.

### **Directories**

Set a directory where Dictionary base is situated. That's the directory you've installed Dictionary DOS version in.

### **OK** button

Press this button to confirm Dictionary database selection. This base will be used during further Dictionary starts.

### **Cancel** button

Press the button to cancel Dictionary database selection.

### **Help** button

Calls the current reference guide page.

## Explanation saving dialog window

[also see](#)

You can set a name and format for the file where explanations will be saved to.

It allows to save an explanation to a text file.

### **File name**

Set a name for the file where explanation will be saved to. File name is entered directly from keyboard in accordance with DOS operating system requirements. You can use Russian letters in file name only if you use a russified DOS version.

### **Disks**

Select a disk where file will be saved to.

### **Directories**

Select a directory where file will be saved to..

### **Save in format**

Set a [format](#) for text being saved into file.

### **OK** button

Press the button to save explanation to the set file.

### **Cancel** button

Press the button to cancel explanation saving to the set file.

### **Help** button

Calls the current reference guide page.

[Saving an explanation](#)

## Explanation printing dialog window

[also see](#)

It allows to print explanations on a printer.

### **Printer**

This line displays the name of printer that will perform printing. You can select another printer (press **Setup** button).

### **Copies:**

Set the number of copies you want to print.

### **Collate copies**

Mark this item if while printing several copies you want all pages of a copie be printed first, then the whole of the next copy and so on. If this item is not marked, all the first pages will be printed first, then all the second pages and so on.

### **Quality**

Select resolution that will be taken while printing (the greater this value is, the better is the quality).

### **Print to file**

Mark this item if you want printing be carried out to file. Thats convenient if printer is attached to another computer (you can copy the resulting file and print it on another computer with "copy /b <èÿ ôàéèà> LPTn" command, where n is the number of the port, connected with printer).

### **OK** button

Press the button to start printing explanations. Formerly set printer and paper type and margins will be used.

### **Cancel** button

Press the button to cancel printing explanations.

### **Setup** button

It allows to set printer, where printing will be carried out, and applied paper type.

### **Help** button

Calls the current reference guide page.

[Printing explanations](#)  
[Printer and printing properties set-up](#)



## Printing preferences dialog window - Printer folder

[also see](#)

You can set paper size and printer type for explanations printing.

### **Printer**

Set printer youd like to print explanations on. List contains printers that are set in Windows. If you wish to set a new printer, consult Windows documentation.

### **Page size**

Select the type of paper that will be applied for printing.

### **Height**

Set page height if youve selected a user defined paper type.

### **Width**

Set page width if youve selected a user defined paper type.

### **Measure units**

Set measure units - millimeters (mm), centimeters (cm) or inches (inch).

### **Orientation**

Select paper orientation - Portrait or Landscape.

### **Sample**

In this window you can see the way explanation text will be placed on a page.

### **OK** button

Press the button to confirm printer, paper size and margins selection.

### **Cancel** button

Press the button to cancel printer, paper size and margins selection.

### **Options** button

Press the button to set extra printer options.

### **Help** button

Calls the current reference guide page.

[Printer and printing properties set-up](#)  
[Printing explanations](#)

## Printing preferences dialog window - Margins folder

[also see](#)

You can set margins for printing explanations on printer.

### **Size**

Indicate the selected paper size. You can select another paper size, when you switch over to [Printer folder](#).

### **Left margin**

Indicate left margin value.

### **Right margin**

Indicate right margin value.

### **Top margin**

Indicate top margin value.

### **Bottom margin**

Indicate bottom margin value.

**Notice.** Margins cant be set at less than some determined values. Minimal margin values depend on applied printer type.

---

### **Measure units**

Set measure units - millimeters (mm), centimeters (cm) or inches (inch).

### **Sample**

In this window you can see the way explanation text will be placed on a page.

### **OK** button

Press the button to confirm printer, paper size and margins selection.

### **Cancel** button

Press the button to cancel printer, paper size and margins selection.

### **Options** button

Press the button to set extra printer options.

### **Help** button

Calls the current reference guide page.

[Printer and printing properties set-up](#)  
[Printing explanations](#)

## Term search dialog window

[also see](#)

You can set a term for search in all languages, maintained by Dictionary.

### **Term**

Set a term or its first letters. All terms beginning with the entered letters will be found as a search result.

### **OK** button

Press this button to start term search. When search ends, a [list](#) of all found terms is built.

### **Cancel** button

Press this button to cancel term search.

### **Help** button

Calls the current reference guide page.

[Term search in all languages](#)

## Context search dialog window

[also see](#)

You can set a context for search in between terms of the current language.

### **Context**

Set context - a letter sequence that should be contained by the required term.

### **Only from the beginning of a word**

Mark this field to find only those terms where context is the beginning of a word.

### **Next** button

Press this button to find a term containing the set context. Search is started at the current term. When search ends, marker is set on the found term. Further on you can find next (previous) context entry by selecting a corresponding item in **Search** menu.

### **Find All** button

Press this button to find all terms containing the set context. When search ends a [list](#) of all found terms is built.

### **Cancel** button

Press this button to cancel context search.

### **Help** button

Calls the current reference guide page.

[Context term search](#)



## Window properties dialog window - Font folder

[also see](#)

You can change font used for terms and explanations display.

### Window

Select one of the listed term and explanation windows.

Indicate if font should be selected automatically when language in the window is changed: Dictionary uses two different fonts for Russian and European letters display.

### Font

Select one of the listed fonts to be used in the selected window.

### Style

Set a style for the selected font (bold, italic etc.).

### Size

Set letter size. For TrueType fonts (these font names are marked out with **T** sign). You can enter font size directly from keyboard.

### Sample window

You can see text displayed with the chosen font.

### Apply to all windows

Mark this item to apply the chosen font to all windows.

**Attention!** If you want to work with Russian and European languages simultaneously, mark this item only if you've set font automatic selection mode.

### OK button

Press this button after you've selected font, language and alignment type.

### Cancel button

Press this button to cancel font and language selection. Formerly set font and language will be used.

### Help button

Calls the current reference guide page.

### Auto Fonts button

Press this button to set fonts, used for Russian and European languages letters display by default.

Selecting languages in windows and other properties adjustment

Term window

Explanation window

Selecting applied fonts

## Window properties dialog window - Text folder

[also see](#)

You can set language and alignment type for term and explanation windows.

### **Window**

Select one of the listed term and explanation windows.

### **Language**

Select a language to be used in the window.

### **Alignment**

You can set how explanations text should be aligned in explanation windows.

### **Sample window**

You can see how text will be displayed in the selected window.

### **OK** button

Press this button after youve selected font, language and alignment type.

### **Cancel** button

Press this button to cancel font and language selection. Formerly set font and language will be used.

### **Help** button

Calls the current reference guide page.

Selecting languages in windows and other properties adjustment

Term window

Explanation window

## Dictionary preferences dialog window - Interface folder

[also see](#)

It allows to adjust Dictionary interface preferences.

### **Language**

Select a language (Russian or English) for menu items, various messages and reference guide.

### **Toolbar**

If this item is marked, [main toolbar](#) is displayed on the screen.

### **Status bar**

If this item is marked, [Status bar](#) is displayed on the screen.

### **Tool-tips**

Mark this item to turn on [quick tips](#) on [toolbar](#) buttons.

### **Hot keys in tool-tips**

If the field is marked, [quick tips](#) on toolbar buttons will contain hot key combinations corresponding with the button purpose.

### **Show tips on startup**

If this field is marked, [Tip of the day](#) will be displayed on startup.

### **OK** button

Press the button after youve adjusted Dictionary preferences.

### **Cancel** button

Press the button to cancel changes in Dictionary preferences.

### **Help** button

Calls the current reference guide page.

## Adjusting interface properties

## Dictionary preferences dialog window - Search folder

[also see](#)

It allows to change term-searching properties.

### **Use animation**

If this field is marked, a picture of pages turned over will be displayed during term search.

### **Hide search windows**

If this field is marked, no folded [search results](#) window icons will be displayed.

### **OK** button

Press the button after youve adjusted search properties.

### **Cancel** button

Press the button to cancel changes in search properties.

### **Help** button

Calls the current reference guide page.

[Adjusting search properties](#)  
[Term-searching methods survey](#)



## Dictionary preferences dialog window - Fonts folder

[also see](#)

It allows to select fonts used by default.

### **Russian**

Select a font to be used for Russian letters display by default. In the frame on the right you can see the word Russian displayed with the selected font.

### **European**

Select a font to be used for European languages letters display by default. In the frame on the right you can see European languages names displayed with the selected font.

### **OK** button

Press this button after youve selected fonts.

### **Cancel** button

Press this button to cancel fonts selection. Formerly set fonts will be used.

### **Help** button

Calls the current reference guide page.

Selecting applied fonts

Selecting languages in windows and other properties adjustment

Term window

Explanation window

## Tip of the day dialog window

You can look through a set of tips on Dictionary functions usage.

### **Show tips on startup**

If this fields marked, [Tip of the day](#) will be showed on Dictionary startup.

### **OK** button

Press this button to close tip window and resume working with Dictionary.

### **Next** button

Press this button to pass over to the next tip.

### **More** button

Press this button to get acquainted with all the tips. Reference guide section containing all tips will be shown.

### **Help** button

Calls the current reference guide page.

## Search results survey dialog window

[also see](#)

You can browse a list of found terms.

### **Term list**

This list contains found terms. Term part that was searched is outlined with color.

### **Switch** button

Press this button to switch over to the selected terms explanation.

### **Delete** button

Press this button to delete the selected term from the list.

### **Close** button

Press this button to close the window. Search results will be removed.

### **Minimize** button

Press this button to minimize the window. You'll be able to open the search results window later by selecting **Search results** item in **Search** menu.

### **Help** button

Calls the current reference guide page.

[Browsing search results](#)

## Search dialog window

### [also see](#)

You can see how many terms were already parsed and how many are still to be parsed, and also how many terms were found.

### **Close** button

Press the button to interrupt or pause term search.

### **Help** button

Calls the current reference guide page.

[Browsing search results](#)

## Search stop dialog window

You can interrupt or resume term search.

**Back** button

Press this button to abort term search.

**Build** button

Press this button to look through the list of terms that were found before youve interrupted search.

**Abort** button

Press this button to abort term search or resume working with Dictionary.

**Help** button

Calls the current reference guide page.



## Windows arrangement dialog window

[also see](#)

You can arrange open term and explanation windows in accordance with one of the offered schemes.

### **Scheme**

Select one of the windows arrangement schemes:

- ◆ **Classic** - term windows are set at the top in horizontal tile, and explanation windows below in vertical tile (the same way its done in Business&Law Dictionary for DOS);
- ◆ **Mirrored Classic** - term windows below in horizontal tile, explanation windows at the top in vertical tile;
- ◆ **Tile** - windows are set so that the whole of them can be seen;
- ◆ **Horizontal Tile** - windows are set horizontally so that the whole of them can be seen;
- ◆ **Cascade** - windows are set so that all the titles can be seen.

### **Preserve scheme when opening/closing windows**

Mark this item to make term and explanation windows be automatically arranged on windows opening/closing.

### **Sample**

You can preview the way windows will be arranged.

### **OK** button

Press this button to arrange term and explanation windows in accordance with the selected scheme.

### **Close** button

Press this button to cancel windows arrangement.

### **Help** button

Calls the current reference guide page.

## Managing window layout






















## Main toolbar

[also see](#)

Main toolbar is a row of drawn buttons in the upper part of the screen. Toolbar state depends on the active window.

Toolbar allows to execute many of Dictionary commands by just pressing a button. Button functions are briefly described below.

-  [save](#) current explanation to a text file
-  [print current explanation](#) on printer
-  [copy](#) current term or explanation into [Clipboard](#)
-  translate a term out of the Clipboard
-  [term search in all languages](#)
-  [context term search](#)
-  jump on the next term containing the set context
-  jump on the previous term containing the set context
-  [search results](#) lists
-  return to the previous explanation
-  pass over to the next explanation
-  list of term explanations, [browsed by references](#)
-  [window properties](#) adjustment
-  [opening](#) a new [term window](#)
-  [opening](#) a new [explanation window](#)
-  turning on/off automatical [window arrangement](#) in accordance with the selected scheme
-  selecting Russian language for interface (menus, dialog windows and messages) and reference guide
-  selecting English language for interface and reference guide
-  allows to obtain a [tip on Dictionary screen elements](#) and menu items

Toolbars

Quick tip on toolbar buttons and menu items

Tip on Dictionary screen elements

## Term window toolbar

[also see](#)

Term window toolbar is a row of drawn buttons in the lower part of the window.

The toolbar allows to lock marker position and select a language quickly. Button functions are briefly described below.



install RUSSIAN [language](#) in the window



install ENGLISH language in the window



install GERMAN language in the window



install SPANISH language in the window



install FRENCH language in the window



install ITALIAN language in the window



[lock marker position](#) in the window

Toolbars

Quick tip on toolbar buttons and menu items

Tip on Dictionary screen elements

## Explanation window toolbar

[also see](#)

Explanation window toolbar is a row of drawn buttons in the lower part of the window.

The toolbar allows to select a language and alignment type quickly. Button functions are briefly described below.



install RUSSIAN [language](#) in the window



install ENGLISH language in the window



set left [explanation text alignment](#)



set right explanation text alignment



center explanation text



justify explanation text



Toolbars

Quick tip on toolbar buttons and menu items

Tip on Dictionary screen elements



Close

## **Glossary**

[Alignment](#)

[Clipboard](#)  
[Context search](#)

[Explanation](#)  
[Explanation window](#)

[Menu](#)

[Quick menu](#)

[Reference](#)

[Term](#)  
[Term window](#)  
[Term search](#)  
[Tip of the day](#)  
[Toolbar](#)

[Window group](#)

**Clipboard**

A special Windows memory area, where text and pictures are put for purposes of data exchange between programs.

**Alignment**

The way text in an explanation window is situated relatively to the window borders. Text can be aligned left or right, centered or justified (aligned both left and right).

**Quick menu**

A list of most commonly used commands; its called with the right mouse button click.

**Window group**

A set of linked term and explanation windows: when marker is moved through a term window, term translations appear automatically in other term windows, and its explanation - in explanation windows.

## **Menu**

A bar in the windows upper part that allows to carry out various commands: windows opening, searching for [term](#), [explanation](#) printing etc.



**Term window**

A window that contains an alphabetically ordered [term](#) list.

**Explanation window**

A window that contains an [explanation](#) of the selected [term](#).

**Toolbar**

A row of buttons that allow to perform Dictionary commands by just a mouse click.

**Context search**

A searching method that allows to find context (word or word combination) among terms of the current language.

**Term search**

A searching method that allows to find a term among any of the languages, maintained by Dictionary. To perform the search its enough to set terms beginning letters.

**Tip of the day**

A short recommendation on Dictionary functions usage.

## **Reference**

Word or word combination in an explanation, outlined with color. You can get directly to the marked terms explanation by jumping on a reference.

**Term**

Word or word combination in an explanation, outlined with color. You can get directly to the marked terms explanation by jumping on a reference.



**Explanation**

Detailed elucidation of the [terms](#) idea.



## Dictionary Tips

- ▣ Search
- ▣ Working with windows
- ▣ Clipboard
- ▣ Miscellaneous

## Search tips

- ◆ You can search terms by context ([Shift+F7](#)) and by the first word ([F7](#)).
- ◆ You can place the desired term in the Clipboard and then search for it in Dictionary by pressing [Ctrl+V](#) or [Shift+Ins](#) or thru the menu [Search|Search Clipboard](#).

## Working with windows tips

- ◆ In any window you can press [right](#) mouse button or [Alt+F10](#) keys and enter the context-sensitive menu which contains the most often used functions.
- ◆ You can arrange all windows by pressing [Ctrl+A](#). The scheme how to arrange windows can be changed thru menu [Window|Arrange..](#)
- ◆ You can arrange windows in the way they are in the DOS version - term windows above, explanation windows below by pressing [Shift+F5](#).
- ◆ In the term window you can change scroll mode from moving marker to scrolling text by pressing [ScrollLock](#).
- ◆ If you hold [Shift](#) while jumping on cross-reference or while creating new window thru the menu, the new explanation will appear in the separate not linked with active one window which can be closed by [Ctrl+F4](#).
- ◆ You can quickly change language in the window by clicking on the button with the appropriate [flag](#) on the bar at the bottom of the window.
- ◆ You can change alignment in the explanation window by pressing [Ctrl+L](#) - left, [Ctrl+R](#) - right, [Ctrl+E](#) - center, [Ctrl+J](#) - justified.
- ◆ You can change the language in the window by pressing [Left](#) and [Right](#) keys while holding down [Ctrl](#) key. When you press arrow keys, the buttons with the flags are "pressed". When desired button is "pressed", release [Ctrl](#) key.

## Clipboard tips

- ◆ When you are in the term window, you can copy the highlighted term to the Clipboard by pressing **Ctrl+C** or **Ctrl+Ins**.
- ◆ While copying term or explanation to Clipboard you can change the way of copying - to copy formatting (font, color) or no. To copy accorsing to the preferences press **Ctrl+C**. To copy without preferences press **Ctrl+Shift+C**.

## Miscellaneous tips

- ◆ You can quickly print explanation using currently set printer options by pressing [Ctrl+Alt+P](#).
- ◆ Garant-Service offers you inquiry-retrivial systems on russian legislation.
- ◆ You can quickly recall Dictionary preferences dialog box thru the [context menu](#) on the [toolbar](#) or on the [status line](#).
- ◆ To save preferences of Dictionary, choose item [Exit](#) from [File](#) menu while holding down [Shift](#) key.





