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For information about using Help, press **F1**.

Introduction

The *Oxford Talking Dictionary* is a comprehensive electronic dictionary with all the features of its paper counterpart and more. This product combines a user-friendly interface with dictionary and thesaurus contents from Oxford University Press to create an outstanding reference tool. In addition to a wealth of definitions, etymologies, quotations and related words, this multimedia-rich resource also includes colour photographs, illustrations and maps, plus spoken pronunciations for thousands of words and variants. The dictionary contents are further supplemented with proper names, comprising more than 9,000 biographical and geographical entries.

This edition of the *Oxford Talking Dictionary* has been developed with ease-of-use in mind. Among the features designed for effortless reference are:

- A Mini View mode that keeps a small dictionary window on-screen at all times while you use other programs, plus direct accessibility from Microsoft *Word*, version 6.0 or later
- A simple search feature that finds the word you want, even if you don't know how to spell it
- A convenient diskless installation option that puts the complete text contents of the dictionary at your disposal while leaving your CD drive free for other uses
- Two separate dictionary/thesaurus reference sets, allowing you the choice between comprehensive entries and concise entries

Whether you are a seasoned writer or a student, an experienced computer user or a novice, you will find that the *Oxford Talking Dictionary* is an indispensable electronic reference for work, school or home.

Looking Up a Word

Questions about the meaning, function and usage of a word make us reach for a dictionary. The *Oxford Talking Dictionary* provides this information right on your computer screen. There are many different ways to look up a word.

Typing a word:

Type a word into the entry box. As you type each letter, the list box automatically scrolls to display the words that begin with the letters you have entered. When you've finished typing your word, press **Enter**.

- If your word is recognised by the dictionary, its definition is displayed below the entry box.
- If the letters you typed have no matching entry in the dictionary, the program automatically searches for alternate spellings. See [About Alternate Spellings](#) for more details.

Tip: If the list box displays the word that you want before you have finished typing, simply double-click on the list box entry to view the definition.

Dragging and dropping a word from another application:

Be sure that the dictionary's [Mini View](#) or Full View window is visible. Highlight a word or phrase in another application, then click on your selection and drag it to the entry box in the dictionary window.

Note: Drag-and-drop capability is available in Windows 95 only. Windows 3.1 users, see "Copying and pasting a word from another application" below.

Copying and pasting a word from another application:

Highlight a word or phrase in another application, use the application's **Copy** option to copy the text, click on the **Paste** button on the toolbar in the dictionary window and press **Enter**.

Browsing the entry list:

Use the scroll bar on the list box to browse the list of entries. When you find a word you want defined, double-click on it.

Note: If the list box is not currently displaying **All Entries**, click on the **Lists** button and select **All Entries** from the drop-down menu.

Cross-referencing from a definition or thesaurus entry:

While reading a definition or thesaurus entry, you may find a word you want defined. Simply double-click on the word in the definition or thesaurus entry.

Returning to a previous definition or thesaurus entry:

As you use the dictionary and thesaurus, the program keeps track of the 15 words you looked up most recently. To return to a previous definition or thesaurus entry, click on the small button with the down arrow at the end of the entry box and click on a word in the resulting drop-down list.

For more ways to find words and view their definitions, see [Using Partial Word Find](#) and [Using Search in Entries](#).

Hearing a Pronunciation

Most of the dictionary entries and many of the thesaurus entries contain a **Pronounce** icon, which represents a sound recording of the word as it is pronounced in English. (The grey and black **Pronounce** icon shows a profile of a speaking person.) Some entries also include pronunciations of word variants.

To hear a word's pronunciation, click on the **Pronounce** icon in the text of the definition or thesaurus entry.

Oxford's English dictionaries describe the normative pronunciation of Standard English using the International Phonetic Alphabet. However, individual speakers will produce slight variations of certain sounds without changing the meaning of the word in which they occur. This is known as "free variation" and may be heard in the voice recordings.

Note: In addition to a Windows-compatible sound card with a WAV device, speakers or headphones must be connected to your computer in order to hear sound. See the documentation that came with your computer or speakers for details on how to properly connect your system to play sound.

Finding Synonyms and Antonyms

In addition to definitions, the *Oxford Talking Dictionary* includes thousands of thesaurus entries to help you find synonyms and antonyms. You can view thesaurus entries with the dictionary or alone, using the **Thesaurus Only** option.

Using the dictionary and thesaurus together:

If a thesaurus entry is available for a word you find in the dictionary, it is displayed automatically when you open the definition in Full View mode. Thesaurus entries appear in the thesaurus/media box, below the definition.

If a dictionary entry has a related quotation, picture or map in addition to a thesaurus entry, click on the **Thesaurus**, **Quotation***, **Picture** and **Map** buttons at the bottom of the Full View window to move between the available items.

Note: Because the components of the Full View window can be re-sized, the lower box may be reduced so that it is no longer visible. To see thesaurus entries, make sure the lower box is not hidden from view. See [Re-sizing the Full View Window and Its Components](#) for more details.

Using the Thesaurus Only option:

To use the thesaurus by itself, click on the **Thesaurus Only On/Off** button or select **Thesaurus Only On/Off** from the **Book** menu. When this option is selected, the definition box disappears and only thesaurus entries are displayed. Other program features, such as Partial Word Find, the Search function and the list box, refer only to the thesaurus when the Thesaurus Only option is on.

To return to the dictionary, click on the **Thesaurus Only On/Off** button again or open the **Book** menu and select **Thesaurus Only On/Off**.

Note: In Mini View mode, you can see either dictionary definitions *or* thesaurus entries; you cannot view both references together like you can in Full View. Click on the **Thesaurus Only On/Off** button to switch between definitions and thesaurus entries.

* The **Quotation** button is available only in the Full Reference set. See [Selecting a Source](#) for details.

About Alternate Spellings

You don't need to know exactly how a word is spelled to find it in the *Oxford Talking Dictionary*. Whenever you enter a word that is not recognised by the dictionary, the program automatically searches for words that have spellings similar to the word you entered. The results of the Alternate Spellings search are displayed in the list box on the right side of the Full View window. Double-click on an entry in the list box to see its definition.

Note: If you are using the program in [Mini View](#) mode, the Alternate Spelling search results appear in a separate window. To see the entry for a word found by this search, double-click on the word in the Alternate Spellings Found window.

Tip: If the search results do not contain the word you want, try the [Partial Word Find](#) feature to search the dictionary using wild card characters in place of letters that you don't know.

Using Partial Word Find

Whenever you want to find words that contain specific letters, such as a certain prefix, root or suffix, use the Partial Word Find feature. This feature is also useful when you don't know enough letters in a word for the Alternate Spellings search to find what you want. Using wild card characters in your search may provide enough information for the program to find the word you need.

To find words using partial information:

1. Click on the **Partial Word Find** button on the toolbar, or open the **Tools** menu and select **Partial Word Find**, to open the Partial Word Find window.
2. Type 3 or more characters into the **Part of word to find** box.
3. Press **Enter** or click on **OK**.

Double-click on a word in the list that appears in the list box to see its definition or thesaurus entry.

Example:

Let's say you want to find the word that describes the fear of spiders, and you already know that the word you want ends in "phobia". Type **phobia** into the **Part of word to find** box, and press **Enter**. In the list of words found to contain the partial word "phobia", you will see the word you want -- "arachnophobia".

To perform a search using wild card characters:

1. Click on the **Partial Word Find** button on the toolbar or select **Partial Word Find** from the **Tools** menu to open the Partial Word Find window.
2. Type 3 or more characters into the **Part of word to find** box, replacing unknown letters with one of these wild card characters:

<u>To Find:</u>	<u>Use:</u>
<i>Any single letter</i>	?
<i>Any number of letters, including none</i>	*

3. Press **Enter** or click on **OK**.

Double-click on a word in the list that appears in the list box to see its definition or thesaurus entry.

Example:

Let's say you want to use the word "onomatopoeia", but you aren't sure how to pronounce the entire word, let alone spell it. You aren't sure if the word begins with "o-n-o" or "o-n-a", and the last three syllables have you stumped altogether. Your attempts to find the word via the entry box have resulted in unsuccessful Alternate Spellings searches. Using wild card characters to represent the letters you don't know may provide sufficient information to the Partial Word Find feature to find the word.

In this example, use a ? to represent the one unknown character at the beginning of the word ("ono..." / "ona...") and a * to represent the undetermined number of characters at the end.

Type **on?ma*** in the **Part of word to find** box and press **Enter**. The resulting list contains "onomatopoeia".

Using Search in Entries

The Search in Entries feature lets you search the complete dictionary and thesaurus contents to find words in the text of definitions, thesaurus entries and quotations. You can also use wild card characters in your searches.

To search the text of definitions, thesaurus entries and quotations:

1. Click on the **Search in Entries** button or select **Search in Entries** from the Tools menu to open the Search window.
2. Type a word in the **Look For** box.
3. Type any additional search words in the text boxes below and select **AND, OR or NOT** to define the relationship between your search terms.
4. Click in one or more check boxes in the **Look In** section to de-select or select the types of entries you want to search.*
5. Press **Enter** or click on **OK**.

Double-click on a word in the resulting list to see its definition, its thesaurus entry or a related quotation. The items toward the top of the list are most likely to contain the information you want.

Example using one search word:

Let's say you want a noun that describes an impractical person. Your search for "impractical" in the thesaurus yields no appropriate nouns. Using the Search feature, you can search the complete text of the dictionary to find words whose definitions contain the word "impractical". Among these you may find a noun that suits your purpose.

Type **impractical** in the **Look For** box, make sure the **Dictionary** option in the **Look In** section is selected, and press **Enter**. The resulting list contains suitable nouns such as "idealist" and "luftmensch".

Example using more than one search word:

Let's say you want to find a list of plants that have pink flowers.

Type **pink** into the **Look For** box, choose **AND** as the operator, type **flower** into the adjacent text box, and press **Enter**. The resulting list contains words whose definitions include the words "pink" and "flower".

For other examples using more than one search word, see [About Search Operators](#).

To perform a wild card search:

1. Click on the **Search in Entries** button or select **Search in Entries** from the Tools menu to open the Search window.
2. Type a word in the **Look For** box, replacing unknown letters with one of the wild card characters listed below.

<u>To Find:</u>	<u>Use:</u>
<i>Any single letter</i>	?
<i>Any number of letters, including none</i>	*

3. Type any additional search words in the text boxes below and select [AND, OR or NOT](#) to define the relationship between your search terms. Use wild card characters to represent any unknown letters.
4. Press **Enter** or click on **OK**.

Double-click on a word in the resulting list to see its definition or thesaurus entry.

Example:

Let's say you want to find kinds of antelopes that inhabit Africa but you can't remember whether "antelope" is spelled "a-n-t-e" or "a-n-t-a".

Type **Africa** into the **Look For** box, choose **AND** as the operator, type **ant?lope** into the adjacent text box, and press **Enter**. The resulting list contains animals whose definitions contain both "Africa" and "antelope".

- * The **Look In** box is not available in the Thesaurus Only mode; searches are limited to thesaurus entries only. If you're in Thesaurus Only mode and you want to search the dictionary and/or quotations, click on the **Thesaurus Only On/Off** button or select **Thesaurus Only On/Off** from the **Book** menu to de-activate the Thesaurus Only feature. For more information about Thesaurus Only, see [Finding Synonyms and Antonyms](#).

Quotations can be searched only in the Full Reference set. See [Selecting a Source](#) for details.

Returning to a Previous Word

As you use the dictionary and thesaurus, the program keeps track of the 15 words you looked up most recently.

To see a list of these previous words, click on the small button with the down arrow at the end of the entry box. To return to a previous definition or thesaurus entry, click on a word in the resulting drop-down list.

Using Mini View

The Mini View mode reduces the size of the dictionary window to provide an unobtrusive reference tool that is always available while you use your word processor or other text-based application.

To change to Mini View mode, click on the **Mini View/Full View** button on the toolbar or open the **View** menu and select **Mini View/Full View**. The Full View window changes to the Mini View, which displays the entry box, the current definition (or thesaurus entry when in Thesaurus Only mode) and a simplified toolbar.

The Mini View window can be reduced further so that it occupies even less space on your screen. To reduce the Mini View window to its smallest size while still keeping it on-screen, click on the Windows **Restore** button on the title bar or select **Restore** from the Windows menu.

When the Mini View window is at its smallest, the definition or thesaurus entry is hidden. Whenever you look up a word, the window is enlarged automatically to display the new definition or thesaurus entry. If you have reduced the Mini View window to its smallest size, and you want to see the current definition or thesaurus entry again, click on the Windows **Restore** button again or select **Restore** from the Windows menu.

To look up a word in Mini View, do one of the following:

- Type a word in the Mini View window's entry box and press **Enter**.
- Highlight a word in another application, then drag and drop it into the Mini View window's entry box (Windows 95 users only).
- Copy a word in another application, paste it into the Mini View window's entry box, and press **Enter**.
- Double-click on a word within a definition or thesaurus entry in the Mini View window.

The definition or thesaurus entry for your word appears automatically. If you enter a word that is not defined in the dictionary or doesn't appear in the thesaurus, the program automatically searches for [alternate spellings](#).

Mini View's streamlined design offers access to only the dictionary or the thesaurus contents at any one time. To switch between the dictionary and thesaurus, click on the **Thesaurus Only On/Off** button.

Quotations, pictures and maps are not available in Mini View mode. To view quotations, pictures and maps, click on the **Mini View/Full View** button to return to the Full View.

In addition to the **Thesaurus Only On/Off** and **Mini View/Full View** buttons, Mini View's simplified toolbar offers two other buttons: **Copy** and **Paste**. To access other program features, such as Partial Word Find and Search, click on the **Mini View/Full View** button to return to the Full View.

The Mini View window is automatically configured to remain on top of other applications so that it is accessible at all times. To change the "Always on Top" setting, open the Windows system menu at the left end of the title bar and click on **Always on Top** to de-select it. When this setting is de-selected (no check mark), the program window only appears when called. Use the application button on the Windows taskbar or press **Alt+Tab** to call the window to the front.

Printing a Definition, Thesaurus Entry, Quotation, Picture or Map

Any definition, thesaurus entry, quotation*, picture or map currently on the screen can be printed. Simply click on the **Print** button or open the **File** menu and select **Print**. To print a picture displayed in the pop-up image window, click the right mouse button and select **Print Image** from the drop-down menu.

If the program window shows two different items, such as a definition and a picture, a **Print Selection** box appears when you click on **Print**, allowing you to select which item to print. Select an item and click on **OK**.

To print an item that is not currently displayed, find its entry in the list box and double-click on it to display it. (Use the **Thesaurus**, **Quotation**, **Picture** and **Map** buttons at the bottom of the window, if necessary.) Then click on the **Print** button or open the **File** menu and select **Print**.

* Quotations are available only in the Full Reference set. See [Selecting a Source](#) for details.

Viewing a Picture or Map

Pictures and maps can be accessed in two ways: directly or from a related definition.

To open a picture or map directly:

1. Click on the **Lists** button and select **Pictures and Maps** from the drop-down menu.
2. Scroll through the contents of the list box to find a picture or map to view.
3. Double-click on the item you want to see.

To view a picture or map from a related definition:

Whenever you open a definition that has an associated thesaurus entry, quotation*, picture and/or map, one of these items appears automatically in the thesaurus/media box. When viewing a definition that is linked to more than one item, use the **Thesaurus, Quotation, Picture** and **Map** buttons at the bottom of the window to switch between the items. (If the text on the button is dimmed, no media of that type is linked to the current definition.)

Many pictures and maps are larger than the thesaurus/media box. To see more of the item, you can either open a separate pop-up window, re-size the application window, move the item within the thesaurus/media box or re-size the image itself.

To change your view of a picture or map, do one or more of the following:

- Click the right mouse button on the picture or map and select **Pop-up Image** from the drop-down menu. (This option displays a larger image in a separate pop-up window.)
- Re-size the Full View window or the thesaurus/media box to expand your view. (See [Re-sizing the Full View Window and Its Components](#) for details.)
- Click on the picture or map and drag the mouse to move it within the box.
- Click the right mouse button on the picture or map and select **Size Image** from the drop-down menu. (This option switches between the actual picture size and a size that fits into the thesaurus/media box.)

* Quotations are available only in the Full Reference set. See [Selecting a Source](#) for details.

Using the Abbreviation Guide

The Abbreviation Guide is a detailed list of the abbreviations used in the definition text. Here you will find abbreviations for many kinds of information found in definitions, such as parts of speech, countries and languages, books of the Bible, Shakespearean works and branches of knowledge.

To access the Abbreviation Guide, do *one* of the following:

- Click on the **Abbreviation Guide** button on the toolbar.
- Open the **Help** menu and select **Abbreviation Guide**.

To close the Abbreviation Guide, click on the **Return to Dictionary** button.

Using the Key to the Pronunciation

The Key to the Pronunciation provides information on the symbols used in the pronunciation transcriptions in the definitions and thesaurus entries. The guide lists each symbol along with a word that illustrates how the symbol is pronounced. The letters in the example word that correspond in sound to the symbol are shown in boldface. Click on the **Pronounce** icons to hear the sounds or example words.

To access the Key to the Pronunciation, do *one* of the following:

- Click on a pronunciation transcription within the definition text.
- Click on the **Key to the Pronunciation** button on the toolbar.
- Open the **Help** menu and select **Key to the Pronunciation**.

To close the Key to the Pronunciation, click on the **Return to Dictionary** button.

Using the **Guide to the Dictionary** and **Guide to the Thesaurus**

The **Guide to the Dictionary** and the **Guide to the Thesaurus** provide information on the kinds of entries found in the dictionary and thesaurus and the features found within the entry text. Here you will also find a detailed explanation of the conventions used in the entries.

To access the guides:

Open the **Help** menu and select **Guide to the Dictionary** or **Guide to the Thesaurus**.

To close the **Guide to the Dictionary**, click on the **Return to Dictionary** button.

The Full View

The program's main window, which is displayed in Full View mode, contains the menus, toolbar, entry box, list box, definition box and thesaurus/media box.

Note: When you open the *Oxford Talking Dictionary* from within Microsoft Word, version 6.0 or later, the program opens to the smaller [Mini View](#) window.

The [menus](#) and [toolbar](#) provide access to the program's functions and commands. The most commonly used features can be activated in any one of three ways: by clicking on a button on the toolbar, selecting an option from a menu or using a [keyboard shortcut](#).

The **entry box**, directly below the toolbar, on the left, is where you can type, paste or "drag and drop" a word you want to look up -- even if you're not sure of its spelling. If the word you enter is recognised by the program, its definition appears in the definition box below. (If the Thesaurus Only option is on, a thesaurus entry appears.) If the word is not recognised by the program, a list of alternate spellings appears in the list box on the right side of the window. For more information about using the entry box, see [Looking Up a Word](#).

As you use the dictionary and thesaurus, the program keeps track of the 15 words you most recently looked up. To see a list of these previous words, click on the small button with the down arrow at the end of the entry box. To return to a previous definition or thesaurus entry, simply click on a word in the resulting drop-down list.

The **definition box** contains the definition text for the word you have looked up. The definition text usually includes the word's pronunciation, part of speech, meanings and other details. For more information about this feature, see [Definition Box](#).

To enlarge the definition box so you can view dictionary entries only, without thesaurus entries, quotations, pictures or maps, choose **Expand Definition Box** from the **Book** menu. The definition box will be enlarged to hide the thesaurus/media box completely. Select the same menu item to see the thesaurus/media box again.

The **thesaurus/media box** displays thesaurus entries, quotations*, pictures and maps. Whenever you open a definition that has an associated thesaurus entry, quotation, picture and/or map, one of these items appears automatically in the thesaurus/media box. Click on the **Thesaurus, Quotation, Picture** and **Map** buttons below the thesaurus/media box to switch between the available items. (If a button's text is dimmed, no item of that type is available.)

To enlarge the thesaurus/media box so you can view and search thesaurus entries only, without definitions, quotations, pictures or maps, choose **Thesaurus Only On/Off** from the **Book** menu or click on the **Thesaurus Only On/Off** button. Choose the same menu item or click on the same button to see definitions, quotations, pictures and maps again.

The **list box**, which appears on the right side of the Full View window, displays a list of available entries. Double-click on an item in the list to display it. Click on the **Lists** button to select a list to display. For more information about this feature, see [List Box](#).

The Full View window and its components can be re-sized. See [Re-sizing the Full View Window and Its Components](#) for details.

* Quotations are available only in the Full Reference set. See [Selecting a Source](#) for details.

The Definition Box

The definition box displays the complete dictionary entry for the word you have selected.

Most of the contents of the definition box are interactive:

- Click on the **Pronounce** icon, found in most definitions, to hear the word's pronunciation.
- Double-click on any word in the text to see that word's definition and/or thesaurus entry.
- Click on the pronunciation transcription to open the Key to the Pronunciation.

To see the explanation for an abbreviation used in a definition, click on the **Abbreviation Guide** button.

To view only dictionary entries (no thesaurus entries, quotations, pictures or maps), choose **Expand Definition Box** from the **Book** menu to hide the thesaurus/media box completely. Select the same menu item to show the thesaurus/media box again.

In the Full View window, the definition box can be re-sized. See [Re-sizing the Full View Window and Its Components](#) for details.

The Thesaurus/Media Box

The thesaurus/media box displays thesaurus entries, quotations*, pictures and maps, when available.

Use the **Thesaurus**, **Quotation**, **Picture** and **Map** buttons below the thesaurus/media box to switch between the available items. (If a button's text is dimmed, no item of that type is available.)

When the Thesaurus Only option is on, the thesaurus/media box fills the dictionary window and displays only thesaurus entries. To see definitions, quotations, pictures and maps, click on the **Thesaurus Only On/Off** button to turn the option off.

When a picture or map is displayed, click the right mouse button within the thesaurus/media box to access a pop-up menu with these options: **Copy Image**, **Print Image** and **Size Image**. Use **Copy Image** to copy the picture or map to the Windows clipboard. Use **Print Image** to print the picture or map. Use **Size Image** to switch between the image's actual size and the size that best fits into the thesaurus/media box. Use **Pop-up Image** to display the image in a separate, larger pop-up window.

To hide the thesaurus/media box completely, choose **Expand Definition Box** from the **View** menu. Select the same menu item to show the thesaurus/media box again.

In the Full View window, the thesaurus/media box can be re-sized. See [Re-sizing the Full View Window and Its Components](#) for details.

* Quotations are available only in the Full Reference set. See [Selecting a Source](#) for details.

The List Box

The list box displays a list of available words, pictures and maps, or various search results. Use the scroll bar to scroll through the list. Double-click on an item to display it.

Every entry in the list box is preceded by an icon that identifies its type. The icons are:

- D** indicates a dictionary entry
- T** indicates a thesaurus entry
- Q** indicates a quotation (available in the Full Reference set only)
- P** indicates a proper name entry (biographical or geographical entry)

To view a different list, click on the **Lists** button and click on a selection on the drop-down menu.

- The **All Entries** list contains all the words defined in the dictionary. When the Thesaurus Only option is on, All Entries lists all thesaurus entries.
- The **Alternate Spellings** list displays the results of the program's search for alternate spellings when you have entered a word that is not recognised by the dictionary or that does not have a thesaurus entry. Switching to the Alternate Spellings list displays the results of the latest search only; results of previous searches are replaced whenever a new search is performed.
- The **Partial Word Results** list displays the words found when you use the Partial Word Find feature to find words that contain specific letters. Switching to the Partial Word Results list displays the results of the latest search only; results of previous searches are replaced whenever a new search is performed.
- The **Pictures and Maps** list contains a complete list of the words that are linked to pictures or maps. The Pictures and Maps list is always available, except when the program is in Thesaurus Only mode or running without the CD.
- The **Search Results** list displays the words found when you use the Search in Entries feature to find words within the definition or thesaurus entry text. Switching to the Search Results list displays the results of the latest search only; results of previous searches are replaced whenever a new search is performed.

The lists counter box, which appears below the list box, displays the number of items available in the current list.

In the Full View window, the list box can be re-sized. See [Re-sizing the Full View Window and Its Components](#) for details.

The Toolbar

The toolbar contains the buttons that provide quick access to the program's most frequently used features.

- Clicking on the **Mini View/Full View** button displays the program in the smaller Mini View mode so you can maintain easy access to the dictionary while using other applications. Click on the **Mini View/Full View** button again to return to Full View, the program's main window. For more information about this feature, see [Using Mini View](#).
- Clicking on the **Thesaurus Only On/Off** button hides the definition box and shows thesaurus entries only. Click the **Thesaurus Only On/Off** button again to turn the option off and restore access to definitions, quotations, pictures and maps. For more about the Thesaurus Only option, see [Finding Synonyms and Antonyms](#).
- Clicking on the **Search in Entries** button allows you to search the contents of the definitions, thesaurus entries and quotations. For more about this feature, see [Using Search in Entries](#).
- Clicking on the **Partial Word Find** button finds words that contain the letters you type and allows the use of wild card characters in search words. For more information about this feature, see [Using Partial Word Find](#).
- Clicking on the **Copy** button copies the text you have highlighted to the Windows clipboard.
- Clicking on the **Paste** button pastes the contents of the Windows clipboard into the entry box.
- Clicking on the **Print** button prints the displayed item. For more information about printing, see [Printing a Definition, Thesaurus Entry, Quotation, Picture or Map](#).
- Clicking on the **Abbreviation Guide** button opens a guide to the abbreviations used in the definition text. For more about this feature, see [Using the Abbreviation Guide](#).
- Clicking on the **Key to the Pronunciation** button opens a guide to the symbols used in the pronunciation transcription in the definitions and thesaurus entries. For more information about this feature, see [Using the Key to the Pronunciation](#).
- Clicking on the **Help** button provides quick access to information on the program's features. Click on the **Help** button, then click on a button or other feature for which you want help.

The Menus

The menus provide access to the program's features.

- Use the **File** menu to print an item or to exit the program.
- Use the **Edit** menu to copy or paste text.
- Use the **View** menu to switch between the Mini View and Full View modes, change the size of the display text and select a language for the user interface. For more information about these features, see [Using Mini View](#), [The Full View](#) and [Setting Text Size and Language Preferences](#).
- Use the **Book** menu to switch between the two reference sources, change the size of the definition box and change to and from the Thesaurus Only mode. For more information about these features, see [Selecting a Source](#), [The Full View](#) and [Finding Synonyms and Antonyms](#).
- Use the **Tools** menu to access the Search and Partial Word Find features. For more information about these features, see [Using Search in Entries](#) and [Using Partial Word Find](#).
- Use the **Help** menu to access the Help Topics, the Abbreviation Guide, the Key to the Pronunciation, the Guide to the Dictionary and the Guide to the Thesaurus. For more information about the Abbreviation and Key to the Pronunciations and the Guide to the Dictionary, see [Using the Abbreviation Guide](#), [Using the Key to the Pronunciation](#) and [Using the Guide to the Dictionary and Guide to the Thesaurus](#).

Re-sizing the Full View Window and Its Components

The program's Full View window and the boxes within it can be enlarged or reduced to suit your viewing preference.

To re-size the Full View window, do *one* of the following:

- Move the cursor to an edge or corner of the program window until it turns into a double-headed arrow. Then click and drag in the direction you want. When the window is the size you want, release the mouse button.
- Click on the Windows **Restore** button on the title bar or select **Restore** from the Windows menu.

To re-size the boxes within the Full View window, do one or more of the following:

- Choose **Expand Definition Box** from the **Book** menu.
- Move the cursor to the space between the list box and the definition and thesaurus/media boxes until the cursor turns into a double-headed arrow. Then click and drag left or right. When the boxes are the size you want, release the mouse button.
- Move the cursor to the space between the definition box and thesaurus/media box until the cursor turns into a double-headed arrow. Then click and drag up or down. When the boxes are the size you want, release the mouse button.

Note: In the Full View mode, the definition box is configured to remain on-screen at all times (except when the Thesaurus Only option is on and the definition box is hidden completely by the thesaurus box). In the Full View mode, with the Thesaurus Only option off, the definition box cannot be reduced beyond a minimum size.

Setting Text Size and Language Preferences

The *Oxford Talking Dictionary* can be customised in two ways:

- You can change the size of the text that is displayed in the definition and thesaurus/media boxes.
- You can change the language of the user interface (the text that appears on-screen).

To change the text size, open the **View** menu, point to **Font Size** (Windows 3.1 users, click on **Font Size**), then click on **Small**, **Medium** or **Large**.

To change the language of the user interface, open the **View** menu, point to **Interface Language** (Windows 3.1 users, click on **Interface Language**), and click on the language you prefer.

Note: The Interface Language option affects only the text displayed in the menus, tool tips and program windows. The program contents (definitions, thesaurus entries, quotations, maps) and Help information are available in English only.

Using the Program with Other Applications

The *Oxford Talking Dictionary* has been designed for quick and easy access from any word processor and other text-based applications and specially designed for direct access from newer versions of Microsoft *Word*.

If you have Microsoft *Word*, version 6.0 or later, you can choose to install an *Oxford Talking Dictionary* icon and menu item in *Word*. With the icon and menu item in place, simply click on the icon or select **The Oxford Talking Dictionary** from the **Tools** menu to open the dictionary. For details, see [Linking Microsoft Word to the Oxford Talking Dictionary](#).

To open the dictionary while using an older version of *Word* or another application, select the dictionary from the **Start** menu (Windows 95 users) or the Program Manager (Windows 3.1 users).

The dictionary's Mini View mode is specifically designed for use with word processors and text-based programs. Mini View keeps a small window on top of other applications so you have access to the dictionary and thesaurus at all times. For more information about this feature, see [Using Mini View](#).

Linking Microsoft *Word* to the Dictionary

If you have Microsoft *Word*, version 6.0 or later, the *Oxford Talking Dictionary* can install a button directly onto *Word*'s toolbar and a menu item on *Word*'s **Tools** menu so you can open the dictionary directly from *Word* whenever you need it.

To link Microsoft *Word* to the Dictionary:

After installing the *Oxford Talking Dictionary* onto your system, you are asked whether you want to install a button or a menu item on the *Word* toolbar to create a direct link from *Word* to the dictionary program. Click on **Yes** to install the button or menu item. To open the dictionary from within *Word*, simply click on the button or open the **Tools** menu and select **The Oxford Talking Dictionary**.

If the *Oxford Talking Dictionary* button does not appear on the *Word* toolbar, you may create it by right-clicking any unused area of the toolbar and placing a check next to **The Oxford Talking Dictionary**.

Note: If you choose not to install the button and menu item, or if you install Microsoft *Office* or *Word* after installing the *Oxford Talking Dictionary* and you decide later that you want the direct link from *Word* to the dictionary, you must re-install the dictionary program.

To re-install the program so you can link it with *Word*:

1. Make sure the *Oxford Talking Dictionary* CD is in the CD-ROM drive.
2. **Windows 95 users:** Click on the Windows **Start** button to open the Start menu and choose **Run**.
Windows 3.1 users: Open the Program Manager's **File** menu and choose **Run**.
3. Type **D:\SETUP.EXE** (or substitute for **D** the letter of the CD-ROM drive you are using) in the Command Line box. Then press **Enter** or click on **OK**.
4. When the window titled "Previous Install Detected" appears, make sure the **Re-install** option is selected, and click on **Next**.
5. Follow the on-screen instructions to complete the re-installation process.
6. Once the installation is complete, open the *Oxford Talking Dictionary*. When asked if you want to install a button and menu item in *Word*, click on **Yes**.

Keyboard Shortcuts

For users who prefer the keyboard to the mouse, most of the program's features and functions can be accessed or activated via keyboard shortcuts. (For shortcuts that use two keys, be sure to press both keys simultaneously.)

To	Press
Display a related map (if available)	CTRL + A
Copy highlighted text to the clipboard	CTRL + C
Display the list of pictures and maps	CTRL + E
Activate the Partial Word Find feature	CTRL + F
Pronounce the current word	CTRL + H
Display a related picture (if available)	CTRL + I
Display the next list in sequence	CTRL + L
Switch between Mini View and Full View	CTRL + M
Print	CTRL + P
Activate the Search in Entries feature	CTRL + S
Switch to or from Thesaurus Only mode	CTRL + T
Enlarge or reduce the definition box	CTRL + U
Paste the contents of the clipboard into the entry box	CTRL + V
Open the list selection box	ALT + L
Return to the previous word	ALT + [left arrow]
Move forward in your research history	ALT + [right arrow]
Open the Help index	F1
Open the Abbreviation Guide	F3
Open the Key to the Pronunciation	F5
Open the Guide to the Dictionary	F7
Open the Guide to the Thesaurus	F9

Installation Options

During the installation process, the *Oxford Talking Dictionary* offers three installation options:

Typical

The Typical configuration allows you to run the program at optimum speed. This option copies the program's executable and configuration files to your hard disk, requiring a little over 8 MB of disk space.

Minimal

The Minimal configuration allows you to run the program while using the least amount of hard disk space (99K). Please note that this option may result in sluggish performance.

Diskless

The Diskless configuration copies the textual contents of both the Full and Quick Reference sets onto your hard disk, requiring approximately 102 MB of hard disk space. This option allows you to use the program in either of the following ways:

- When you want to keep your CD-ROM drive free for other uses, or when you want to access only definitions and thesaurus entries, run the program without the CD in the CD-ROM drive.
- When you want to hear pronunciations and view pictures and maps, in addition to accessing definitions and thesaurus entries, insert the CD into your CD-ROM drive before loading the program.

To change the current configuration, see [Changing the Installation Option after the Program Has Been Installed.](#)

Changing the Installation Option after the Program Has Been Installed

Note: Be sure to exit the *Oxford Talking Dictionary* before re-installing it!

If you need the following instructions to complete this process, select **Print Topic** from the **File** menu in this Help window. Then exit Help, exit the *Oxford Talking Dictionary*, and proceed with the instructions on the printout.

To re-install the program using a different installation option:

1. Make sure the *Oxford Talking Dictionary* CD is in the CD-ROM drive.
2. **Windows 95 users:** Click on the Windows **Start** button to open the Start menu and choose **Run**.
Windows 3.1 users: Open the Program Manager's File menu and choose **Run**.
3. Type **D:\SETUP.EXE** (or substitute for **D** the letter of the CD-ROM drive you are using) in the Command Line box. Then press **Enter**.
4. When the window titled "Previous Install Detected" appears, make sure the **Re-install** option is selected and click on **Next**.
5. Follow the on-screen instructions to complete the re-installation process.

Un-installing the Program

Note: Be sure to exit the *Oxford Talking Dictionary* before un-installing it!

If you need the following instructions to complete this process, select **Print Topic** from the **File** menu in this Help window. Then exit Help, exit the *Oxford Talking Dictionary* and proceed with the instructions on the printout.

To remove the *Oxford Talking Dictionary* from your computer:

Windows 95 Users:

1. Click on the Windows **Start** button to open the Start menu.
2. Point to **Settings** and click on **Control Panel**.
3. In the Control Panel window, double-click on **Add/Remove Programs**.
4. Select **Oxford Talking Dictionary** from the list and click on the **Add/Remove** button.
5. Follow the on-screen instructions to complete the removal process.

Windows 3.1 Users:

1. Make sure the *Oxford Talking Dictionary* CD is in the CD-ROM drive.
2. Open the **Oxford** program group.
3. Double-click on the **Uninstall OTD** icon.
4. Follow the on-screen instructions.

About Search Operators

Search operators are short, everyday words that define the relationship between two search words. Below are step-by-step instructions on how to use operators in two- and three-word searches and a description of each operator:

To perform a search with two or three words:

1. Click on the **Search in Entries** button or select **Search in Entries** from the Tools menu to open the Search window.
2. Type the first word in the **Look For** box.
3. At the next text box, select an operator by clicking on the down arrow and choosing **AND**, **OR** or **NOT** from the drop-down menu. Then type another search word in the adjacent text box.
To include a third word in your search, repeat this step in the next text box.
4. Click in the check boxes in the **Look In** section of the search window to select the types of entries you want to search. (If you are searching in Thesaurus Only mode, disregard this step; the Look In section is not available in Thesaurus Only mode.)
5. Press **Enter** or click on **OK**.

AND

*If your search words make up a phrase, you should probably use **AND**.*

Use **AND** when you want to find entries that contain *both* words connected by this operator. For example, if you want to find entries about flightless birds, you would type **flightless** into the **Look For** box, choose **AND** as the operator and type **bird** into the adjacent text box. The search results would include only entries that contain both "flightless" and "bird".

OR

*If your search words are synonyms, you should probably use **OR**.*

Use **OR** when you want to find entries that contain *either* word connected by this operator. For example, if you want to find entries about tornadoes or cyclones, you would type **tornado** into the **Look For** box, choose **OR** as the operator and type **cyclone** into the adjacent text box. The search results would include entries that contain the word "tornado", entries that contain "cyclone" and entries that contain both words.

NOT

*If you want to exclude a specific topic from your search, you should use **NOT**.*

Use **NOT** when you want to find entries that contain the first word in your search and then exclude any of those entries that contain the second word in your search. For example, if you want to find entries about dramatists who were not English, you would type **dramatist** into the **Look For** box, choose **NOT** as the operator and type **English** into the adjacent text box. The search results would include entries that contain the word "dramatist" but no entries that contain the word "English".

Three-word examples:

To find entries related to Holy Roman emperors, you would enter **holy AND roman AND emperor**.

To find entries related to percussion instruments, excluding instruments that consist of or include bells, you would enter **percussion AND instrument NOT bell**.

To find entries related to reindeer, moose or elk, you would enter **reindeer OR moose OR elk**.

Selecting a Source

The *Oxford Talking Dictionary* includes two separate dictionary/thesaurus reference sets, the Full Reference and the Quick Reference. The name of the current source appears in the title bar above the definition box (or the thesaurus box in Thesaurus Only mode). When you first use the program, the Full Reference set is selected; it remains selected until you change the Source setting.

The **Full Reference** contains comprehensive entries with details such as etymology and the earliest recorded use of the word. In the Full Reference dictionary, the senses of the word are presented in chronological order, with the oldest sense first. In addition to definitions and thesaurus entries, the Full Reference set offers related quotations for many words, and more than 9,000 proper names, including biographical and geographical entries.

The **Quick Reference** contains concise entries that are suitable for casual and younger users. The senses of the words in the Quick Reference set are listed in order of familiarity and importance, with the most current and important senses first. In addition to definitions and thesaurus entries, the Quick Reference offers more than 9,000 proper names, including biographical and geographical entries.

To change the source:

Open the **Book** menu, point to **Source** (Windows 3.1 users, click on **Source**), then click on the source you want.

Notices

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Running the Program without the CD

Running the program without the CD in the CD-ROM drive allows you to access only definitions, thesaurus entries and quotations. To hear pronunciations and view pictures and maps, the CD must be in your computer's CD-ROM drive. Your options are:

Insert the CD-ROM and run the program.

This option allows you to insert the CD into the CD-ROM drive before the program continues loading so you can access the complete contents of the dictionary -- text, sounds, pictures and maps.

Run the program without the CD-ROM.

This option continues loading the diskless version of the program. Only definitions, thesaurus entries and quotations are available.

Do not run the program.

This option stops loading the program.

Tip: If you do not want to see this message again, click in the checkbox next to **Do not show this dialog again** so that a check mark appears in the checkbox.

About

Offers copyright information about the program and the names of the people and companies involved in its creation. For information on how to use the program, select **Help Topics** from the **Help** menu.

Print Selection

Choose an item to print. Any definition, thesaurus entry, quotation*, picture or map currently displayed may be printed. (To display an item, choose it from the list box and use the **Thesaurus**, **Quotation**, **Picture** or **Map** button at the bottom of the window if necessary.)

* Quotations are available only in the Full Reference set. See [Selecting a Source](#) for details.

Search in Entries

Search in Entries allows you to search the contents of the definitions, thesaurus entries and quotations*.

To search definitions, thesaurus entries, and/or quotations:

Type a word in the **Look For** box. Type any additional search words in the text boxes below and select **AND**, **OR** or **NOT** to define the relationship between your search words. Click in one or more check boxes in the **Look In** section to select or de-select the types of entries to search. Then press **Enter** or click on **OK**.

For more details, see [Using Search in Entries](#).

* Quotations are available only in the Full Reference set. See [Selecting a Source](#) for details.

Search Thesaurus Only

In Thesaurus Only mode, Search allows you to search the contents of the thesaurus entries.

To search thesaurus entries:

Type a word in the **Look For** box. Type any additional search words in the text boxes below and select **AND**, **OR** or **NOT** to define the relationship between your search words. Then press **Enter** or click on **OK**.

For more details, see [Using Search in Entries](#).

Partial Word Find

Partial Word Find allows you to search for words that contain specific letters (such as prefixes, roots or suffixes). It is also useful when you don't know enough letters in a word for Alternate Spellings to find the word you want. Using wild card characters to replace the letters you don't know may help the program find the word you want.

To find partial words:

Type three or more characters into the **Part of word to find** box and press **Enter** or click on **OK**.

To perform a search using wild card characters:

Type three or more characters into the **Part of word to find** box, replacing unknown letters with one of these wild card characters:

To Find:	Use:
<i>Any single letter</i>	?
<i>Any number of letters, including none</i>	*

Then press **Enter** or click on **OK**.

For more details, see [Using Partial Word Find](#).

Alternate Spellings Found

When you search for a word that is not recognised by the dictionary or thesaurus, the program automatically searches for words with similar spellings and displays the results in the Alternate Spellings Found box.

To see the entry for a word in the results list, click on it, and click on **OK**.

To close the Alternate Spellings Found window without selecting a word, click on **Cancel**.

Tip: If the results list does not contain the word you want, try the [Partial Word Find](#) feature to perform a search using a combination of the letters you know and wild card characters that represent letters you don't know.

Thesaurus Only On/Off Button

Hides the definition box and shows thesaurus entries only. Click on the **Thesaurus Only On/Off** button again to see dictionary definitions, quotations, pictures and maps.

Mini View/Full View Button

Changes to the Mini View mode, which reduces the size of the dictionary window and keeps it on the screen while you use other programs. Click on the **Mini View/Full View** button again to return to Full View, the program's main window.

Partial Word Find Button

Finds all words that contain specific groups of letters, such as prefixes, roots and suffixes. Also allows the use of wild card characters in your search words.

Search in Entries Button

Searches for words within definitions, thesaurus entries and quotations.

Copy Button

Copies the selected text to the Windows clipboard.

Paste Button

Pastes the contents of the Windows clipboard into the entry box.

Print Button

Prints the displayed item.

Abbreviation Guide Button

Opens a list of the abbreviations found in dictionary entries.

Key to the Pronunciation Button

Opens a detailed list of the phonetic symbols used in the pronunciation transcriptions found in definitions and thesaurus entries.

Lists Button

Displays a drop-down menu from which you can select a list to display in the list box.

Thesaurus Button

Displays a thesaurus entry for the current word. If the text of the button is dimmed, no thesaurus entry is available.

Quotation Button

Displays a quotation related to the current word. If the text of the button is dimmed, no quotation is available.

Picture Button

Displays a picture associated with the current word. If the text of the button is dimmed, no picture is available.

Map Button

Displays a map associated with the current word. If the text of the button is dimmed, no map is available.

Entry Box

Type, paste or drag and drop a word here to find its dictionary or thesaurus entry.

To see a list of the last 15 words you have looked up, click on the small button with the down arrow. Click on a word in the drop-down list to return to a previous definition or thesaurus entry.

Definition Box

Displays the complete definition text for the word you have selected.

Thesaurus/Media Box

Displays thesaurus entries, quotations, pictures and maps, when available.

When the Thesaurus Only option is on, the thesaurus/media box fills the dictionary window and displays thesaurus entries only.

List Box

Displays a list of available words, pictures and maps or search results.

Toolbar

Contains buttons that provide quick access to the program's most frequently used features.

Lists Counter Box

Displays the number of items available in the current list.

