



Word Translator Manual Contents

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Word Translator & Translation Experts

Technical Help; Dictionary and Software Authors; Other Language Products and Services; What We're Working on for the Future



Word Translator Tutorials

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Starting Out With Word Translator

Introduction to Word Translator for Windows

Licensed Installations & Copying

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Changing & Deleting "Base Words/Phrases" & Translations

Scrolling Through the Dictionary

Quickly Making Additions to the Dictionary

Backing-Up Your User Dictionary Files



Word Translator Modes

Translate Words and Phrases...

Typed in Your Word Processor or Application

Typed Inside Word Translator

Spell-Checking Modes

Prediction & Spell-Checking Mode

Document Translation Modes



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Hot Key Problems?

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Word Translator & Translation Experts

Authorized Distributors

Other Language Products & Services

Software Development Team

New Versions

Technical Support



Introduction to Word Translator

IMPORTANT: Be sure you fill-out and return the registration form included in your [Word Translator for Windows](#) package. Translation Experts cannot provide any **Technical Support** to users who have not registered their copy of [Word Translator for Windows](#). Also, please note the serial number of your [Word Translator](#) software. It can be found on the original disk(s) provided with your [Word Translator for Windows](#) package.

[Word Translator for Windows](#) is the bilingual, bi-directional word/phrase dictionary and translation program used all over the world for teaching, learning and working with languages. With it, you can quickly and easily translate individual words and phrases or even complete documents word-by-word and phrase-by-phrase from English to another language or from another language to English.

[Word Translator for Windows](#) uses the most advanced state-of-the-art computer algorithms to achieve the fastest dictionary access of any program of its kind anywhere. [Word Translator's](#) modest system requirements, memory-resident capabilities, ease of use, intelligent interface and fast operation are making it a favorite around the world.

"...I've used some of the finest translation tools on the market but I find that Word Translator does the same at a fraction of the price. It doesn't take up a lot of system resources, it's fast and one can customize and create new dictionaries with ease." --J.P., Switzerland

"I purchased Word Translator about a month ago and was amazed, to say the least, at the ease of use and value of this program."
--T.H., Florida

"...Translation Experts helped me solve a problem I had printing their TrueType font even when the company who made my printer couldn't! What's amazing is that the problem had nothing to do with Word Translator. I've never experienced that kind of technical support before."--S.Z., Pennsylvania

"...When I first received Word Translator, I didn't think it would be very useful but the more I worked with the program and the dictionaries, the more indispensable it became in my work as a professional translator."
--R.C., Great Britain

"...I haven't even figured out how to use everything and Word Translator has already increased my productivity by 50%!"
-- B.H., California

"...I searched for months to find a program for Brazilian Portuguese. It seems like you're the only company who cares about those of us who speak something other than Spanish, French, German or Italian."
--H.W., New York

Around the world, [Word Translator for Windows](#) is working in almost a dozen different languages for individuals and professional translators and for schools, colleges, universities, law offices, language centers, small companies, large corporations, organizations and government agencies as diverse as:

IBM
3M Company
Reda Pump
DEC Computers
Vasp Brazilian Airlines
Sony Corporation

U.S. Army Space & Strategic Defense Command
Goddard Space Flight Center
U.S. Government/NSA
Softart, Inc.
Disney World
Northwest Airlines
Plus Development Group
British Telecom
Bryant College
Fermi Lab
International Bank for Commerce & Cooperation/Moscow
State of Alaska
Royal Danish Consulate General
Brazilian Embassy/London
Austrian Embassy
Loyola Marimount University
University of Oxford
Wahl Clipper Corporation
University of Cambridge
Commonwealth Edison
Mobil Oil Corporation
Lloyd's of London
Caterpillar Overseas S.A.
Union Texas Petroleum
Ernst & Young LLP
Harvard University
Logical Connections
Nicholas Copernicus Fund
The United Nations
Hewlett-Packard/Switzerland
Mobile Satellite Products Corporation
California Polytechnic State University
Northwest Association of Schools & Colleges
Tokyo Postal Savings Center

[Word Translator for Windows](#) works unobtrusively with most popular Windows word processing programs, many major Windows applications and, with many available dictionary modules, even Windows Write and Notepad. [Word Translator for Windows](#) is also fully compatible with many popular Windows network systems.

With [Word Translator for Windows](#) you can easily add new "base words," phrases and even short sentences to the dictionary that reflect your individual business or personal needs. [Word Translator for Windows](#) also automatically writes [Reverse Translations](#) of every new word, phrase and translation you enter so there's no need to enter them more than once to have them available in both languages, in both directions.

[Word Translator for Windows](#) provides two different [Document Translation](#) modes that help you to translate any text you desire--sentences, paragraphs and even complete documents--word-by-word and phrase-by-phrase quickly and easily. Either [Document Translation](#) mode is great for producing first rough translations. [Word Translator](#) also provides two fast and accurate [Spell-Checking](#) modes for the "source" language of any selected dictionary module and a [Prediction](#) mode that can help predict the word or phrase you are typing.

This version of [Word Translator for Windows](#) contains numerous features including:

- > Use of the standard Windows installation (setup) program
- > No need for any other fonts, keyboard drivers or other programs that you might have had to use in the past to type a foreign language
- > "User friendly" operation

- > Compatible with most major Windows word processing programs, applications and utilities
- > "Paired" or "coupled" supplied dictionary modules that individually provide fast and accurate one-way translation
- > User dictionary files where all new additions and changes made to the supplied dictionary modules are stored
- > A single [Keyboard Hot Key](#) to toggle (switch back and forth) between typing English and accented characters or between typing English and Russian, Polish, Croatian, Czech, Serbian Latin, Serbian Cyrillic or Japanese
- > Two [Document Translation](#) modes that allow you to highlight the text to translate, are easier and faster to use and provide maximum flexibility for placement of the translated text
- > Two fast and accurate [Spell-Checking](#) modes--[Spell-Checking As-You-Type](#) and [Spell-Check Highlighted Text](#)
- > A [Prediction & Spell-Checking](#) mode that both spell-checks and predicts the word you are typing after a predetermined number of characters are entered
- > Use of the [East European Code Page](#) (IBM Code Page 1250/CP 1250) for Polish, Croatian, Czech and Serbian Latin languages
- > "Danube" East European TrueType font for Polish, Croatian, Czech and Serbian Latin
- > Ability to quickly and easily change the [East European Keyboard Layout](#) to any desired configuration
- > A conversion program to convert East European text from one [Code Page](#) to another
- > For Russian and Serbian Cyrillic, use of the standard [Windows Cyrillic Code Page](#) (IBM Code Page 1251/CP 1251)
- > New "Pravda" Cyrillic TrueType font for Russian and Serbian Cyrillic
- > "Default" phonetic/homophonic [Russian Keyboard Layout](#)
- > Supplied Russian Federation and AATSEEL keyboard layouts (".exe" files)
- > Supplied [Serbian Cyrillic Keyboard Layout](#)
- > Ability to quickly and easily change the [Russian](#) or [Serbian Cyrillic Keyboard Layout](#) to any desired configuration (keyboard mapping)
- > Ability to change the [Russian Code Page](#)
- > A text conversion program to convert cyrillic text from one [Code Page](#) to another
- > Supplied and installed pre-made .cpc (text conversion) tables for the [Text Converter](#) program
- > Supplied Hiragana and Katakana (JIS Standard) TrueType fonts for Japanese dictionary modules
- > Ability to quickly and easily change (re-map) the [Japanese Keyboard Layout](#) to any desired configuration

[Word Translator for Windows](#) is a must for anyone who works in another language. For foreign or English language studies, business communications, personal correspondence or anywhere you work with another language, [Word Translator for Windows](#) is the on-line language bilingual dictionary and word/phrase translation program that:

- > Works unobtrusively with most popular Windows word processing programs Windows applications and, for many languages, even the Windows 3.1 Write and Notepad utilities
- > Allows you to look-up translations much faster that you can flip through the pages of a conventional printed dictionary
- > Quickly and accurately translates foreign words and phrases right on your computer
- > Permits you to customize your dictionary by allowing you to add any number of new "base words," phrases and translations
- > Automatically writes "reverse translations" as you add new "base words," phrases and translations
- > Provides two different word-by-word and phrase-by-phrase document translation modes
- > Eliminates the need for you to purchase often expensive foreign language font programs, keyboard drivers or other similar programs you may have had to use in the past to type a foreign language
- > Saves time writing business and personal letters, reports, faxes and more
- > Provides two different spell-checking modes that spell-check in the "source" language of any dictionary module
- > Helps you learn a foreign language or English or improve your foreign or English language skills
- > Allows you to create your own original bi-directional, bilingual dictionary with any two languages you desire

> Assists you in studying a foreign language or English



Licensed Installations & Copying

[Word Translator for Windows](#) Copyright ©1990-1995 Translation Experts Limited. All Rights Reserved.

By opening the sealed envelope containing the [Word Translator for Windows](#) disk(s), you agreed to accept all the terms and conditions of the **Software License Agreement**. Please retain the envelope. It is your copy of the [Software License Agreement](#). While [Word Translator for Windows](#) is fully compatible with many Windows network systems, to operate it on a network requires a special multi-user/multi-site license. Please contact an authorized distributor to obtain information and prices for network and multi-user/multi-site licenses.

The purchase price of [Word Translator for Windows](#) (as detailed in the **Software License Agreement**) grants you three (3) total installations of the program per license. Each license is only valid for installation of the program on one computer at any one time. Additionally, the [Word Translator for Windows](#) disk(s) you received will not allow more than three total installations of the program. This number of installations provides adequate re-installation backup in the event your hard disk "crashes" or you experience some other hardware malfunction requiring re-installation of the program but not enough installations to freely and illegally circulate the program.

If you attempt to exceed the three (3) total installations granted to you by the **Software License Agreement** and allowed by the [Word Translator for Windows](#) disk(s), the program will not install and you will receive a message informing you that you have exceeded the number of installations granted and allowed. To obtain additional installations, contact an authorized distributor or reseller to purchase another [Word Translator for Windows](#) program that will provide you with additional installations.

The original [Word Translator for Windows](#) installation disks you received **cannot be copied** using any DOS or Windows disk copy command. Should you attempt to copy the disks in such a manner, you will receive an error message and the copy process will stop. Additionally, **no copy of any original files** copied from the original installation disks **will install** and **no copy of the program files** contained in one computer's ("default") **WINTRAN** directory will function if copied directly to another computer. However, if you make a tape backup of your entire hard disk drive and re-install this tape backup on your hard disk drive at a later date, [Word Translator for Windows](#) will operate correctly without further re-installation.

We're sorry to have to utilize such anti-piracy methods with our software but experience has clearly demonstrated that such restrictions are necessary to help protect legitimate purchasers of the program, our [Intellectual Property](#) rights as well as the quality and integrity of our software products.

CAUTION: An aborted or canceled installation counts as an installation so please be careful during any installation. It's a good idea to thoroughly check your system to ensure it is functioning correctly before installing [Word Translator](#). We recommend using either **chkdsk** or **scandisk** on your system prior to any installation. It's also a good idea to periodically use **chkdsk** or **scandisk** to check your system. See your Windows User's Guide for further information about using the **chkdsk** or **scandisk** command.

IMPORTANT: Be sure you fill-out and return the registration form included in your [Word Translator for Windows](#) package. Translation Experts cannot provide any **Technical Support** to users who have not registered their copy of [Word Translator for Windows](#). Also, please note the serial number of your [Word Translator](#) software. It can be found on the original disk(s) that came with your package. You cannot receive technical assistance without a valid serial number and name.

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By opening the sealed envelope containing Word Translator software, you agree to accept all the terms and conditions of the License Agreement. If you do not agree with the terms and conditions of the License Agreement, promptly return the package including the unopened envelope containing the software and all accompanying written materials to Translation Experts USA or the location where you obtained it for a full refund less any shipping, handling and restocking costs.

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System Requirements

- 1** IBM--PC/XT/AT or **100% IBM compatible** computer (IBM "clone"). A VGA or better monitor is highly recommended.
- 2** Microsoft Windows 3.1 or later (purchased separately). Additionally, use of one of the major Windows word processing programs--Word for Windows, WordPerfect for Windows or AmiPro (purchased separately) is highly recommended. For dictionary modules installed with a [Word Translator](#)-provided TrueType font, a word processor or application that can automatically import and export rich text format (.rtf) is required. Word for Windows, WordPerfect for Windows, Works for Windows and AmiPro (purchased separately) are all capable of this. Windows Write, Windows Notepad and some applications are not.
- 3** A hard disk drive with approximately 1 to 6+ MB of free space (depending upon the specific individual "paired"/"coupled" dictionary modules you are installing).
- 4** Approximately 4MB of memory is recommended.
- 5** A mouse is recommended.
- 6** A printer supported by Windows 3.1 or later.



Installing Word Translator for Windows

The [Word Translator for Windows](#) installation disk(s) you received **cannot be copied using any DOS or Windows command**. Please see **Licensed Installations & Copying** for more information about this. Do **not** write-protect any [Word Translator for Windows](#) installation disk(s) you received. Write-protected disks will **not** install. A hard disk with sufficient space and Microsoft Windows 3.1 or later are required for installation. You may install [Word Translator for Windows](#) either:

From Inside Windows or

From the DOS C:\> Prompt.

CAUTION: An aborted or canceled installation counts as an installation so please exercise care during any installation. It's a good idea to thoroughly check your system before installing [Word Translator](#) to ensure it is functioning correctly. We recommend using either **chkdsk** or **scandisk** on your system prior to any installation. It's also a good idea to periodically use **chkdsk** or **scandisk** to check your system. See your Windows User's Guide for further information about the **chkdsk** or **scandisk** commands.

Be sure you fill-out and return the registration form included in your [Word Translator for Windows](#) package. Translation Experts cannot provide any **Technical Support** to users who have not registered their copy of [Word Translator for Windows](#). Also, please note the serial number of your [Word Translator](#) software. It can be found on the installation disk(s). You cannot receive technical assistance without a valid, registered serial number and name.

Installing Word Translator From Inside Windows

Installation Tip: If you have **RAM** to spare (an "extra" 2 to 8 MB depending upon the size of the specific dictionary modules you are installing) and can create a **RAM Drive** of sufficient size that will easily contain **all Word Translator for Windows** files you are installing, it will speed up **all Word Translator** operations to a very significant degree to copy all **Word Translator** files to the **RAM Drive** before each **Word Translator** session and use it instead of your hard drive to run **Word Translator**. Unfortunately, using a **RAM Drive** may not be feasible for users having insufficient amounts of **RAM**.

- 1** Insert **Word Translator for Windows Disk 1 of X** into your **A** (or **B**) drive. **X** represents the total number of disks you received. The number of disks will vary depending upon the specific dictionary module(s) you purchased and are installing. For some language versions, only one disk is provided.
- 2** From the Program Manager menu bar, click your left mouse button once on the **File** menu option.
- 3** From the **File** menu options, click your left mouse button once on the **Run** option.
- 4** A window titled **Run** will appear and require you to type a **Command Line** in the **Command Line** box (where your cursor is blinking).
- 5** In the **Command Line** box type **a:\setup** (or **b:\setup** if the disk is in the **B** drive).
- 6** Carefully follow the **On-Screen Installation Instructions**.

Please Note: In some rare instances, a few users have received an error message that a particular file on the installation disk(s) could not be written from the diskette to the hard drive. This is a clear indication that the disk drive is not operating correctly. If you receive such an error message you should have your disk drive thoroughly checked.

Installing Word Translator From the DOS C:\> Prompt

Installation Tip: If you have **RAM** to spare (an "extra" 2 to 8 MB depending upon the size of the specific dictionary modules you are installing) and can create a **RAM Drive** of sufficient size that will easily contain **all Word Translator for Windows** files you are installing, it will speed up **all Word Translator** operations to a very significant degree to copy all **Word Translator** files to the **RAM Drive** before each **Word Translator** session and use it instead of your hard drive to run **Word Translator**. Unfortunately, using a **RAM Drive** may not be feasible for users having insufficient amounts of **RAM**.

- 1** Insert **Word Translator for Windows Disk 1 of X** into your **A** (or **B**) drive. **X** represents the total number of disks you received. The number of disks will vary depending upon the specific dictionary module(s) you purchased and are installing. For some language versions, only one disk is provided.
- 2** At the **C:\>** prompt, type: **win a:\setup** (or **b:\setup** if you placed the disk in the B drive) and press the **<enter>** key on your keyboard. Your system will first open Windows and then install **Word Translator** from the drive you specified.
- 3** Carefully follow the **On-Screen Installation Instructions**.

Please Note: In some rare instances, a few users have received an error message that a particular file on the installation disk(s) could not be written from the diskette to the hard drive. This is a clear indication that the disk drive is not operating correctly. If you receive such an error message you should have your disk drive thoroughly checked.

On-Screen Installation Instructions

The options provided by [Word Translator for Windows](#) during installation are the same whether you are installing from inside Windows or from the **C:\>** prompt. In either case, after the installation process begins:

- 1 A [Word Translator for Windows Setup](#) window will appear containing the message "[Initializing Setup, please wait...](#)" Depending upon your system and its specific configuration, this can take up to a few minutes.
- 2 A [Word Translator for Windows Installation](#) window will appear containing the "default" destination that will install [Word Translator](#) to **C:\WINTRAN** (on the **C** drive in a directory named **WINTRAN** that the installation program will create). This window also displays both the [Space Required](#) and the [Space Available](#) on the destination hard drive. Both are displayed in **kilobytes**. Please make sure there is sufficient space available your hard drive for installation. For most users and most installations, the "default" destination **C:\WINTRAN** can be accepted without any problem. To accept the "default" installation options click the [Install](#) button with your mouse.
- 3 If for some reason you need to install the program to a drive and destination directory other than the "default" **C:\WINTRAN** (the **C** drive in a destination directory named **WINTRAN**), click once on the [Set Location](#) button. This will display a [Get Destination Path](#) window and you will see your cursor blinking immediately after the "default" destination **C:\WINTRAN**. [Backspace](#) over the portion or portions you need to change.

After you have backspaced over the destination directory name and/or drive letter, type a different drive and/or destination directory name and click the [Continue](#) button to accept the change(s) you made and continue with the installation. Click the [Back](#) button to reject any changes you've made and return to the main installation window.

No matter the directory you choose for your installation, a **wt.ini** ([Word Translator](#) initiation) file will be created in your "default" **C:\WINDOWS** directory.

- 4 In any specific [Word Translator for Windows](#) Installation window containing one or more of the following buttons:
 - > Click the [Help](#) button for on-line assistance
 - > Click the [Continue](#) button to continue with the installation process
 - > Click the [Back](#) button to reject a change you made and return to the main installation window
 - > Click the [Exit](#) button to end the installation process
 - > Click the [Install](#) button to accept all installation options and continue
 - > Click the [Change](#) button to retype and change the registration names

- 5 After you click the [Install](#) button to proceed with the first installation of [Word Translator for Windows](#), a registration window will appear where you should type the name and company of the registered user. Individuals do not need to enter a company name. You may move between the boxes by clicking your cursor inside either box.

After entering the name of the registered user, a window with a "thermometer" gauge will appear and provide you with the percentage of installation completed. If you received more than one disk, you will be prompted periodically to insert a specific numbered disk. Insert the numbered disk you are prompted for and click the [OK](#) button or press the **<enter>** key and the installation will continue.

- 6 When the installation is complete, a window will appear to advise you that the installation succeeded. To begin using [Word Translator](#) after the installation is complete, carefully follow all the instructions about

Loading & Calling-Up Word Translator.



Loading & Calling-Up Word Translator...

From the Word Translator Program Group

From Windows StartUp Program Group

Loading & Calling-Up Word Translator From the Word Translator Program Group

The installation process creates a **wt.ini** (Word Translator initiation) file in your ("default") **C:\WINDOWS** directory, a new ("default") **C:\WINTRAN** directory and a new Windows program group titled **Word Translator** in your **Program Manager** window. This **Word Translator program group** includes a **Word Translator icon** as well as other icons.

Before you can begin to use **Word Translator**, the program must be loaded into your computer's memory. To load **Word Translator** into memory, double-click directly on the **Word Translator** icon in the **Word Translator program group** with your left mouse button. This action will both load the program into your computer's memory and cause a **Word Translator** icon to be displayed beneath the **Program Manager** window as well as the **Word Translator Speed Bar** to be displayed in the ("default") upper left-hand corner of your screen. The **Word Translator** icon in the **Word Translator program group** will remain in the program group window after the **Word Translator** icon is displayed beneath the **Program Manager** window.

If you use another **Program Manager** utility program, the **Word Translator** icon (normally displayed beneath the Windows **Program Manager** window) will be displayed wherever you normally see **Minimized** icons displayed.

To call-up or begin using **Word Translator** at any time **after** it has been loaded into your computer's memory, simultaneously press the **hot key** combination on your keyboard. The "default" **Word Translator** program **hot key** combination is (Control) **Ctrl + Shift**. You may also double-click on the **Word Translator** icon displayed beneath the **Program Manager** window to open **Word Translator** and type directly inside it without opening your word processor or other application.

Loading & Calling-Up Word Translator From Windows StartUp Program Group

You can move or copy the [Word Translator](#) icon into the Windows [StartUp program group](#). This will ensure that [Word Translator](#) is loaded into your computers memory every time you open Windows. To move the icon, first open both the [StartUp program group](#) and the [Word Translator program group](#) windows. Click your left mouse button on the [Word Translator](#) icon and, while holding down the left mouse button, drag the [Word Translator](#) icon inside the [StartUp program group](#) window. Once the icon is inside the [StartUp program group](#) window, release the mouse button. The [Word Translator](#) icon should remain in the Windows [StartUp program group](#) window.

When the [Word Translator](#) icon is resident in your [StartUp program group](#), it will automatically be loaded into your computers memory every time you open Windows.

For more information about the [StartUp program group](#) or how to move and/or copy icons between program groups, please refer to your Microsoft Windows User's Guide.



Uninstall Word Translator

CAUTION: If, for some reason, you need to uninstall or delete [Word Translator](#) from your computer's hard drive and want to save the "base words" phrases and translations you yourself added to the dictionary, you will need to **Back-Up Your User Dictionary Files** before proceeding.

To uninstall [Word Translator](#) from your computer, locate the ("default") **C:\WINTRAN** directory in your Windows [File Manager](#) window and delete the entire directory. Additionally, if you delete the **C:\WINTRAN** directory, you should also delete the **wt.ini** ([Word Translator](#) initiation) file from your ("default") **C:\WINDOWS** directory. Deleting both the ("default") **C:\WINTRAN** directory and the **wt.ini** file will completely uninstall [Word Translator](#) from your computer.

Additionally, you can delete the [Word Translator](#) program group from your [Program Manager](#) window. Do this by first clicking on the [Word Translator program group icon](#), then, on the [File](#) menu option and, finally, [Delete](#). This will remove the [Word Translator program group icon](#) from your [Program Manager](#) window.

For more information about working with Windows [File Manager](#), deleting files and directories or program group icons, please consult your Windows User's Guide.



Operating Notes for Word Processors

If you use Microsoft Word for Windows, WordPerfect for Windows, AmiPro, Microsoft Works for Windows or Windows Write with [Word Translator for Windows](#), you should **always** specifically select it in the [Interact With](#) section of the [Setup](#) window **BEFORE** you begin to use [Word Translator](#) with the word processor. Click on one of the following for specific operating information:

Word for Windows

AmiPro

WordPerfect for Windows

Works for Windows

Microsoft Publisher

Windows Write

Windows Notepad

Specifically selecting the word processing program you use allows [Word Translator](#) to operate more efficiently as well as providing a special operating interface for the selected word processor. If you use a word processing program or other application not specifically listed in the [Interact With](#) section, you should **always** select [Other](#) in the [Interact With](#) section of the [Setup](#) window. For more information, click [Interact With](#).

AmiPro Operating Notes

AmiPro users **cannot** use the single **Right Alt hot key** to toggle between typing English and accented characters **OR** to toggle between typing English and Russian, Polish, Croatian, Czech or Serbian characters. Instead, **AmiPro** users **must ONLY** use the Control (**Ctrl**) key **after** **AmiPro** has been selected in the **Interact With** section of the **Setup** window. It may be necessary to completely close Word Translator after you have selected **AmiPro** in the **Interact With** section of the **Setup** window and, then, reload **Word Translator** into your computer's memory. For more information, click **Loading & Calling-Up Word Translator**.

The Control (**Ctrl**) **hot key** provides the same hot key function for **AmiPro** users as the **Right Alt** hot key does for some programs and systems that will allow its use. For related information, click **Hot Keys**.

With **AmiPro** opened, if no word or phrase has been typed and selected (highlighted) **before** you call-up **Word Translator** (by simultaneously pressing the ("default") **Ctrl + Shift hot keys**), the **Word Translator** window may **not** open. You can remedy this by first minimizing your **AmiPro** window and, then, double-clicking on the **Word Translator** icon. To prevent this from happening, **never** attempt to call-up **Word Translator** (by simultaneously pressing the ("default") **Ctrl + Shift hot keys** **unless** you have **first** highlighted a word inside **AmiPro**). For related information, click **Loading & Calling-Up Word Translator** and/or **Translate Words and Phrases... Typed in Your Word Processor or Application**.

WordPerfect for Windows Operating Notes

The Windows keyboard is becoming increasingly "crowded" as software developers attempt to provide numerous key commands that duplicate both traditional DOS keyboard commands as well as the same functions produced by mouse actions. None is more "crowded" than the **WordPerfect for Windows** keyboard.

WordPerfect for Windows users should **never attempt to use** the two-key **Alt + F-7** hot key combination to open the **Setup** window. Additionally, because **WordPerfect for Windows** has been designed to use almost all the numerous key commands used by DOS versions as well as mouse actions, those using **WordPerfect** may have to experiment to locate a suitable two-key hot key combination **not already used** by the program to accomplish other actions. For more information, click **Hot Keys** and/or **Interact With**.

WordPerfect for Windows 6.1x may insert an "extra" space before a word or phrase when pasting translations to a document. If this occurs, select **Other** in the **Interact With** section of the **Setup** window **instead** of **WordPerfect for Windows**.

The **Control Keyboard Hot Key** is automatically selected for **WordPerfect** in the **Setup** window. With the **Ctrl** key selected as the **Keyboard Hot Key** in the **Setup** window (and if your system allows use of the **Right Alt** key), you **might** be able to use **either Ctrl** or the **Right Alt** key as the **Keyboard Hot Key**. If your system's **Right Alt** key is not operative, you will **only** be able to use the **Ctrl** key. For more information, click **Hot Keys**.

Always select **WordPerfect** in the **Interact With** section of the **Setup** window **BEFORE** calling-up **Word Translator** from **WordPerfect for Windows**.

Microsoft Word for Windows Operating Notes

Currently, the only known conflicts you may experience using [Word Translator](#) with **Word for Windows** is user-defined hot key combinations or use of the ability **Word for Windows** has to emulate **WordPerfect** commands with the use of the **WordPerfect Help and WordPerfect Navigation Keys**.

If a one-key or two-key **hot key** combination **you defined** conflicts with those used by [Word Translator](#), it is better to change or disable the **hot key** combination used by **Word for Windows** rather than the combination used by [Word Translator](#).

You must **DISABLE** the **WordPerfect Help and WordPerfect Navigation Keys** -- the ability **Word for Windows** has to emulate **WordPerfect**. [Word Translator](#) will not operate correctly with either of these features enabled. [Word Translator](#) requires only a very few hot keys. With the numerous keys used by **Word for Windows** and **WordPerfect for Windows**, other programs have little chance to interact. For more information, review the sections pertaining to **Hot Keys**, the **Interact With** section of the [Setup](#) window or using **Word for Windows** with **WordPerfect Help and/or WordPerfect Navigation Keys**.

The **Control Keyboard Hot Key** is automatically selected for [Word for Windows](#) in the [Setup](#) window. With the **Ctrl** key selected as the **Keyboard Hot Key** in the [Setup](#) window (and if your system allows use of the **Right Alt** key), you **might** be able to use **either Ctrl** or the **Right Alt** key as the **Keyboard Hot Key**. If your system's **Right Alt** key is not operative, you will **only** be able to use the **Ctrl** key. For more information, click **Hot Keys**.

Always select [Word for Windows](#) in the [Interact With](#) section of the [Setup](#) window **BEFORE** calling-up [Word Translator](#) from Microsoft [Word for Windows](#).

Works for Windows Operating Notes

Always select [Works](#) in the [Interact With](#) section of the [Setup](#) window when using [Works](#) **BEFORE** calling-up [Word Translator](#) from Microsoft [Works](#). To toggle back and forth between typing English and accented characters in [Works](#) word processor (and depending upon your system) you may use [Word Translators Ctrl](#) (Control) [Keyboard Hot Key](#), the [US-International](#) keyboard driver or both. Always select [Works](#) in the [Interact With](#) section of the [Setup](#) window when using [Works](#) **BEFORE** calling-up [Word Translator](#). For more information, click [Hot Keys](#) and/or [Interact With](#).

Microsoft Publisher Operating Notes

All [Word Translator](#) functions should operate without conflict. Always select [Other](#) in the [Interact With](#) section of the [Setup](#) window when using **Microsoft Publisher BEFORE** calling-up [Word Translator](#) from Microsoft [Publisher](#). To toggle back and forth between typing English and accented characters in [Publisher](#) (and depending upon your system) you may use [Word Translators Ctrl](#) (Control) [Keyboard Hot Key](#), the [US-International](#) keyboard driver or both. Always select [Other](#) in the [Interact With](#) section of the [Setup](#) window when using [Publisher BEFORE](#) calling-up [Word Translator](#). Some systems **might** operate more efficiently with [Word for Windows](#) selected in the [Interact With](#) section of the [Setup](#) window. For more information, click [Hot Keys](#) and/or [Interact With](#).

Windows Write Operating Notes

Many dictionary modules will operate with Windows [Write](#). Polish, Croatian Czech and Serbian Latin module users **must** select the "Danube" TrueType font inside Windows [Write](#) just as they would in any other word processor or application. To toggle back and forth between typing English and accented characters (or Polish, Croatian, Czech or Serbian Latin) in Windows [Write](#) you can use [Word Translators](#) keyboard hot key (Control) **Ctrl** or **Right Alt** key -- whichever will operate best with your system. Many users can also use the [US-International](#) keyboard driver with Windows [Write](#). Always select [Write](#) in the [Interact With](#) section of the [Setup](#) window when using Windows [Write](#) **BEFORE** calling-up [Word Translator](#) from Microsoft [Write](#). For more information, click [Hot Keys](#) and/or [Interact With](#).

Croatian, Czech or Serbian Latin dictionary users will **only** be able to type Croatian, Czech or Serbian Latin characters in Windows [Write](#) **after** selecting the "Danube" TrueType font inside Windows [Write](#).

However, because Windows [Write](#) will **not** automatically transfer rtf (rich text format) text through your Windows [Clipboard](#) to [Word Translator](#) nor automatically accept rtf text from [Word Translator](#) through Windows [Clipboard](#), you **cannot** successfully use Windows [Write](#) with a Russian, Polish or Serbian Cyrillic dictionary module.

Windows Notepad Operating Notes

To toggle back and forth between typing English and accented characters in Windows [Notepad](#) (and depending upon your system) you may use [Word Translators Ctrl](#) (Control) [Keyboard Hot Key](#), the [US-International](#) keyboard driver or both. Always select [Other](#) in the [Interact With](#) section of the [Setup](#) window when using Windows [Notepad](#) **BEFORE** calling-up [Word Translator](#). For more information, click [Hot Keys](#) and/or [Interact With](#).

Because Windows [Notepad](#) does **not** allow the selection of a specific font (such as the required "Pravda" or "Danube" TrueType font), you **cannot** use Windows [Notepad](#) to type Russian, Polish, Croatian, Czech or Serbian Latin or Cyrillic.



Speed Bar, Buttons, Messages & Type Accents Check Box

[Word Translators Speed Bar](#), interactive [Messages](#) and [Type Accents](#) check box have all been designed to help you work faster while providing immediate on-screen information about the function or functions of various [Word Translator](#) features.

Word Translator Speed Bar

Word Translator Buttons & Messages

Type Accents Check Box

Word Translator's Speed Bar

IMPORTANT: Using some 3rd-party program manager utilities instead of the standard Windows 3.1x [Program Manager](#) has been found to cause problems with the operation of [Word Translator for Windows](#) as well as many other Windows programs. If you use such a program and experience problems, try **checking** the [Speed Bar Not Always On Top](#) check box in the [Setup Window](#) so the **Speed Bar** will **not** be displayed on top of your word processor or any other Windows application you open. This has been found to correct some conflicts with 3rd-party program manager utilities. Also see [Troubleshooting 3rd-Party Program Manager Utilities](#).

The [Word Translator Speed Bar](#) will always initially appear in the ("default") upper left-hand corner of your screen after you have [Loaded Word Translator](#) into your computer's memory. By using the [Speed Bar](#) you can quickly enable or switch [Operation Modes](#), open the [Setup Window](#) or open this on-line [Word Translator Manual](#). Click on any [Speed Bar](#) button below to view its function.



The specific function of each [Speed Bar](#) icon/button is also displayed in a small box immediately beneath the [Speed Bar](#) whenever you place your cursor over any of the icons/buttons.

The buttons on the [Speed Bar](#) can be activated whenever it is displayed on top of a program or application but will **not operate** when displayed over **any Word Translator** window. Clicking the desired [Speed Bar](#) button activates the choice. The active [Speed Bar](#) button will remain "pushed" (dark-colored) until you make another selection.

Additionally, as you press the default [Ctrl](#) (Control) [Keyboard Hot Key](#)--to toggle between the standard keyboard you normally use and the Cyrillic or East European keyboard defined by the [Keyboard Layout Editor](#) window, the "**drag strip**" at the far left of the [Speed Bar](#) will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the [Speed Bar](#).

The [Speed Bar](#) is **only** visible after [Word Translator](#) is loaded into your computer's memory. If you **check** the [Speed Bar Not Always On Top](#) check box in the [Setup](#) window, the [Speed Bar](#) will **not** be displayed on top of your word processor or any other Windows application you open. It **will**, however, **remain** on top of the [Program Manager](#) window until you click the [Program Manager](#) window title bar. Clicking the title bar will cause the [Speed Bar](#) to disappear "behind" the [Program Manager](#) window.

With the [Speed Bar Not Always On Top](#) check box **un-checked** in the [Setup](#) window, the [Speed Bar](#) will always be displayed on top of your word processor or any other Windows application you open.

You can move the [Speed Bar](#) from the ("default") top left-hand corner position to any other position on your screen by first clicking and holding down on the left mouse button when your mouse is directly on the small dark gray strip at the far left side of the [Speed Bar](#). While holding down on the left mouse button, move your mouse to the position on the screen where you want to display the [Speed Bar](#) and, then, release the mouse button. You will see a dotted outline of the [Speed Bar](#) physically move as you move your mouse and it will be displayed in any position you "drag" it to and, then, release the left mouse button.

Word Translator Buttons & Messages

Each button in any [Word Translator](#) window performs a specific function. If the lettering inside the button is functional (**dark**), it can be clicked to perform its function. If the lettering inside the button is **light**, it is inoperable in that specific Word Translator window.

The function of any button is interactively displayed either in [Word Translators Message](#) box **or** on the title bar of the window you have open whenever you place your mouse **over** a [Word Translator](#) button or section of the window.

If you move your mouse very quickly over areas of any [Word Translator](#) window, the message displayed in either the [Message](#) box **or** on the title bar of the window will change (flash) very quickly. This is **not** an error but, rather, only reflects the speed your mouse is moving. Slow down and all will be well.

Type Accents Check Box

All installed and selected dictionary modules **except** Russian, Polish, Croatian, Serbian Latin, Serbian Cyrillic or Czech contain a **Type Accents** check box located inside the main [Word Translator](#) window. It will toggle (**check/un-check**) every time the "default" **Control Keyboard Hot Key** is pressed and allow you to alternate between typing on the standard keyboard and one that only produces accented characters.

Because **checking/un-checking** the **Type Accents** check box has the same effect as pressing the "default" **Ctrl** (Control) **Keyboard Hot Key**, there are two methods you can use to toggle (switch back and forth) between typing on the normal keyboard (**un-checked**) and the accented character keyboard (**checked**). The status of this check box (**checked** or **un-checked**) will also provide you with an indicator of whether the standard keyboard or the accented character keyboard is enabled. For more information, click [Typing Accented Characters](#).

With Russian, Polish, Croatian, Japanese, Czech, Serbian Cyrillic or Latin dictionary modules installed and selected as the [Current Dictionary](#), this check box will be displayed as either [Type in Russian](#) (Russian), [Polish Characters](#) (Polish), [Croatian Characters](#) (Croatian), [Serbian Characters](#) (Serbian Latin or Cyrillic), [Czech Characters](#) (Czech) or [Japanese Characters](#) (Japanese) **instead** of **Type Accents** and it will toggle you back and forth between the standard keyboard and the keyboard layout pictured in and defined by the [Keyboard Layout Editor](#) window.

The check box will operate in the same fashion as described here for accented characters except that it will provide access to the special characters needed for Russian, Croatian, Serbian Latin, Serbian Cyrillic, Czech or Japanese. For more information, click [Russian and Serbian Cyrillic](#) or [Polish, Croatian, Czech & Serbian Latin](#).

Additionally, as you press the default **Ctrl** (Control) **Keyboard Hot Key**--to toggle between the standard keyboard you normally use and the keyboard defined by the [Keyboard Layout Editor](#) window, the **"drag strip"** at the far left of the [Speed Bar](#) will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the [Speed Bar](#).



Scrolling Through the Dictionary

[Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using [Word Translator](#) you must always ensure you have selected and are using the appropriate **Current Dictionary**.

You can easily scroll through an alphabetic listing of the "base words" and phrases in any dictionary module by clicking your left mouse button on the top or bottom scroll arrow on the right side of the [Choose Word/Phrase](#) box. **After** you have clicked directly on a word in the [Choose/Word Phrase](#) box (other than a word already highlighted), you may also use the **PgUp** and **PgDn** keys to scroll up or down through "pages" of the dictionary or the **up** and **down** (arrow) toggle keys to scroll through individual entries (single words and phrases). You can also change to a completely different section of the dictionary by typing a new word in the [uppermost box](#) inside [Word Translator](#).

For example, to change from dictionary entries beginning with the letters "D-O" (like the English word "dog") to words and phrases beginning with the letters "C-A" (like the English word "cat"), first highlight the word in the [uppermost box](#) of the main [Word Translator Choose Word/Phrase](#) window and, then, type, for example, the English word "cat" in the [uppermost box](#). The [Choose Word/Phrase](#) window will change to the section of the dictionary listing words and phrases beginning with the letters "C-A" and include, in this example, the word "cat" (if it is entered in your dictionary). You may then scroll through this section of the dictionary as before.

For more information about how to type, change and/or display a "base word" or phrase in the [uppermost box](#) of the [Word/Phrase to Translate](#) window, click **Translate Words and Phrases... Typed Inside Word Translator** and/or **Translate Words and Phrases... Typed in Your Word Processor or Application**.



Quickly Making Additions to the Dictionary

There are two methods you can use to quickly add new words, phrases and translations to the **Supplied Dictionary** modules. The method you use depends upon the type and number of "base words," "base phrase" and translations you want to add. With one method, you can use [Word Translator](#) to scan already existing text you have and **Quickly Identify Words not entered** in the dictionary and, then, add them (together with at least one translation) as they are individually identified.

With the other method, you can **Create a List** in your word processor of "source" language "base words" and "base phrases," add at least one translation for each and, then, send a disk copy of this word/phrase/translation list to Translation Experts to have it converted for use with [Word Translator](#). A modest fee is charged (based upon the size of the list) for each conversion.

If, for example, you wanted to add a great number of words, phrases and expressions (each with at least one corresponding translation) used in your business, profession, hobby or avocation, it may prove faster, easier and less prone to errors and omissions to create a list in your word processor. On the other hand, for general vocabulary, it may be easier and faster for you to use [Word Translator](#) to scan already existing text you have and individually add words and translations as they are identified as not being entered in the dictionary.

Quickly Identify Words Not Entered in the Dictionary and Add Them Together with a Translation

IMPORTANT: [Word Translator](#) must first be loaded into your computer's memory (as signified by the display of a [Word Translator](#) icon beneath the [Program Manager](#) window and the [Speed Bar](#) in the upper left-hand corner) **BEFORE** you open your word processor. For more information, see [Loading & Calling-Up Word Translator](#).

- 1 Load an existing document (text) into your word processor. Documents you already have on your system (or on disk) that contain the words you normally use in written communication is best. The text can be in either of the languages supported by the dictionary module installed on your system but you yourself must ensure that the appropriate [Current Dictionary](#) has been selected before continuing.
- 2 With the document (text) loaded into your word processor, click either the ["Standard" Document Translation](#) mode button or the [Spell-Check Highlighted Text](#) mode button on the [Speed Bar](#), highlight a page of the text in your word processor and, then, simultaneously press the hot key combination (the "default" is [Shift + Ctrl](#)) to call-up [Word Translator](#) to start scanning the text (using the ["Standard" Document Translation](#) or [Spell-Check Highlighted Text](#) mode).
- 3 Either the ["Standard" Document Translation](#) mode or the [Spell-Check Highlighted Text](#) mode will scan your document (text) word-by-word and phrase-by-phrase, identify any "base word" not entered in the dictionary and allow you to add the word together with any number of translations. When [Word Translator](#) completes the scan using either of the modes, press the [Exit](#) button and do not paste the results anywhere.

If you want to enter phrases, you can do so by working directly inside [Word Translator](#) or by using [Word Translation Operation Mode](#) with the text in your word processor. For additional related information, also see [Adding New "Base Words/Phrases" Not in the Dictionary](#), [The Add Reverse Translations Check Box](#), and/or [Create a List of "source" language](#) "base words," "base phrases" and translations to the ["destination" language](#) in your word processor.

Create a List of Words, Phrases & Translations to Add to an Existing Dictionary or Create an Entirely New Dictionary

While you can always individually add any number of new "base word," "base phrase" and translation entries using several of the [Word Translator](#) program **Operation Modes**, some users may want to add a great number of new entries all at once or create an entirely new dictionary. The fastest, most efficient method to do this is to create a list of "base word," "base phrase" and translation entries in your word processor.

Using your word processor, you yourself can create a new dictionary or add a great number of new words, phrases and translations to an existing dictionary all at once by creating a list of **"source" language** "base words" and "base phrases," each with an associated translation to the **"destination" language**.

Once you have completed such a list, you will need to send the resulting file (on disk) in pure ASCII text (.txt) format to Translation Experts to have it converted into a format that can be used by [Word Translator](#). There is a small charge for the conversion based upon the size of the file you create and whether you want it integrated with the main **Supplied Dictionary** or as a separate specialized dictionary. See **Naming Convention** for the two letter specialized dictionary designations recognized by [Word Translator](#).

You will need to use a single TrueType font that contains all of the characters required for both of the languages you are working with. For some languages you may need a TrueType font not already installed on your system. Translation Experts has a wide variety of TrueType fonts available for many different languages -- Turkish, Greek, Japanese, Baltic, Cyrillic, East European, Vietnamese, et cetera. Please call Translation Experts for additional information.

Those working with many Western European languages (English, Portuguese, Spanish, French, Italian, German, Danish, Dutch, Norwegian, Swedish, Finnish, et cetera) can use almost any TrueType font because all the required accented characters for these languages are already contained in the ASCII Code Page used by most TrueType fonts already installed on your system. Those working with Cyrillic languages (Russian, Serbian Cyrillic, Ukrainian, et cetera) should use a Code Page 1251 TrueType font. Those working with East European languages (Polish, Croatian, Serbian Latin, Czech, et cetera) should use a Code Page 1250 TrueType font. Those working with other languages should contact Translation Experts before proceeding.

No matter the TrueType font you may use or need to use to create the "base word," "base phrase" and translation list, you should always save the resultant file in pure ASCII text format -- such as .txt in Word for Windows. Additionally, [Word Translator](#) uses and recognizes a specific three letter Naming Convention for individual languages. Consequently, you should name the file using the appropriate designation. For example, if you were using English as the "base" or **"source" language** (all "base word" and "base phrase" entries in English) and German as the **"destination" language** (all associated translations in German), you should save the file as ENGGER.TXT -- **ENG**=English + **GER**=German + **.TXT** = pure ASCII text.

As you work on the file and save it as a .txt file, you will open your .txt file in your word processor, your word processor will convert it to the format it uses and, then, you will have to reapply the appropriate TrueType font to the entire document (list) you are creating. Most often this can be easily accomplished by highlighting the entire text and, then, selecting the TrueType font you require or prefer. Some word processors (like Word for Windows) will allow you to highlight the entire document by choosing **Select All** from the **Edit** option on the menu bar. Please consult your word processing program User's Manual for more information about saving files in pure ASCII text (.txt) format and/or applying a TrueType font to an entire document.

To begin, open your word processor, change to an appropriate TrueType font (if required) and use only it to type in both of the languages you are working with. In the following examples, we'll use English as the "base" or "source" language but, essentially, the same rules apply to any two languages.

If you are working with English as the "base" or "source" language with another language as the "destination" language, it may prove easier and more accurate for you to first create a line-by-line list of the English "base words" and "base phrases" you want and spell-check the English list before you begin typing the translations for each word or phrase. However, it is not essential that you create the English list first.

An English list of "base words" and "base phrases" should appear as follows:

```
a/¶
a few/¶
a hundred/¶
a little/¶
a person/¶
a thousand/¶
a total of/¶
```

Please note that each new English "base word" or "base phrase" starts on a new line and is immediately followed by a forward slash (/) and a carriage return (¶). After creating the list of English "base words" and "base phrases," you will then need to add a translation or number of translations for each. If you do not create a list of English "base words" and "base phrases" first, you can just start typing. In either case, the resulting list of English "base words," "base phrases" and associated translations should appear exactly as follows:

```
a/translation¶
a few/translation #1/translation #2/translation #3/translation #4/translation #5/translation #6/translation #7¶
a hundred/translation¶
three thousand/translation #1¶
a little/translation #1/translation #2¶
a person/translation¶
a thousand/translation¶
a total of/translation¶
```

Please carefully notice the format. The English "base word" or "base phrase" is always listed first and, then, immediately followed by a forward slash (/) -- without any space after the English word --then, immediately followed by the (first or only) translation -- without any space -- and, then, any additional translations separated by a forward slash (/) without any space(s). The last listed translation for any "base word" or phrase is not followed by a forward slash but rather by a hard carriage return (¶).

The hard carriage return (¶) is critical, consequently, it is best to enable (click on) the **Show/Hide ¶** button (if your word processor allows you to do so) so you can always see the hard carriage return (¶) at the end of the last or only translation for each "base word" or "base phrase."

You must always follow this exact format. The most critical factor is that there is only one (1) base word" or "base phrase starting on any new line and that the translation(s) following the base word" or "base phrase is/are entered in the manner described above and that all the "base words" and "base phrases" are in the same language and all the translations are in the same language. This format must be absolutely consistent and absolutely the same as described above. If it is not consistent, the resultant dictionary will be a hodgepodge of the two languages and, thereby, all but useless.

If you enter a "source" language "base word" or "base phrase" that has numerous translations to the "destination" language (and you want to include all of them), the translations may require more space

than a single line. Don't worry. The main thing to remember in such a situation is to allow the first line automatically carry-over or "flow" to the second (and to any subsequent lines) without placing a hard carriage return (¶) after any translation except the last one. For example:

English word or phrase/translation #1/translation #2/translation #3/translation #4/translation #5/translation #6/translation #7/translation #8/translation #9/translation #10/translation #11/translation #12/translation #13¶

If a single translation in the "destination" language can be translated as another "base word" or "base phrase" in the "source" language, you will need to add the second (and/or all subsequent) "base word" or "base phrase" (in the "source" language) with the same translation in the "destination" language. For example:

English word or phrase A/translation #1 (identical to below)¶
English word or phrase B/translation #1 (identical to above)¶
English word or phrase C/translation #1 (identical to above)¶

While it may be easier for you to maintain the "base words" or "base phrases" in at least a rough alphabetical order, there is no need for you to do so. The only critical factor is that you always maintain the base word or "base phrase" in the same language as the first entry on any new line (after a hard carriage return ¶ that follows the preceding last translation) immediately followed by the translation(s) for the "base word" or "base phrase" separated by a single forward slash (/), no space(s) and a hard carriage return (¶) immediately following the last listed translation.

You can add a "base word" or "base phrase" (and the corresponding translation or series of translations) out of alphabetical order. You do not need to worry about maintaining the alphabetical order of the "source" language "base words" and "base phrases."

If you added an English "base word" or "base phrase" and, for example, the translation was a slang word (or vice-versa), you could easily add a note (in parenthesis) that the word is slang. You would do so in the following manner:

English word or phrase (slang)/translation (slang)¶

Additionally, you can add any note you wish (in parenthesis) to denote the part of speech or the usage of a particular "base word" or "base phrase" or any associated translation. While you will be able to read these notes in the dictionary, [Word Translator](#) will not "carry over" or "paste" any note in parenthesis. You can add such notes as (m) for masculine, (f) for feminine, (noun), (prep), (verb), (adj), (adv), (plural), et cetera, or a combination of notes in multiple parenthesis (xxx) (xxx) following any "base word," "base phrase" or translation. For example:

English word (verb)/translation #1 (slang) (verb)/translation #2 (nautical) (adj)¶

You should never place a note (in parenthesis) before (in front of) any "base word," "base phrase" or translation. Additionally, you should **NOT** include any periods (.), commas (,), question marks (?), exclamation points (!), colons (:), semicolons (;), quotation marks ("), ampersands (&), parenthesis () except to enclose notes, brackets { } [], forward (/) or backward slashes (\) or other symbols (@, #, \$ *, +, =, <, >, %, |, et cetera) as part of any "base word," "base phrase" or translation. You may, however, use an apostrophe (') for contractions (e.g. don't) or a hyphen (-) when necessary.

Registered users may contact Translation Experts USA for **Technical Support** and assistance or for further information about creating a list of "base words," "base phrases" and translations in your word processor. All files sent to Translation Experts for conversion must be on a 3.5 inch disk in pure ASCII text (.txt) format. Please call for a fee quotation for having your list converted for use with [Word Translator](#).

Translate a Word or Phrase in a Word Processor or Application

[Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using [Word Translator](#) you must always ensure you have selected and are using the appropriate **Current Dictionary**.

IMPORTANT: [Word Translator](#) must first be loaded into your computer's memory (as signified by the display of a [Word Translator](#) icon beneath the [Program Manager](#) window and the [Speed Bar](#) in the upper left-hand corner) **BEFORE** you open your word processor and proceed with this function. For more information, click **Loading & Calling-Up Word Translator**.

- 1 First make sure that the correct dictionary module is selected as the [Current Language](#) in the [Setup](#) window. For example, if you wanted to translate from English to Polish, an **English-Polish** dictionary module should be selected in the [Current Dictionary](#) box in the [Setup](#) window. Conversely, if you wanted to translate from Polish to English, a **Polish-English** module should be selected in the [Current Dictionary](#) box in the [Setup](#) window.
- 2 Choose a word or phrase you want to translate that you've typed in your Windows word processor or other Windows application.
- 3 Select the word or phrase by highlighting it with your mouse. For individual words, this is easily accomplished by either double-clicking on the left mouse button while the cursor is directly over the word or by holding down on the left mouse button while sweeping the cursor over the word. To highlight phrases, you must sweep the cursor across the entire phrase while holding down the left mouse button. Be careful not to highlight characters or punctuation that are **NOT** part of the word or phrase you want to translate. Highlight **ONLY** the word or phrase you want to translate.
- 4 When the word or phrase is highlighted, simultaneously press the Word Translator program **hot key** combination to call-up [Word Translator](#). (Control) **Ctrl + Shift** is the "default" combination. If the word or phrase is entered in the dictionary, the [Word/Phrase to Translate](#) window will appear and display the word or phrase you highlighted in the [uppermost box](#) and provide one or more translations in the [Choose Translation](#) box immediately beneath it.
5. If there is more than a single translation, highlight the specific translation you want in the list in the [Choose Translation](#) box by clicking directly on the word once with your left mouse button. If only a single translation exists, it will already be highlighted. You may also double-click on any translation you select instead of following the next step.
- 6 When the translation you want is highlighted, click once on the [Choose](#) button with your left mouse button. Clicking the [Choose](#) button will replace the word or phrase you typed in your word processor or application with the translation you selected and also close [Word Translator's Word/Phrase to Translate](#) window.
- 7 If the word or phrase is not in your dictionary module, you may add it at this time together with one or more translations. For more information about how to do this, click **Adding New "Base Words/Phrases" & Translations**.

AmiPro Users Please Note: While inside **AmiPro**, if no word or phrase has been typed and selected (highlighted) **before** you call-up [Word Translator](#) (by simultaneously pressing the ("default") **Ctrl + Shift hot keys**), the [Word Translator](#) window may **not** open. You can remedy this by first minimizing your **AmiPro** window and, then, double-clicking on the [Word Translator](#) icon. To prevent this from happening, **never** attempt to call-up [Word Translator](#) (by simultaneously pressing the ("default") **Ctrl + Shift hot keys**) **unless** you have **first** highlighted a word inside **AmiPro**.

Translate a Word or Phrase Inside Word Translator

Word Translator provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using **Word Translator** you must always ensure you have selected and are using the appropriate **Current Dictionary**.

IMPORTANT: **Word Translator** must first be loaded into your computer's memory (as signified by the display of a **Word Translator** icon beneath the **Program Manager** window and the **Speed Bar** in the ("default") upper left-hand corner) **BEFORE** you proceed with this function. For more information about how to do this, click **Loading & Calling-Up Word Translator**.

You do not need to open any other program or application to call-up **Word Translator** with the **hot key** combination and you may call-up **Word Translator** with the hot key combination from anywhere in Windows as long as it has first been loaded into your computers memory.

1 First make sure that the correct dictionary module is selected as the **Current Dictionary** in the **Setup** window. For example, if you wanted to translate from English to Polish, an **English-Polish** dictionary module should be selected in the **Current Dictionary** box in the **Setup** window. Conversely, if you wanted to translate from Polish to English, a **Polish-English** module should be selected in the **Current Dictionary** box in the **Setup** window. You may also change from one dictionary module to another in the main **Word Translator** window.

2 Call-up **Word Translator** by simultaneously pressing the **Word Translator** program **hot key** combination---(Control) **Ctrl + Shift** is the "default" combination. **Word Translators Word/Phrase to Translate** window will appear.

3 If the **uppermost box** of the **Word/Phrase to Translate** window is blank, place your cursor inside the box and click once with your left mouse button. This will cause your cursor to "blink" inside this box.

NOTE: If any words are displayed in the **uppermost box** (because they were already resident in your Windows **Clipboard** before you called-up **Word Translator**), highlight them with your mouse and press the **Backspace** key on your keyboard to delete them. You may have to do this more than once if there was a great deal of text in your Windows **Clipboard**.

4 With the cursor blinking in the (blank) **uppermost box**, type a word or phrase you want to translate. As you type, **Word Translator** will attempt to "guess" the word or phrase you are typing in the **Choose Word/Phrase** box immediately beneath the one you are typing in. Essentially, **Word Translator** attempts to match the word/phrase you are typing to words and phrases in your dictionary module.

5 If the word or phrase you typed in the **uppermost box** is in your dictionary, it will be highlighted in the **Choose Word/Phrase** box and exactly match what you typed. Click once on the **Choose** button to see all available translations in the **Choose Translation** window that will appear. If the word or phrase is not in your dictionary module, **Word Translator** will highlight the word or phrase from your dictionary module in the **Choose Word/Phrase** box that most closely resembles the word or phrase you typed. If the word or phrase is not in your dictionary, you may add it at this time together with one or more translations. For more information, click **Adding New "Base Words/Phrases" & Translations**.

6 You may continue to type inside **Word Translator** by clicking the **Back** button to exit the **Choose Translation** window and make the letters in the uppermost box of the **Word/Phrase to Translate** window functional (**dark**). To erase previous words or phrases you typed in the **uppermost box**, highlight the word with your mouse and press the **Backspace** key, then, type a new word or phrase and proceed as before.



Add New "Base Words/Phrases" & Translations

A "base word" or "base phrase" is a word or phrase in a dictionary module that has one or more translations associated with it, thereby making it the basis or "base" for all associated translations.

Add New "Base Words/Phrases" Not in the Dictionary

Add a New Translation to a "Base Word/Phrase" Already in the Dictionary

The Add Reverse Translations Check Box

Quickly Making Additions to the Dictionary

PLEASE NOTE: [Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using [Word Translator](#) you must always ensure you have selected and are using the appropriate **Current Dictionary**.

Add New "Base Words/Phrases" Not in the Dictionary

[Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using [Word Translator](#) you must always ensure you have selected and are using the appropriate **Current Dictionary**.

Whenever you add new "base words," phrases and translations to any dictionary module, **all** such new additions are saved and stored in **separate User Dictionary** files. For example, if you were using the Russian-English I and English-Russian I "paired" dictionary modules and added a new English "base word" with several corresponding Russian translations to the English-Russian III module, these new additions would be saved and stored in **User Dictionary** files in your ("default") **WINTRAN** directory named **engrusa.ndx**, **engrusa.rec**, **engrusa.sfx** and (sometimes but not always) **engrusa.sbs**. It doesn't matter if you are using a I, II or III version dictionary module. The **User Dictionary** files only reflect the first three letters of the "source" and "destination" languages of the specific dictionary module (e.g. **engrus**) followed by an **a** and, then, the file type--ndx, rec, sbs or sfx.

Additionally, the "reverse translations" for the newly made entries are saved in corresponding files of the "paired" dictionary module -- **rusenga.ndx**, **rusenga.rec**, **rusenga.sfx** and (often but not always) **rusenga.sbs**. [Word Translator](#) automatically accesses these files in addition to the **Supplied Dictionary** files so there is no need for you to attempt to access them separately. For more information about the **User Dictionary** and **Supplied Dictionary** files, click **Backing-Up Your User Dictionary Files**.

Whenever you enter a word or phrase that you typed either in your word processor or directly inside [Word Translator](#) that is **not** entered in the selected dictionary module (**Current Dictionary**), you may add the word or phrase as well as any number of translations for it to your dictionary. To do this:

- 1 First make sure that the correct dictionary module is selected as the **Current Language** in the **Setup** window. For example, if you wanted to add a new Russian "base word/phrase," a **Russian-English** dictionary module should be selected in the **Current Dictionary** box in the **Setup** window. Conversely, if you wanted to add a new English "base word/phrase," an **English-Russian** dictionary module should be selected in the **Current Dictionary** box in the **Setup** window.
- 2 Make sure the new "base word" or phrase you wish to add to the dictionary is displayed in the **uppermost box** of the **Word/Phrase to Translate** window. It should be a "base word" or phrase in the "source" language (the first named language of the selected dictionary module. For example, if you wanted to add a new English "base word," an **English-??????** dictionary should be selected **not** a **?????-English** dictionary.

The "base word" or phrase in the **uppermost box** can be either a word or phrase you typed directly inside [Word Translator](#) or one you highlighted in your word processor or other application and, then, called-up [Word Translator](#) to translate. For detailed information about how to translate a word or phrase using either of these methods, click either **Translate Words and Phrases...Typed in Your Word Processor or Application** or **Translate Words and Phrases...Typed Inside Word Translator**.

- 3 With the new "base word" or phrase (you wish to add to the dictionary) displayed in the **uppermost box** of the **Word/Phrase to Translate** window, click the **Add** button and the window title will change to **Add New Translations** and two new boxes will appear beneath the **uppermost box** displaying the new "base word" or phrase you are entering. One box is titled **New Translation** and other box is titled **Translation List**. An **Add Reverse Translations** check box will also appear in the lower left-hand corner of the window. If you **do not** want [Word Translator](#) to write reverse translations (translations as "base words") to your "paired" dictionary, **un-check** this check box. With this box **checked**, [Word Translator](#) will automatically write all translations you enter as "base words" with the original "base word" as their translation.

PLEASE NOTE: You may add a "base word" or phrase to the dictionary without any translations. To do this, click the **Done** button immediately after the **New Translation** box appears (the box where you would normally type a new translation).

- 4 In the **New Translation** box (where the cursor is blinking), type a single translation for the new "base word" or phrase and, then, either press the **<enter>** key on your keyboard or click the **Add** button again.
- 5 The new translation you just typed will appear in the **Translation List** and the word in the **New Translation** box will become highlighted. You can then type more individual translations in the **New Translation** box one at a time. The previous translation you added (that is now highlighted) will disappear when you start to type another individual translation.
6. You may add more translations (one at a time) by typing each one individually in the **New Translation** box and, then, either pressing the **<enter>** key on your keyboard or clicking the **Add** button. Each new translation you add to a new "base word" or phrase will appear in the **Translation List** in the order you enter it.

IMPORTANT: The top or first translation listed in **Translation List** for any word or phrase in your dictionary module is the **only** translation **Word Translator** will use when you translate text using (automatic) **Quick Document Translation** mode.

Any short note you add (in parenthesis) to any "base word/phrase" or translation--such as (noun), (verb), (adj.), (adv.), (slang), (m), (f), et cetera--will **not** be carried across/included as a part of the translation of any word or phrase you call-up **Word Translator** to translate.

- 7 If you misspell or make a mistake typing a word while you are typing in the **New Translation** box, either highlight the entire word and retype it or **Backspace** over the misspelled portion and retype it. You may also click your cursor after a letter or character inside the word you wish to change, **Backspace** over the errant characters and, then, retype them.

If you discover a misspelled word in the **Translation List** box, the only way to change it is to first delete it and then re-enter it. To do this, first highlight the word in the **Translation List** box by clicking directly on it once with your mouse and, then, press the **Delete** button. The misspelled word will be deleted from the **Translation List** box. You may then re-enter the correctly spelled word by first highlighting the word in the **New Translation** box and re-typing over it. Add the corrected translation by either pressing the **<enter>** key or clicking the **Add** button.

- 8 When you have added all the new translations you want, click the **Done** button and **Word Translator** will add the new "base word" or phrase and translation or translations you entered to the dictionary. Clicking the **Done** button is the only action that "saves" new "base words/phrases" and translation(s).
- 9 If the **Add Reverse Translations** check box was **checked** when you clicked the **Done** button, **Word Translator** will also automatically write all the translations you entered to one dictionary module in their "reverse" to the other ("paired") dictionary module.

Clicking the **Back** button in the **Add New Translations** window at any time will return you to the previous **Word/Phrase to Translate** window and neither the "base word" nor any of the translations you entered will be saved to the dictionary module.

For additional related information, click **Scrolling Through the Dictionary, Adding a New Translation to a "Base Word/Phrase" Already in the Dictionary, The Add Reverse Translations Check Box** and/or **Quickly Making Additions to the Dictionary**.

Add a New Translation to a "Base Word/Phrase" Already in the Dictionary

[Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using [Word Translator](#) you must always ensure you have selected and are using the appropriate **Current Dictionary**.

Whenever you add new "base words," phrases and translations to any dictionary module, **all** such new additions are saved and stored in **separate User Dictionary** files. For example, if you were using the Portuguese-English I and English-Portuguese I "paired" dictionary modules and added a new English "base word" with several corresponding Portuguese translations to the English-Portuguese I module, these new additions would be saved and stored in files in your ("default") **WINTRAN** directory **User Dictionary** files named **engpora.ndx**, **engpora.rec**, **engpora.sfx** and (often but not always) **engpora.sbs**.

Additionally, the "reverse translations" for the newly made entries are saved and stored in corresponding files of the "paired" **User Dictionary** module--**porenga.ndx**, **porenga.rec**, **porenga.sfx** and (often but not always) **porenga.sbs**. [Word Translator](#) automatically accesses these **User Dictionary** files in addition to the **Supplied Dictionary** files whenever you call-up [Word Translator](#) so there is no need for you to attempt to access them separately. For more information about this, click **Backing-Up Your User Dictionary Files**.

To add a new or additional translation or multiple translations to a "base word" or phrase already in the dictionary, you will essentially follow the same procedure you would for **Adding New "Base Words/Phrases" Not in the Dictionary**. The only difference will be that, when the [Choose Translation](#) section of the [Word/Phrase to Translate](#) window appears, it will probably already contain a translation or list of translations for the "base word" or phrase displayed in the [uppermost box](#). To add another single translation or multiple translations:

- 1 First make sure that the correct dictionary module is selected as the [Current Language](#) in the [Setup](#) window. For example, if you wanted to add a new Polish translation to an existing English "base word/phrase," an **English-Polish** dictionary module should be selected in the [Current Dictionary](#) box in the [Setup](#) window. Conversely, if you wanted to add a new English translation to an existing Polish "base word/phrase," a **Polish-English** dictionary module should be selected in the [Current Dictionary](#) box in the [Setup](#) window.
- 2 Click the **Add** button and the window title will change to [Add New Translations](#) and two new boxes will appear beneath the [uppermost box](#) displaying the "base word" or phrase. One box is titled [New Translation](#) and other [Translation List](#). The [Add Reverse Translations](#) check box will also appear in the lower left-hand corner of the window.
- 3 In the [New Translation](#) box (where the cursor is blinking), type an individual new translation for the new "base word" or phrase and, then, either press the **<enter>** key or click the **Add** button. Add additional individual translations in the same way.
- 4 When you have added all the new translations you want, click the **Done** button and [Word Translator](#) will add the new translation or translations you entered to your dictionary. Clicking the **Done** button is the only action that "saves" new "base word/phrase" and translation(s).

IMPORTANT: The top or first translation listed in [Translation List](#) for any word or phrase in your dictionary module is the only translation [Word Translator](#) will use when you translate a document using [Quick Document Translation](#) mode.

If you want to display translations for any "base word/phrase" in a specific order (e.g. in a specific order of preference from top to bottom), it is often easier to first delete all translations and, then, re-enter them

one at a time in the specific order you desire. The first translation you enter will appear first on the list, the second, will be second on the list and so forth. You may also place a specific translation in a specific place on the [Translation List](#) by highlighting the translation that you want to immediately follow the new translation you are adding after you have typed the new translation but before you click the [Add](#) button or press the [<enter>](#) key.

Any short note you add (in parenthesis) to any "base word/phrase" or translation -- such as (noun), (verb), (adj), (adv), (slang), (mas.), (fem.), et cetera -- will **not** be carried-over or included as a part of the translation of any word or phrase you call-up [Word Translator](#) to translate.

You can display any "base word" or phrase in your dictionary in the [uppermost box](#) of the [Word/Phrase to Translate](#) window by:

- A) entering the word or phrase typed in your word processor, highlighting it with your mouse and, then, calling-up [Word Translator](#) with the hot key combination ([Ctrl + Shift](#) is the "default" hot key combination).
- B) typing the word directly inside the [uppermost box](#) inside [Word Translator](#)
- C) scrolling through your dictionary and highlighting any "base word/phrase" listed in the [Choose Word/Phrase](#) box of the [Word/Phrase to Translate](#) window by clicking directly on the word

For more information about how to display a "base word" or phrase in the [uppermost box](#) of the [Word/Phrase to Translate](#) window and related topics, click [Translate Words and Phrases... Typed in Your Word Processor or Application](#), [Translate Words and Phrases... Typed Inside Word Translator](#), [Scrolling Through the Dictionary](#) and/or [Quickly Making Additions to the Dictionary](#).

The Add Reverse Translations Check Box

Reverse translation is an automatic process that will save you time when you add new "base words" or phrases and translations to your dictionary.

If, for example, if you were using an **English-Portuguese** dictionary module (English as the "source" language and Portuguese as the "destination" language) and you added a new English "base word with a Portuguese translation or translations, you would only have to enter it once to have them available in the "reverse" direction. All new entries are saved and stored in the appropriate **User Dictionary** module files.

All the "paired" dictionary modules that comprise any "combined" and "paired" dictionary automatically "communicate" through the [Add Reverse Translations](#) option without you doing anything, consequently, [Reverse Translations](#) will automatically write reverse translations (reverse "base words/phrases" and translations) to the appropriate **User Dictionary module** whenever you add new "base words/phrases" and translations to the "source" **User Dictionary** module.

To enable [Add Reverse Translations](#), **check** the [Add Reverse Translations](#) check box before you click the **Done** button. The "default" setting for the [Add Reverse Translations](#) check box is **checked** so it is enabled every time you open the [Add New Translations](#) window.

To disable [Add Reverse Translations](#), **un-check** the [Add Reverse Translations](#) check box before you click the **Done** button. You may want to **un-check** the [Add Reverse Translations](#) check box when you want to add a note longer than just (noun), (verb), (adj), (adv), (mas), (fem), (das), (der), et cetera, that would, for example, remind you about the specific use of a translation but don't want the note to become a translated part of a "base word" or phrase.

For additional information about related topics, click [Scrolling Through the Dictionary](#), [Adding New "Base Words/Phrases" Not in the Dictionary](#), [Adding a New Translation to a "Base Word/Phrase" Already in the Dictionary](#) and/or [Quickly Making Additions to the Dictionary](#).



Changing & Deleting "Base Words," Phrases & Translations

A "base word" or "base phrase" is a word or phrase in your dictionary module that has one or more translations associated with it, thereby making it the basis or "base" for all associated translations.

At any time, you may change or delete any newly added or already existing "base word," "base phrase" or translation contained in your **User Dictionary** files. These are words, phrases and translations you yourself added. "Base words" and phrases contained in the **Supplied Dictionary** module **cannot** be changed or deleted, however, translations in any **Supplied Dictionary** module can be changed. For further detailed information, click **Change or Delete "Base Words" or Phrases** or **Change or Delete Translations**

Changing & Deleting "Base Words" or Phrases

Change a "Base Word/Phrase" You Yourself Added

Delete a "Base Word/Phrase" You Yourself Added

Change a "Base Word/Phrase" in the Supplied Dictionary Module

Delete a "Base Word/Phrase" in the Supplied Dictionary Module

[Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using [Word Translator](#) you must always ensure you have selected and are using the appropriate **Current Dictionary**.

To display "base words" and phrases in one of the "coupled" dictionary modules, make sure you select the appropriate dictionary module as the **Current Dictionary** in the [Setup](#) window. The first named language in any dictionary module is the "source" language containing "base words" and phrases in that language with corresponding translations in the other language.

Should you discover a "base word" or phrase in a supplied dictionary module that is misspelled, contains a typo or is accented incorrectly, the only way to change it is to add the correctly spelled or correctly accented word to the dictionary just as you would add any other "new" "base word" or phrase. You cannot change or delete any "base word" entry in any **Supplied Dictionary** module but you may enter a new spelling, et cetera, of any "base word" you desire (as an alternative) just as you would enter any new "base word" or phrase.

You can change or delete any "base word" or phrase **you yourself** added to the dictionary but it must first be displayed in the [uppermost box](#) of the [Word/Phrase to Translate](#) window.

You can display any "base word" or phrase in your dictionary in the [uppermost box](#) of the [Word/Phrase to Translate](#) window by:

A typing a word or phrase you know is in the dictionary in your word processor, highlighting it with your mouse and, then, calling-up [Word Translator](#) with the **hot key** combination. (**Ctrl + Shift** is the "default" hot key combination).

B typing the word directly inside the [uppermost box](#) inside [Word Translator](#)

C scrolling through your dictionary and highlighting any "base word/phrase" listed in the [Word/Phrase to Translate](#) box by clicking once directly on the word

For more information about how to display a "base word" or phrase in the [uppermost box](#) of the [Word/Phrase to Translate](#) window, click **Translate Words and Phrases... Typed in Your Word Processor or Application, Translate Words and Phrases... Typed Inside Word Translator and/or Scrolling Through the Dictionary**.

To Change a "Base Word/Phrase" You Yourself Added:

- 1 Make sure the "base word" or phrase you wish to change is displayed in the [uppermost box](#) of the [Word/Phrase to Translate](#) window and the **exact** spelling of the word is highlighted in the [Choose/Word Phrase](#) box immediately beneath it. This window contains a **Change** button. Click the [Back](#) button if the [Choose Translation](#) box is displayed.
- 2 Click the **Change** button and the "base word" or phrase will become highlighted in the [uppermost box](#).
- 3 Either press the **Backspace** key on your keyboard to totally erase the highlighted "base word" or phrase in the [uppermost box](#) or place your cursor between characters inside the word and click once with your left mouse button. This will "un-highlight" the displayed word and allow you to backspace over mistyped characters inside the word.
4. If you totally erased the displayed word, correctly re-type the entire word in the [uppermost box](#) of the [Word/Phrase to Translate](#) window. If you only back-spaced over certain characters inside the displayed word, correctly retype that section of the word.
5. When you are sure you have retyped the word correctly in [the uppermost box](#), press the **Choose** button and [Word Translator](#) will implement the change and return you to the [Word/Phrase to Translate](#) window.

To Delete a "Base Word/Phrase" You Yourself Added:

- 1** Make sure the "base word" or phrase you wish to delete is displayed in the [uppermost box](#) of the [Word/Phrase to Translate](#) window. If the "base word" or phrase has translations associated with it, they will be displayed in the [Choose Translation](#) box immediately beneath the [uppermost box](#) where the "base word" or phrase is displayed.
- 2** It's a good idea to first delete all translations for any "base word" or phrase you want to delete. Do this by highlighting each individual translation in the [Choose Translation](#) box (by clicking directly on the word) and, then pressing the [Delete](#) button.
- 3** Press the [Back](#) button to return you to the [Word/Phrase to Translate](#) window. This window contains a [Change](#) button.
- 4** The "base word/phrase" in the [Choose Word/Phrase](#) box (the dictionary entry) should exactly "match" the word in the [uppermost box](#) and be highlighted. Press the [Change](#) button and the "base word" or phrase displayed in the [uppermost box](#) of the [Word/Phrase to Translate](#) window will become highlighted.
- 5** Press the [Backspace](#) key on your keyboard and the displayed "base word" or phrase in the [uppermost box](#) will be totally erased.
- 6** Press the [Choose](#) button and the displayed "base word" or phrase will be erased from you dictionary. You may still see the word or phrase displayed in the [Choose Word/Phrase](#) box immediately after this action but it will disappear after you exit and completely close [Word Translator](#) (unload it from memory). When you reload [Word Translator](#) again (reload it into your computer's memory) the "base word/phrase" entry you deleted (as described above) will no longer be listed or entered in your dictionary.

To Change a "Base Word/Phrase" in the Supplied Dictionary Module:

The **ONLY** way to "change" a "base word" or phrase in a supplied dictionary module is to use the existing "base word" or phrase as the basis for a **NEW** "base word" or phrase and, then, add it as you would any other new "base word" or phrase. For more information about adding new "base words" and phrases, click **Adding New "Base Words/Phrases" & Translations**

To Delete a "Base Word/Phrase" in the Supplied Dictionary Module:

You cannot delete any "base word" or phrase contained in any **Supplied Dictionary** module. You can only delete "base words" and phrases you yourself have added and that reside in the **User Dictionary** module. If you discover a "base word" or phrase in a **Supplied Dictionary** module that is misspelled or contains some other error, use it as the basis for a **NEW** "base word" or phrase and, then, add it as you would any other new "base word" or phrase.

Change or Delete Translations

[Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using [Word Translator](#) you must always ensure you have selected and are using the appropriate **Current Dictionary**.

To display "base words/phrases" and their corresponding translations in one of the "paired" dictionary modules, make sure you select the appropriate dictionary module as the **Current Dictionary** in the [Setup](#) window. The first named language in any dictionary module is the "source" language containing "base words/phrases" in that language and the corresponding translations in the other language.

With any dictionary module, the first named language is the "source" language and the second named language is the "destination" language. So, for example, a **French-English** dictionary module **only** translates French to English while an **English-French** dictionary module **only** translates English to French.

The [Word/Phrase to Translate](#) window displays the "base word" or phrase in the [uppermost box](#) and, immediately beneath it, the [Choose Translation](#) box contains all associated translations in your dictionary module for that "base word" or phrase.

You can display any "base word" or phrase in your dictionary in the [uppermost box](#) of the [Word/Phrase to Translate](#) window by:

- A** typing a word or phrase you know is in the dictionary in your word processor, highlighting it with your mouse and, then, calling-up [Word Translator](#) with the hot key combination. (Control) **Ctrl + Shift** is the "default" hot key combination.
- B** typing the word directly inside the [uppermost box inside Word Translator](#)
- C** scrolling through your dictionary and highlighting any "base word/phrase" listed in the [Word/Phrase to Translate](#) box by clicking once directly on the word

For more information about how to display a "base word" or phrase in the [uppermost box](#) of the [Word/Phrase to Translate](#) window, click: **Translate Words and Phrases... Typed in Your Word Processor or Application**, **Translate Words and Phrases... Typed Inside Word Translator** and/or **Scrolling Through the Dictionary**.

You may delete any translation for any "base word" or phrase. It doesn't matter if it is translation you yourself entered or one contained in the supplied dictionary module.

To **delete** any translation:

- 1** Select the translation you wish to delete from the list in the [Choose Translation](#) box by highlighting it with your mouse. Do this by clicking once directly on the word with your left mouse button.
- 2** Click once on the [Delete](#) button and the selected translation will be deleted from the list of translations. Click once on the [Back](#) button and you will be returned to the main [Word/Phrase to Translate](#) window. Be careful not to delete a translation you will need in the future because once deleted, there is no way to retrieve it. However, you can always retype and [Add](#) a deleted translation.

To **change** any translation:

The only way to change a translation once it has been entered in any dictionary module is to first delete it and, then, add it just as you would add any other new translation.



Spell-Checking Modes

[Word Translator for Windows](#) provides two different spell-checking modes:

Spell-Checking As-You-Type

Spell-Check Highlighted Text

[Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using [Word Translator](#) you must always ensure you have selected and are using the appropriate **Current Dictionary**.

When using either the **Spell-Checking As-You-Type** mode or the **Spell-Check Highlighted Text** mode, you should **only** select and use the dictionary module that contains the base words/phrases in the language you want to spell-check. For example, if you wanted to use either mode to spell-check Danish, you should select and use **only** the **Danish-English** dictionary module. If you wanted to use either mode to spell-check English, you should **only** select and use the **English-Danish** dictionary module.

In any dictionary module, the first named language is the "source" language (that **only** contains base words/phrases in that language) and the second named language is the "destination" language. So, for example, a **Danish-English** dictionary module **only** spell-checks in Danish while an **English-Danish** dictionary module **only** spell-checks in English.

Spell-Checking As-You-Type

With this mode enabled, [Word Translator](#) will accomplish an "as-you-type" spell-check in the "source" language of the currently selected dictionary module ([Current Dictionary](#)). To read about spell-checking sentences, paragraphs, documents and other highlighted text, click [Spell-Check Highlighted Text](#).

[Spell-Checking As-You-Type](#) can be enabled in either the [Setup](#) window by **checking** the [Spell-Checking](#) check box or by clicking the **2nd icon (sp)** on the [Speed Bar](#).

At any point, you may disable [Spell-Checking As-You-Type](#) by selecting another operation mode from the [Speed Bar](#) or by **un-checking** the [Spell-Checking](#) check box in the [Setup Window](#).

You can only enable/disable the spell-checking [Beep](#) inside the [Setup](#) window by **checking/un-checking** the [Beep](#) check box displayed beneath the [Spell-Checking](#) check box. You can also only enable/disable the [Suggested Spelling](#) option by **checking/un-checking** the [Suggestions](#) check box displayed beneath the [Spell-Checking](#) check box in the [Setup](#) window.

To hear a beep when [Beep](#) is enabled (**checked**) you may need to install a "pc speaker" driver or other Windows sound device.

With [Spell-Checking](#) enabled, every time you press the [space bar](#) on your keyboard or type a punctuation symbol (after typing a word), [Word Translator](#) will accomplish a spell-check of that word (the last complete word you typed) using the "base words/phrases" entered in the selected dictionary module ([Current Dictionary](#)) as the **sole reference source**.

If a word you type is **not** already entered in the dictionary, is misspelled or contains a typo, [Word Translator](#) will sound an alert ([Beep](#)) and a [Suggested Spelling](#) window will appear (if the [Beep](#) and [Suggestions](#) check boxes are **checked** inside the [Setup](#) window) and display a list of "base words/phrases" from your dictionary module whose spelling most closely resembles the word you typed.

When the [Suggested Spelling](#) window appears, you may "scroll" horizontally (left and right) across the [Choose Word/Phrase](#) box (if "scroll arrows" are present) to choose a replacement "base word" or phrase for the one you typed. If an appropriate replacement word exists in the dictionary module, highlight the word by clicking directly on it once with your mouse and, then, click the [Choose](#) button. [Word Translator](#) will automatically replace the word in your document with the word you selected from the list.

If the list of "base words/phrases" does not contain a suitable replacement word, click the [Exit](#) button to return you to your word processor where you can again type **or** you may choose to add the word to your dictionary module by clicking the [Add](#) button.

Because [Word Translator](#) uses the selected dictionary module as its **sole reference source**, the quality of both [Spell-Checking](#) and [Suggested Spelling](#) is directly dependent upon the number of "base word/phrase" entries contained in the currently selected dictionary module ([Current Dictionary](#)). The more "base word/phrase" entries contained in the dictionary module, the better the results obtained from [Spell-Checking](#) will be.

For additional information about [Spell-Checking](#) and the [Suggested Spelling](#) and [Beep](#) check boxes, click [Operation Modes](#).

Spell-Check Highlighted Text

With this mode enabled, [Word Translator](#) will spell-check sentences, paragraphs, documents and other highlighted text in your word processor or application using the "base words" of the "source" language of the currently selected dictionary module ([Current Dictionary](#)). For information about the other spell-checking mode, [Spell-Checking As-You-Type](#), click [Spell-Checking As-You-Type](#).

With [Spell-Check Highlighted Text](#) mode enabled, [Word Translator](#) will spell-check any highlighted text in your word processor using the "base words" entered in the selected dictionary module ([Current Dictionary](#)) as the **sole reference source**. [Spell-Check Highlighted Text](#) can only be enabled by clicking on the **3rd** icon on the [Speed Bar](#).

Before you begin the [Spell-Check Highlighted Text](#) process, first ensure that the correct dictionary module is selected as the [Current Dictionary](#) in either the [Setup](#) window or the main [Word Translator](#) window. For example, if you wanted to spell-check **German**, the **German-English** dictionary module **MUST** be selected as the [Current Dictionary](#). Conversely, if you wanted to spell-check **English**, the **English-German** module **MUST** be selected as the [Current Dictionary](#).

- 1 You can only enable the [Spell-Check Highlighted Text](#) mode by clicking the **3rd icon** ([check mark over text](#)) button on the [Speed Bar](#) and you should do so **before** you highlight any text in your word processor or application.
- 2 Open your word processor, application or Windows Write or Notepad and "load" or type the document you wish to spell-check. Windows Notepad cannot not be used with Russian, Polish, Croatian, Serbian, Czech or Japanese dictionary modules because Notepad will not allow you to select a specific font such as the necessary TrueType font.
- 3 With your mouse, highlight the text you wish to spell-check. Do this by first placing your cursor in front of the first word in the text you wish to spell-check and (while pressing down on the left mouse button) sweep the cursor across and/or down the desired text. When the desired text is highlighted, release the mouse button. The selected text should remain highlighted.
- 4 Start the spell-check by simultaneously pressing the [Word Translator](#) **hot key** combination. (Control) **Ctrl + Shift** is the "default" combination. The spell-check of the highlighted text will start immediately and display a (maximized) full-screen [Suggested Spelling](#) window that includes a variety of [Word Translator](#) buttons as well as two text boxes--one on top of the other. The uppermost text box contains the original text you highlighted in your document and the lower box will "build" the correctly spelled text you and [Word Translator](#) select.
- 5 As the highlighted text is scanned word-by-word, [Word Translator](#) will confirm the correct spelling of all words entered in the dictionary and "build" them in the lower box of the [Suggested Spelling](#) window. When the spell-check scan encounters a word that is either misspelled, contains a typo or is not entered in the selected dictionary ([Current Dictionary](#)), the word most closely resembling the spelling of the word in the text will be highlighted in the [Suggested Spelling](#) window.

To select a specific word from the list, highlight it by clicking directly on the word once with your mouse and, then, click the [Choose](#) button. The word you selected will become displayed in the lower text box and the spell-check will continue as before.
- 6 When [Word Translator](#) identifies a word or phrase that is not entered in your dictionary module, the [Suggested Spelling](#) window will display a list of "base words." A word in the list may be highlighted but it will not exactly "match" the highlighted word. You then have the following [Word Translator](#) (button) options:

Choose --- **select** a listed and highlighted word as a substitute for the word in the highlighted text
Skip ----- **skip** the word in the highlighted text/accept it "as is"
Translate - **translate** a word written in the other language to the language being used for the spell-check.
This can help when you forget a word while writing in a foreign language
Grammar - open the **Grammar** help file
Help ----- open the on-line **Word Translator** manual/help file
Add ----- **add** the word as a new "base word/phrase" together with a translation or list of translations to the dictionary module
Done ----- pressed after adding a new "base word" and translation(s)
Change --- **change** a misspelled or mistyped "base word" you yourself added to the dictionary which is in your **User Dictionary**
Back ----- return to the previous **Word Translator** window

7 When the spell-check is complete, a **Paste Text** window will appear and give you two options of where to place the spell-checked text (located in the lower box in the **Suggested Spelling** window). You may then:

(1) Click the **Paste** button ... If you want to automatically paste the spell-checked text **OVER** the source text (replace the original text you highlighted with the spell-checked text).

OR

2) Click the **Exit** button ... If you want to paste the spell-checked text wherever you choose. To do this:

- (a) Press the **Exit** button
- (b) Place the cursor in the position where you want the spell-checked text to appear in your word processor (for example, beneath the original text as a new paragraph or in a completely new or different document)
- (c) Click your cursor once beneath the original text or in a completely new or different document and simultaneously press the **Shift + Ins** (Insert) keys on your keyboard to paste the spell-checked text at that point. On many systems you may also use the **Paste** command found in the menu options of the **Edit** menu.

CAUTION: If you use the **Shift + Ins** method to paste the spell-checked text, you should do so **immediately** to avoid losing the text. If you do not paste the text immediately, the next use of Windows **Clipboard** by any **Word Translator** function or word processor or application copy function will overwrite the spell-checked text and it will be lost.

Because **Word Translator** uses the selected dictionary module (**Current Dictionary**), the as its **sole reference source**, the quality of the spell-check is directly dependent upon the number of "base word" entries contained in the dictionary module. The more "base word" entries contained in the dictionary module, the better the results obtained from **Spell-Checking** will be.



Prediction & Spell-Checking As-You-Type

The **Prediction & Spell-Checking** mode will spell-check and/or predict the word(s) and/or phrase(s) you are typing as you type them in your word processor or application. **Prediction** can be very useful when typing long or unfamiliar foreign words or phrases that are already entered in your dictionary. **Prediction & Spell-Checking** is enabled in either the **Setup** window (by **checking** the **Prediction** check box in the **Operation Mode** section) or by clicking the **4th icon** (curved arrow over a vertical box) on the **Speed Bar**.

At any point, you may disable **Prediction & Spell-Checking** by selecting another operation mode from the **Speed Bar** or by **un-checking** the **Prediction** check box in the **Setup Window**.

The "default" number of characters setting for **Prediction** in the **Setup** window is five (5) characters. We recommend you use this setting until you have gained experience using the **Prediction & Spell-Checking** mode. You may increase or decrease this number by changing it in the **Setup** window.

As you type in your Windows word processor or other Windows application with the **Prediction & Spell-Checking** mode enabled, **Word Translator** will **Spell-Check** words you type that contain **fewer** characters than the number of characters setting in the **Setup** window (five [5] is the "default") and provide a **Prediction** of the word you are typing **after** the number of characters you type is equal to the setting in the **Setup** window (five [5] is the "default"). In short (using the "default" of five [5] characters), if you type **less** than five characters, **Word Translator** will **Spell-Check** the word. If you type exactly **five characters**, **Word Translator** will provide a **Prediction** of the word or phrase you are typing by displaying a list of entries from the selected dictionary module.

For example, if you had the **Prediction & Spell-Checking** mode enabled, were using an English-?????? dictionary module and typed the word English word "cat" in your Windows word processor, **Word Translator** would **only Spell-Check** the word. If you typed the first five characters of the English phrase "national character" (n-a-t-i-o), a **Word Translator** window would appear and display an alphabetic listing of words and phrases contained in the dictionary module.

This list will include "base words" and phrases entered in the dictionary module in their alphabetical order and may include words and phrases beginning with the first five characters you typed (e.g. n-a-t-i-o). You may scroll through the list and, if the word or phrase you want is listed, you may select it by first clicking directly on it and, then, the **Choose** button. **Word Translator** will automatically change the five characters you typed in your word processor (e.g. n-a-t-i-o) with the word or phrase you select from the list (e.g. "national character").

You may also opt to **Remove** the characters you typed in your word processor, select other **Word Translator** options or **Exit** the window.

For additional information about **Prediction & Spell-Checking**, see **Operation Modes** and/or **Spell-Checking As-You-Type**.



Document Translation Modes

Word Translator for Windows provides two different Document Translation modes:

"Standard" (Interactive) Document Translation

Quick (Non-Interactive) Document Translation

Word Translator provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using Word Translator you must always ensure you have selected and are using the appropriate **Current Dictionary**.

Either Document Translation mode translates either selected text or an entire document word-by-word and phrase-by-phrase from the "source" language to the "destination" language supported by the selected dictionary module (**Current Dictionary**). For example, if you wanted to translate from Croatian to English, the selected dictionary module (**Current Dictionary**) should be a **Croatian-English** dictionary module. Make sure you have selected the appropriate dictionary module in the **Current Dictionary** section of the **Setup** window before starting either Document Translation mode. Also, please remember that before selecting either mode, Word Translator must be loaded in your computers memory. See **Loading & Calling-Up Word Translator** for more information.

Because Word Translator uses the selected dictionary module as its **sole reference source**, the quality of both "standard" Document Translation and Quick Document Translation is directly dependent upon the number of entries contained in the selected dictionary module (**Current Dictionary**). The more "base word/phrase" entries the dictionary module contains, the better the results will be.

Both "standard" Document Translation and Quick Document Translation modes can be enabled and/or disabled either in the **Setup Window** or by clicking the appropriate icon (button) on the **Word Translator Speed Bar**.

Because "Standard" Document Translation mode is interactive, it permits you to more closely control the translation process by displaying each recognized word or phrase (because it is entered in the dictionary) that has multiple translations. It then allows you to select the specific translation you want from the **Translation List**. Word Translator will automatically translate all recognized words and phrases that have only a single translation listed in the dictionary.

This mode also allows you to add new "base words/phrases" and translations not in your dictionary as such words are identified in your document. You can also change, alter or delete many dictionary entries during the "Standard" Document Translation process.

While you are building your dictionary module to include most of the words, special terms, phrases and other language you normally use in most of your written communications, its best to use the interactive **"Standard" Document Translation** mode.

Quick Document Translation mode scans your document and translates words and phrases in your dictionary module using only the top or first translation listed for each "base word" or phrase it recognizes. Words or phrases contained in your document that are not recognized (because they are not entered in your dictionary module) are not translated but are skipped or carried-over "as is." Quick Document Translation mode is not interactive but, rather, automatic.

During Quick Document Translation, you cannot add new "base word/phrases" that are not in your dictionary nor add new translations, select specific translations or accomplish other similar Word Translator functions. While Quick Document Translation mode is often much faster than "standard"

[Document Translation](#) mode, you should only use it if your dictionary contains most of the words/phrases and translations you normally use. If your dictionary contains most of the words and phrases and translations you need, use **Quick Document Translation**.

"Standard" (Interactive) Document Translation Mode

[Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using [Word Translator](#) you must always ensure you have selected and are using the appropriate **Current Dictionary**.

First make sure that the correct dictionary module is selected as the [Current Dictionary](#) in the [Setup](#) window. For example, if you wanted to translate from English to German, an **English-German** dictionary module **MUST** be selected in the [Current Dictionary](#) box in the [Setup](#) window. Conversely, if you wanted to translate from German to English, a **German-English** module **MUST** be selected in the [Current Dictionary](#) box in the [Setup](#) window.

- 1 You can enable "Standard" [Document Translation](#) either in the [Setup Window](#) or by clicking on the **5th icon** (blue "papers") button on the **Speed Bar**. If you enable this mode using the [Speed Bar](#), do so **before** you highlight any text. In [Word Translator's Setup](#) window, **check only** the [Document Translation](#) check box in the [Operation Mode](#) section of the window and click the **OK** button to both enable "Standard" [Document Translation](#) mode and exit the [Setup](#) window.
 - 2 Open your word processor, application or Windows Write or Notepad and "load" the document you wish to translate. Windows Notepad cannot not be used with Russian, Polish, Croatian, Serbian or Japanese dictionary modules because Notepad will not allow you to select a specific font such as the necessary TrueType font.
 - 3 With your mouse, highlight the entire text or a section of text in the document you wish to translate. Do this by first placing your cursor in front of the first word in the text you wish to translate and (while pressing down on the left mouse button) sweep the cursor across and/or down the desired text. When the desired text is highlighted, release the mouse button. The selected text should remain highlighted.
 - 4 Call-up [Word Translator](#) by simultaneously pressing the **hot key** combination. (Control) **Ctrl + Shift** is the "default" combination. "Standard" [Document Translation](#) mode will start immediately and display a (maximized) full-screen window that includes a variety of [Word Translator](#) buttons as well as a [Source Text](#) box and, immediately below it, a [Destination Text](#) box. The [Source Text](#) box contains the original text from your document and the [Destination Text](#) box will contain the translations as [Word Translator](#) and/or you individually select them.
 - 5 As your document is scanned word-by-word and phrase-by-phrase, [Word Translator](#) will display the [Choose Translation](#) window and provide you with (and allow you to choose from) all the available translations for any "base word" or phrase that it recognizes (because it is in your dictionary) that has more than one listed translation. To select a specific translation from the list, highlight it by clicking directly on the word once with your mouse and, then, click the **Choose** button. The translation you selected will be displayed in the "[Destination Text Window](#)" and [Document Translation](#) will continue to the next word or phrase.
- [Word Translator](#) will automatically select the single translation for any "base word" or phrase it recognizes (because it is in your dictionary) that has **ONLY one** listed translation.
- 6 When [Word Translator](#) identifies a word or phrase that is not in your dictionary module, the [Choose Word/Phrase](#) window will display a list of "base words/phrases." A word in the list may be highlighted but it will not exactly "match" the word in the [uppermost box](#) -- the word from your document. You then have the following [Word Translator](#) (button) options:

Skip -----skip the word in your document/not translate it

Remove -- remove the word from your document

Add -----add the word as a new "base word/phrase" together with a translation or list of translations to

the dictionary module

Choose -- select a translation as the translation for the word in your document

Delete ---- delete a "base word", phrase or translation from the dictionary

Change -- change a misspelled or mistyped "base word/phrase"

Back ----- return to the previous **Word Translator** window

Exit ----- stop and exit **Document Translation**

7 When **Word Translator** has completed scanning the text you selected to translate, a **Paste Translated Text** window will appear and give you two options of what to do with the translated text in the **Destination Text** box. You may then:

(1) Click the **Paste button ...** If you want to automatically paste the translated text **OVER** the source text (replace the original document text with the translated text).

OR

(2) Click the **Exit button ...** If you want to paste the translated text wherever you choose. To do this:

(a) Press the **Exit** button

(b) Place the cursor in the position where you want the translated text to appear in your word processor (for example, beneath the original text as a new paragraph or in a completely new or different document)

(c) Click your cursor once beneath the original text or in a completely new or different document and simultaneously press the **Shift + Ins** (Insert) keys on your keyboard to paste the translated text at that point. On many systems you may also use the **Paste** command found in the menu options of the **Edit** menu.

CAUTION: If you use the **Shift + Ins** method to paste the translated text, you should do so **immediately** to avoid losing the translated text. If you do not paste the translated text immediately, the next use of Windows **Clipboard** by any **Word Translator** function or word processor or application copy function will overwrite the translated text and it will be lost.

(Automatic) Quick Document Translation Mode

Word Translator provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using **Word Translator** you must always ensure you have selected and are using the appropriate **Current Dictionary**.

First make sure that the correct dictionary module is selected as the **Current Dictionary** in the **Setup** window. For example, if you wanted to translate from English to Norwegian, an **English-Norwegian** dictionary module should be selected in the **Current Dictionary** box in the **Setup** window. Conversely, if you wanted to translate from Norwegian to English, a **Norwegian-English** module should be selected in the **Current Dictionary** box in the **Setup** window.

- 1 You can enable **Quick Document Translation** either in the **Setup Window** or by clicking on the **6th icon** (red "papers") button on the **Speed Bar**. If you enable this mode using the **Speed Bar**, do so **before** you highlight any text. In **Word Translator's Setup** window, **check both** the **Document Translation** and **Quick** check boxes in the **Operation Mode** section of the window and click the **OK** button to both enable **Quick Document Translation** mode and exit the **Setup** window.

You may select one of five "Cancel" **Speeds** for **Quick Document Translation** in the **Setup** window. The "Cancel" **Speed** determines how quickly **Word Translator** responds to a **Cancel** command while **Quick Document Translation** is in progress. The five possible speeds range from "very slow" to "very fast." If, for example, your computer is a 386 running at 20Mhz, you should select "very fast." On the other hand, if your computer is a 486 or Pentium running at 50Mhz or above, you should select "very slow." The "default" "Cancel" **Speed** is "very slow."

- 2 Open your Windows word processor, application or Windows Write or Notepad program and "load" the document you wish to translate. Windows Notepad cannot not be used with Russian, Polish, Croatian, Serbian or Japanese dictionary modules because Notepad will not allow you to specifically select the necessary TrueType font.
- 3 With your mouse, highlight the entire document or just the desired text within a document that you wish to translate. This is accomplished by first placing your cursor in front of the first word of the text you wish to translate and, then, (while pressing down on the left mouse button) sweeping the cursor across and/or down the text. When the desired text is highlighted, release the mouse button. The selected text should remain highlighted.
- 4 Call-up **Word Translator** by pressing the **hot key** combination. (Control) **Ctrl + Shift** is the "default" combination. **Quick Document Translation** mode will start immediately and display a **Quick Document Translation** window displaying both the message "Please wait, **Quick Document Translation** is in progress" as well as a "thermometer" gauge displaying the percentage of completion.
- 5 After the "thermometer" gauge displays **100%** completion (signifying that **Word Translator** has completed the **Quick Document Translation** process) a **Paste Translated Text** window will appear and give you two options of what to do with the translated text. You may then:

(1) Click the **Paste** button ... If you want to automatically paste the translated text **OVER** the source text (replace the original text with the translated text).

OR

(2) Click the **Exit** button ... If you want to paste the translated text wherever you choose. To do so:

(a) Press the **Exit** button

(b) Place the cursor in the position where you want the translated text to appear in your word processor

(for example, beneath the original text as a new paragraph or in a completely new or different document)

- (c) Click your cursor once beneath the original text or in a completely new or different document and simultaneously press the **Shift + Ins** (Insert) keys on you keyboard to paste the translated text at that point.. On many systems you may also use the **Paste** command found in the menu options of the **Edit** menu.

CAUTION: If you use the **Shift + Ins** method to paste the translated text, you should do so **immediately** to avoid losing the translated text. If you do not paste the translated text immediately, the next use of Windows **Clipboard** by any **Word Translator** function or word processor or application copy function will overwrite the translated text and it will be lost.



Word Translator's Setup Window

Word Translator's Setup window can be opened or called-up in four ways:

- 1 by clicking on the **7th icon (set-up)** on the **Speed Bar**
- 2 by clicking on the **Setup** button in any **Word Translator** window
- 3 by clicking once on the **Word Translator** icon that appears beneath the **Program Manager** window (after **Word Translator** is loaded into memory) and, then, clicking once on the **Setup...** option from the menu that appears
- 4 by pressing the **Setup** window **hot key** combination simultaneously. **Alt + F7** is the "default" hot key combination for the **Setup** window. **Caution: WordPerfect for Windows** users should **not use** the **hot key** method to open the **Setup** window. The following settings may be changed in the **Setup** window:

Operation Modes

Interact With

Bilingual Dictionary

Hot Keys

Fonts

Click on any section, heading or title in the **Setup** window below for an explanation of its function.

Operation Modes

You may change and/or enable or disable the following [Operation Mode](#) settings in the [Setup](#) window:

Word Translation Operation Mode

Spell-Checking Operation Modes

Prediction & Spell-Checking Operation Mode

Document Translation Operation Modes

Cancel Speed

Word Translation Operation Mode

When the "default" [Word Translation](#) mode is enabled -- either in the [Setup](#) window or by clicking the **1st icon** ([wt](#)) on the [Speed Bar](#) -- [Word Translator](#) will translate any individual word or phrase highlighted in your word processor or other Windows application after you call-up [Word Translator](#) by simultaneously pressing the hot key combination. (Control) **Ctrl + Shift** is the "default" hot key combination.

Using [Word Translation](#) operation mode, you may also type words or phrases directly inside [Word Translator](#). No matter the mode you may have previously selected, whenever you open the [Setup](#) window, [Word Translator](#) will revert to [Word Translation](#) mode, the "default" [Operation Mode](#). This is also the mode you will most likely most often. You should always select this mode after you have finished using [Spell-Checking](#) or either of the [Document Translation](#) modes.

Make sure that the correct dictionary module is selected as the [Current Dictionary](#) in the [Setup](#) window. For example, if you wanted to translate from English to Croatian, an **English-Croatian** dictionary module should be selected in the [Current Dictionary](#) box in the [Setup](#) window. Conversely, if you wanted to translate from Croatian to English, a **Croatian-English** module should be selected in the [Current Dictionary](#) box in the [Setup](#) window.

Spell-Checking Operation Modes

[Word Translator for Windows](#) provides two different spell-checking modes: **Spell-Checking As-You-Type** and **Spell-Check Highlighted Text**. With either mode enabled, [Word Translator](#) will accomplish a spell-check of the "source" language of the selected dictionary module ([Current Dictionary](#)). The [Spell-Checking As-You-Type](#) mode can be enabled either in the [Setup](#) window or by clicking the **2nd icon** on the [Speed Bar](#). The [Spell-Check Highlighted Text](#) mode can **only** be enabled by clicking the **3rd icon** on the [Speed Bar](#).

In any dictionary module, the first named language is the "source" language and the second named language is the "destination" language. So, for example, a **Danish-English** dictionary module contains Danish "base words" and phrases with corresponding English translations. Conversely, an **English-Danish** dictionary module contains English "base words" and phrases with corresponding Danish translations.

Before using either spell-checking mode, make sure that the correct dictionary module has been selected as the [Current Language](#) in the [Setup](#) window. For example, if you wanted to spell-check in English, an **English-Danish** dictionary module should be selected in the [Current Dictionary](#) box in the [Setup](#) window. Conversely, if you wanted to spell-check in Danish, a **Danish-English** module should be selected in the [Current Dictionary](#) box in the [Setup](#) window. For additional information, click **Spell-Checking Operation Modes**.

Prediction & Spell-Checking Operation Mode

Prediction & Spell-Checking Operation Mode With this mode enabled, [Word Translator](#) will spell-check and/or predict the word(s) and/or phrases you are typing as you type in your word processor or application. [Prediction](#) can be very useful when typing long or unfamiliar foreign words or phrases that are already entered in your dictionary. [Prediction & Spell-Checking](#) is enabled in either the [Setup](#) window by **checking** the [Prediction](#) check box in the [Operation Mode](#) section or by clicking the **4th icon** (curved arrow over a vertical box) on the [Speed Bar](#).

At any point, you may disable [Prediction & Spell-Checking](#) by selecting another operation mode from the [Speed Bar](#) or by **un-checking** the [Prediction](#) check box in the [Setup Window](#).

The "default" number of characters setting for [Prediction](#) in the [Setup](#) window is five (5) characters. We recommend you use this setting until you have gained experience using the [Prediction & Spell-Checking](#) mode. You may increase or decrease this number by changing it in the [Setup](#) window. To change this setting, either click your cursor inside the box containing the number, backspace over it and type a new number (setting) or highlight the number and, then, type a new number (setting).

As you type in your Windows word processor or other Windows application with the [Prediction & Spell-Checking](#) mode enabled, [Word Translator](#) will [Spell-Check](#) words you type that contain **fewer** characters than the number of characters setting in the [Setup](#) window (five [5] is the "default") and provide a [Prediction](#) of the word you are typing **after** the number of characters you type is equal to the setting in the [Setup](#) window (five [5] is the "default"). In short (using the "default" of five [5] characters), if you type **less** than five characters, [Word Translator](#) will [Spell-Check](#) the word. If you type **five characters**, [Word Translator](#) will provide a [Prediction](#) of the word or phrase you are typing by displaying a list of entries from the selected dictionary module.

For example, if you had the [Prediction & Spell-Checking](#) mode enabled, were using an English-????? dictionary module and typed the word English word "cat" in your Windows word processor, [Word Translator](#) would **only** [Spell-Check](#) the word. If you typed the first five characters of the English phrase "national character" (n-a-t-i-o), a [Word Translator](#) window would appear and display an alphabetic listing of words and phrases contained in the dictionary module.

This list will include "base words" and phrases entered in the dictionary module in their alphabetical order and may include words and phrases beginning with the first five characters you typed (e.g. n-a-t-i-o). You may scroll through the list and, if the word or phrase you want is listed, you may select it by first clicking directly on it and, then, the **Choose** button. [Word Translator](#) will automatically change the five characters you typed in your word processor (e.g. n-a-t-i-o) with the word or phrase you select from the list (e.g. "national character").

You may also choose to **Remove** the characters you typed in your word processor, select other [Word Translator](#) options or **Exit** the window.

For additional related information, click [Operation Modes](#) and/or [Spell-Checking As-You-Type](#).

Document Translation Operation Modes

Document Translation Operation Modes Either of the two [Document Translation](#) modes allow you to translate either selected (highlighted) text word-by-word and phrase-by-phrase. You may select either (interactive) **"Standard" Document Translation** or (automatic) **Quick Document Translation**. With either mode, it is best to limit the amount of text selected to a few paragraphs or, at maximum, a page or two of text at any one time. Selecting too many pages of text at one time may cause the program to "lock-up" and require you to reboot.

Either [Document Translation](#) mode can be enabled by clicking its icon on the **Speed Bar** or by selecting it in the **Setup Window**.

You may enable or change between [Document Translation](#) modes or any [Operation Mode](#) in the [Setup](#) window or by clicking the appropriate icon (blue "papers" for "standard" interactive [Document Translation](#) or red "papers" for automatic [Quick Document Translation](#)) on the **Speed Bar**.

Make sure that the correct dictionary module is selected as the [Current Dictionary](#) in the [Setup](#) window. For example, if you wanted to translate from English to Polish, an **English-Polish** dictionary module should be selected in the [Current Dictionary](#) box in the [Setup](#) window. Conversely, if you wanted to translate from Polish to English, a **Polish-English** module should be selected in the [Current Dictionary](#) box in the [Setup](#) window.

"Cancel" Speed (Quick Document Translation)

You may select one of five "Cancel" Speeds for Quick Document Translation in the Setup window. The "Cancel" Speed determines how quickly Word Translator responds to a **Cancel** command while Quick Document Translation is in progress. The five possible speeds range from "very slow" to "very fast." If, for example, your computer is a 386 running at 20Mhz, you should select "very fast." On the other hand, if your computer is a 486 or Pentium running at 50Mhz or above, you should select "very slow." The "default" "Cancel" Speed is "very slow." Essentially, you should always select a "Cancel" Speed that is the opposite of the relative speed of your computer.

Interact With

If you use [Word Translator](#) with **any** of the following specific Windows word processing programs, you should **select** it in the [Interact With](#) section of the [Setup](#) window **BEFORE** you open your word processor and use it with [Word Translator](#). If you use a word processor or application not listed, select [Other](#) in the [Interact With](#) section of the [Setup](#) window.

[Word for Windows](#) is the "default" [Interact With](#) setting, consequently, whenever you open the [Setup](#) window, the [Interact With](#) setting will revert to the [Word for Windows](#).

WordPerfect for Windows 6.1x may insert an "extra" space before a word or phrase when pasting translations to a document. If this occurs, select [Other](#) in the [Interact With](#) section of the [Setup](#) window **instead** of [WordPerfect for Windows](#).

[Word Translator's Interact With](#) section of the [Setup](#) window can be set for use with any of the following specific word processing programs:

Word for Windows

AmiPro

WordPerfect for Windows

Works for Windows

Windows Write

Bilingual Dictionary

[Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. When using [Word Translator](#) you must always ensure you have selected and are using the appropriate **Current Dictionary**.

Click on one of the following for specific information about its function and/or operation in the [Bilingual Dictionary](#) section of the [Setup](#) window:

Current Dictionary Box

Number of Entries Box

Add Dictionary Button

Dictionary Module/Language Naming Convention

Current Dictionary Box

All [Word Translator](#)-supplied dictionary/language modules will operate with the [Word Translator for Windows](#) program but you can only select and use one dictionary module at any one time.

The [Current Dictionary](#) box displays the currently selected dictionary module (e.g. English-Spanish I, Spanish-English I, English-Russian III, Russian-English III, English-Brazilian Portuguese I, Brazilian Portuguese-English I, English-Danish II, Danish-English II, Serbian Cyrillic-English, English-Serbian Cyrillic, et cetera) that you will use for a particular [Word Translator](#) session.

If, for example, you wanted to translate English to Spanish, you should select an **English-Spanish** dictionary module. With any dictionary module, the first named language is the "source" language and the second named language is the "destination" language. The number associated with a dictionary name denotes the version of that specific dictionary. Together, the "paired" dictionary modules make up the "combined" bilingual dictionary.

To change from one dictionary module to another, click once on the [Down Arrow](#) ("scroll arrow") button to the immediate right of the [Current Dictionary](#) box. This will display all dictionary modules installed on your system and available to [Word Translator](#). Select the dictionary module you want to use by clicking once directly on the name of the dictionary. Doing this will highlight the dictionary module you selected and, then, close the box. Click the [Setup](#) window's [OK](#) button to both enable the newly selected dictionary module and close the [Setup](#) window.

You may also change from one dictionary module to another in the main [Word Translator](#) window in the same manner as described above.

Number of Entries Box

There are two separate [Number of Entries](#) boxes--[Total Number of Entries](#) and [# of Entries](#). When you first open the [Setup](#) window, the [Total Number of Entries](#) box will display the **TOTAL** number of "base words" and phrases entered in the selected dictionary module ([Current Dictionary](#)) and the [# of Entries](#) box will display the number of entries in the selected [Current Dictionary](#) (single dictionary module) and will include the number of entries you've added to the specific dictionary module.

When you change from one dictionary module to another, the [Total Number of Entries](#) box will change and display the **TOTAL** number of "base words" and phrases entered in **BOTH** of the "paired" or "coupled" dictionary modules and the [# of Entries](#) box will then **ONLY** display the total number of "base word" and phrase entries contained in the chosen or currently selected dictionary module ([Current Dictionary](#)). Either box **includes** the new "base words" and phrases you yourself entered in your **User Dictionary** (files) so you'll be able to monitor the number of "base words" and phrases as you build your dictionary.

One entry equals one "base word" or phrase that can have one or more translations associated with it. Neither the [Total Number of Entries](#) or the [# of Entries](#) number reflects the total number of words but, rather, **only** the number of "base word" and "base phrase" entries. Because phrases contain several words and each "base word" or phrase will have at least one translation (if not more), the **total number of words** contained in any individual dictionary module (or in the "combined" "paired" dictionary modules) is at least two to three times the number displayed in either box, if not considerably more.

As you change from one dictionary module to another, the [# of Entries](#) contained in the selected dictionary module ([Current Dictionary](#)) will be displayed immediately after you make the change. The small boxes immediately preceding [Total Number of Entries](#) and [# of Entries](#) are **not** check boxes and provide no user function.

Add Dictionary Button

Clicking the **Add Dictionary** button displays an **Add New Dictionary** window containing the message: "Please enter the name of the new user dictionary" as well as a small box titled **New Dictionary Name** where you can enter the specific name of a new dictionary module you want to add to **Word Translator**. The **OK** button in this window will add the new dictionary module to **Word Translator** and allow you to initiate it (call it up). The **Cancel** button will cancel any entry you typed in the **New Dictionary Name** box.

The **Add Dictionary** button is only of use to those who want to create an original dictionary not available anywhere else. If you want to create an original dictionary, please contact an authorized distributor for further assistance.

Word Translator Language Naming Convention

Various **Word Translator for Windows** dictionary files use and recognize a specific three letter Naming Convention for individual languages. Combining one such three letter language name with another three letter name first identifies the "source" language and, second, the "destination" language of a specific dictionary module.

For example, combining ENG (English) with RUS (Russian), makes the designation ENGRUS -- an English-Russian dictionary module -- where English is the "source" language (containing English "base words" and phrases) and Russian is the "destination" language (containing Russian translations for the English "base words" and phrases). Conversely, a RUSENG dictionary module is just the reverse. Russian is the "source" language (containing Russian "base words" and phrases) and English is the "destination" language (containing English translations for the Russian "base words" and phrases).

Most **Supplied Dictionary** modules also contain a number that immediately follows the combined "source" and "destination" language designations, for example, ENGRUS1, ENGRUS2 or ENGRUS3. When included as part of any Supplied Dictionary module, the number denotes the size designation of the specific dictionary module version.

Word Translator Dictionary Naming Convention

The three letter naming convention [Word Translator for Windows](#) recognizes for various languages are:

eng = English
ger = German
fre = French
ita = Italian
dan = Danish
nor = Norwegian
swe = Swedish
fin = Finnish
spa = Latin American Spanish
por = Portuguese
tha = Thai
slo = Slovenian
cro = Croatian
bos = Bosnian
ser = Serbian
mac = Macedonian
alb = Albanian
grk = Greek
tur = Turkish
arm = Armenian
geo = Georgian
kaz = Kazahstanian
bel = Belorussian
ukr = Ukranian
mon = Mongolian
cha = Chinese
kor = Korean
jpn = Japanese
tag = Tagolog
pol = Polish
che = Czech
slv = Slovak
hun = Hungarian
bul = Bulgarian
rum = Rumanian
rus = Russian
lit = Lithuanian
lat = Latvian
est = Estonian
per = Persian
heb = Hebrew
ara = Arabic
esp = Esperanto
lat = Latin
amh = Amharic
urd = Urdu
hin = Hindi
tel = Telugu
san = Sanskrit
tib = Tibetan

vie = Vietnamese
azb = Azerbaijani
pob = Brazilian Portuguese
poe = European Portuguese
sec = Serbian Cyrillic
sel = Serbian Latin
spe = European Spanish
spl = American Spanish
spd = Spelling Dictionary
jph = Japanese Hiragana
jpk = Japanese Katakana

Additionally, numerous extensions for specialized dictionary modules (that will be available for some languages in the future) may also be used for identification. The **two letter** extensions used to identify these specialized dictionary module files follow the name of the specific language "direction." For example, the files of the Aeronautic & Space dictionary module for Russian-English would be identified as RUSENG**AS**.*

Specific specialized dictionary module files will contain the following **two letter extension** (in addition to the six letter language naming convention described above):

og = Oil & Gas
as = Aeronautics & Space
md = Medical
th = Technical
cp = Computer
lj = Law & Justice
ch = Chemical
mm = Minerals & Mining
bb = Business & Banking
tt = Trade & Transportation
me = Media
ac = Arts & Crafts
fi = Fisheries
sl = Slang
gr = Government & Regulation
sp = Special
fc = Food & Cooking
oc = Oceanographic

[Word Translator](#) will also recognize and allow the use of the following bi-directional, bilingual dictionary modules that were used with versions 1.0, 1.5 and 2.0 of [Word Translator for Windows](#):

poreng = English-Portuguese-English
poreng1 = English-Portuguese-English I

daneng = English-Danish-English
daneng1 = English-Danish-English I
daneng2 = English-Danish-English II

engspa = English-Spanish-English
engspa1 = English-Spanish-English I

gereng = English-German-English
gereng1 = English-German-English I
gereng2 = English-German-English II

gereng3 = English-German-English III

English-Russian-English (I, II III), English-Croatian-English, and English-Serbian-English bilingual, bi-directional dictionaries used with versions 1.0, 1.5 and 2.0 of [Word Translator for Windows](#) will **not** operate with this version because they use a different [Code Page](#). Please contact an authorized distributor about having such a dictionary converted for use with this version of [Word Translator for Windows](#).

Hot Keys

The Windows keyboard is becoming increasingly "crowded" as many software developers provide keyboard commands that duplicate both traditional DOS commands as well as the same functions produced by mouse actions. Many reported "problems" using [Word Translator](#) have been found to be strictly hot key conflicts between [Word Translator](#) and a specific Windows word processor or application or hardware system.

If you simultaneously press the (Control) **Ctrl + Shift** keys (to call-up [Word Translator](#)) or the **Alt + F-7** hot key (to call-up the [Setup](#) window), or individually press the **Ctrl** (Control) or **Right Alt** keyboard hot key (to toggle between typing English and accented characters or between typing English and Russian, Polish, Croatian, Czech or Serbian) and **something else** or nothing at all happens, you may have a hot key conflict between [Word Translator](#) and your word processor, application or hardware system

Please click either [Hot Key Information](#) or [Keyboard Hot Key Information](#) if you believe you are experiencing a hot key conflict.

Hot Key Information

[Word Translator for Windows](#) uses two, two-key hot key combinations and one single Keyboard Hot Key. One two-key, **hot key** combination calls-up [Word Translator](#) while the other two-key, hot key combination calls-up the [Setup](#) window. The one-key, [Keyboard Hot Key](#) is used to toggle back and forth between typing English and accented characters **OR** between typing English and either Russian, Polish, Croatian, Serbian or Japanese.

You can change or redefine either of the two-key, hot key combinations in the [Setup](#) window. However, unless these "default" two-key, hot key combinations are already used by your word processor or other Windows application to perform other functions, you should leave them unchanged. You can also change the one-key, [Keyboard Hot Key](#) used to toggle back and forth between typing English and accented characters **OR** between typing English and either Russian, Polish, Croatian, Serbian Latin or Cyrillic or Japanese.

The "default" [Word Translator](#) hot keys are: **Ctrl + Shift** to call-up [Word Translator](#), **Alt + F-7** to call-up the [Setup](#) window and the **Control** (Ctrl) [Keyboard Hot Key](#) used to toggle back and forth between typing different characters.

A one-key, hot key or two-key, hot key combination already used by your word processor or other Windows word processor or application or hardware system to perform another function **will always take precedence over the same** one key, [Keyboard Hot Key](#) or the two-key, hot key combinations (designated to call-up [Word Translator](#) or the [Setup](#) window).

If, for example, you attempt to call-up [Word Translator](#) by simultaneously pressing the **Ctrl + Shift** ("default") hot key combination and your word processor or other application performs a different function or nothing at all (instead of calling-up [Word Translator](#)), you must first attempt to determine if the hot key function is "built into the program" or is "user-defined."

If the hot key is "built into the program," you **must change** the hot key combination from the **Ctrl + Shift** "default" to another combination not already used by the program to perform another function. If the two-key, hot key combination that is causing a conflict is one that is "user defined" -- one that **you yourself defined** for your word processor or application -- it is better to change the hot key combination used by the application rather than change the combination used by [Word Translator](#).

If you need to change one of the two-key, hot key combinations because, for example, a "default" combination is already used by your word processor or one of your other Windows applications, you easily may do so in the [Setup](#) window by changing (redefining) either the first or second key or both. If you use a word processing program or application that uses numerous key commands, you will have to experiment to discover a suitable combination that will work with your system. You may also change the [Keyboard Hot Key](#) to either **Right Alt**, **Control** or **None** depending upon which setting operates best with your system, setup and software.

Keyboard Hot Key Information

All Russian, Polish, Croatian, Czech, Serbian and Japanese dictionary modules absolutely **require** the **Keyboard Hot Key** to enable them to alternately access either the Cyrillic, East European or Japanese keyboard layouts containing the needed characters from the TrueType fonts. **All other** language dictionaries do **not** necessarily require the **Keyboard Hot Key** because all required accented characters can be produced using other methods--such as using the **US-International Keyboard** driver. If you do **not** need or use the **Keyboard Hot Key** for the language you are working with, it is best to completely disable it by selecting **None** in the **Change Keyboard Hot Key** section of the **Setup** window.

The **Ctrl** (Control) **hot key** is the "default" **Keyboard Hot Key** for all installations. With many systems, setups and programs, even though the **Ctrl** (Control) key is the selected **Keyboard Hot Key** in the **Setup** window, the **Right Alt** key will **also** provide the **same function**. However, the **Right Alt** key **will not operate with all** systems, setups and programs in this manner. Additionally, some users will be able to individually select the **Right Alt** key as the **Keyboard Hot Key** in the **Setup** window and use it successfully while **some will not**. This is because some systems, setups and programs do **NOT allow** use of the **Right Alt** key.

Before you attempt to select the **Right Alt** key as the **Keyboard Hot Key** selection in the **Setup** window you should experiment to determine if you have a functional **Right Alt** key **or** if the key is already used by another program you will use with **Word Translator** to perform another function.

Some computer manufacturers have completely omitted the **Right Alt** key from their keyboards. Other manufacturers have errantly allowed the **Right Alt** key to perform the **SAME** function as the **Left Alt** key. Additionally, some word processing programs (such as AmiPro) already use the **Right Alt** key to perform other functions. To determine if your computer system has a **FUNCTIONAL Right Alt** key **or** if your word processor already uses this key to perform another function, try this quick experiment:

- 1 With the word processor you intend to use with **Word Translator** open, first toggle (press "on and off") the **LEFT Alt** key. You will probably see either the small minus sign in the upper left hand corner of your window change from light gray to **dark** gray (and back and forth) as you toggle the **LEFT Alt** key **or** you may witness some other area of the window change or highlight **or** some other action occur as the **LEFT Alt** key is toggled.
- 2 Next, do the **SAME** thing with the **RIGHT Alt** key. If toggling the **RIGHT Alt** key performs the **SAME** action you witnessed when you toggled the **LEFT Alt** key, your **RIGHT Alt** key is either **NOT FUNCTIONAL** (and cannot independently be used with **Word Translator** or any other program requiring the **RIGHT Alt** key) **or**--if your word processing program performs a function--the key is already used by the program to do something else and cannot be used as the **Keyboard Hot Key** with **Word Translator**.

If you do **NOT** witness the **SAME** action as that produced by the **LEFT Alt** key or witness **NO** action whatsoever, chances are your **RIGHT Alt** key **IS FUNCTIONAL** and/or is **not** used by your word processor to perform another function and can be used with **Word Translator** or any other program as it was **INTENDED** to operate.

WordPerfect Users Note: **WordPerfect for Windows** users should **not use** the two-key **Alt + F-7 hot key** combination to open the **Setup** window. Additionally, because **WordPerfect for Windows** has been designed to use almost all the numerous key/hot key commands ever used by anyone, anywhere, those using this program may have to experiment to locate a suitable two-key hot key combination **not already used** by **WordPerfect for Windows** to perform another function. Please review the information for **WordPerfect for Windows**.

Word for Windows Users Note: If you have **WordPerfect** "emulation" enabled, you may experience hot key conflicts . You must disable **WordPerfect** "emulation" when using Word for Windows with **Word**

[Translator](#). Please review the information for **WordPerfect for Windows**.

AmiPro Users Note: **AmiPro** users should never attempt to change to or use the [Right Alt Keyboard Hot Key](#) to toggle between typing English and accented characters or (for Russian, Polish, Croatian or Serbian) between the standard [US Keyboard Layout](#) and the [Keyboard Layout](#) displayed in the [Keyboard Layout Editor](#) window. **AmiPro** users must always use only the Control (**Ctrl**) key after **AmiPro** has been selected in the [Interact With](#) section of the [Setup](#) window **and Ctrl** (Control) as the [Keyboard Hot Key](#) in the [Setup](#) window. Please review the information for **AmiPro**.

Fonts

You may change and/or enable or disable the following [Font](#) settings in the [Setup](#) window (or in the main [Word Translator](#) window):

Selected Font Box

Choose Font Button

Convert Between ANSI and OEM Character Layouts Check Box

Type Accents Check Box (main [Word Translator](#) window)

Type in Russian Check Box (main [Word Translator](#) window)

Polish, Croatian, Czech or Serbian Characters Check Box (main [Word Translator](#) window)

Show Keyboard Layout Window Check Box

Keyboard Layout/Code Page Change Button

Selected Font

The **Selected Font** box in the **Setup** window displays the font **Word Translator** uses **internally** to display words, phrases and translations. When you select a dictionary module, the best available font for the **Current Dictionary** is automatically selected for you. This font has no effect upon the font you yourself select in your word processor or application. It is **ONLY** used for **Word Translator's** internal displays. For example, when you **Choose** a translation to paste to your document, the translation is **not** pasted in the font used to display it inside Word Translator but, rather, in the font you yourself selected and are using for the document inside your word processor or application. **You should never need to change this font selection.**

Russian, Polish, Croatian, Serbian and Japanese dictionary users **must** always ensure that the appropriate **Word Translator**-supplied TrueType font is selected in **both** the **Selected Font** box as well as inside their word processor or application.

Choose Font Button

If, for some reason, you need to change the [Selected Font](#), click the **Choose Font** button. This will display all available fonts installed and available on your system and allow you to select one from the listing. If you select another font, make sure it contains all the accented characters you require for the language you are working with and that you have selected a 12 point size. The name of the new font you select will appear in the [Selected Font](#) box after it has been selected.

You can quickly and easily view all the characters contained in any font by using the Windows [Character Map](#) utility. Consult your Windows User's Guide for detailed information about using Windows [Character Map](#).

For all practical purposes, you should never need to change the [Selected Font](#) because [Word Translator automatically](#) does this for you when you install or choose a new dictionary module.

Convert Between ANSI and OEM Character Layouts Check Box

This check box is automatically set for you when you choose a new bilingual dictionary. For all practical purposes, you should never need to change the status of this check box unless you need to use an OEM-supplied font (an original equipment manufacturer-supplied font) that is, for example, supplied with a printer by the manufacturer.

Type Accents Check Box (main Word Translator window)

The **Type Accents** check box will be displayed when a German, French, Spanish, Danish, Brazilian Portuguese, European Portuguese or Norwegian dictionary module is installed and selected as the [Current Dictionary](#). All other language versions will display the name of the language.

If you want to type accented characters using [Word Translator's](#) accented character function (either in your word processor or Windows application) or inside [Word Translator](#), you **must first either check** the **Type Accents** check box **or** press the "default" **Ctrl** (Control) **Keyboard Hot Key once** to allow you to type accented characters. For more information about hot keys, click [Hot Keys](#).

If you want to type on the standard US keyboard either in your word processor (or Windows application) or inside [Word Translator](#), you **must first either un-check** the **Type Accents** check box **or** press the "default" **Ctrl** keyboard **hot key once** to allow you to use the standard US keyboard. For further related information click [Control \(Ctrl\) Keyboard Hot Key](#) or [Typing Accented Characters](#).

As you press the default **Ctrl** (Control) **Keyboard Hot Key**--to toggle between the standard keyboard you normally use and the Cyrillic or East European keyboard defined by the [Keyboard Layout Editor](#) window, the "**drag strip**" at the far left of the [Speed Bar](#) will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the [Speed Bar](#).

Type in Russian Check Box (main Word Translator window)

This check box will be displayed when a Russian dictionary module is installed and selected as the [Current Dictionary](#). If you want to type in Russian (Cyrillic) in either your word processor (or Windows application) or inside [Word Translator](#), you **must first either check** this check box **or** press the "default" **Ctrl** (Control) [Keyboard Hot Key](#) **once** (**Ctrl only** for AmiPro) to allow you to type Russian (Cyrillic) characters. For more information about hot key, click [Hot Keys](#).

If you want to type in English either in your word processor (or Windows application) or inside [Word Translator](#), you **must first either un-check** this check box **or** press the "default" **Ctrl Keyboard Hot Key once** to allow you to type English characters. For further information, click [Typing Cyrillic Characters](#) and/or [Typing English--Russian Modules](#).

As you press the default **Ctrl** (Control) [Keyboard Hot Key](#)--to toggle between the standard keyboard you normally use and the Cyrillic or East European keyboard defined by the [Keyboard Layout Editor](#) window, the "drag strip" at the far left of the [Speed Bar](#) will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the [Speed Bar](#).

Polish, Croatian, Czech or Serbian Characters Check Box (main Word Translator window)

A [Polish, Croatian, Czech](#) or [Serbian Characters](#) check box will be displayed (naming the specific language) when a Polish, Croatian, Czech, Serbian Latin or Serbian Cyrillic dictionary module is installed and selected as the [Current Dictionary](#). If you want to type Polish, Croatian, Czech, Serbian Latin or Serbian Cyrillic either in your word processor (or Windows application) or inside [Word Translator](#), you **must first either check** this check box **or** press the "default" [Ctrl](#) (Control) [Keyboard Hot Key once](#) ([Ctrl only](#) for AmiPro) to allow you to type Polish, Croatian, Czech, Serbian Latin or Serbian Cyrillic characters. For more information about [hot keys](#), click [Hot Keys](#).

If you want to type in [English](#) (using the standard US keyboard) either in your word processor (or Windows application) or inside [Word Translator](#), you **must first either un-check** this check box **or** press the "default" [Ctrl Keyboard Hot Key once](#) to allow you to type English characters. For further related information, click:

[Typing Polish, Croatian, Czech or Serbian Latin](#)

[Typing English--Polish, Croatian, Czech & Serbian Latin Modules](#)

or

[Typing Cyrillic Characters](#)

[Typing English--Serbian Cyrillic Modules](#)

Show Keyboard Layout Window Check Box

This check box is only functional when a Russian, Polish, Croatian, Czech, Serbian Cyrillic, Serbian Latin or Japanese dictionary module installed and selected as the [Current Dictionary](#) in either the [Setup](#) window or the main [Word Translator](#) window. **Checking** this check box will display a [Keyboard Layout](#) icon beneath the Program Manager window (next to the [Word Translator](#) icon) **and/or over your Windows word processor**. If you do not want to display the [Keyboard Layout](#) icon, leave this check box **unchecked**.

When displayed, the **Keyboard Layout Icon** can be moved to another position (just as with any other icon) by placing your mouse directly on the icon and pressing and holding down on the left mouse button while you move the icon to the desired location on your screen. Releasing the left mouse button positions the [Keyboard Layout](#) icon at the point where you release the left mouse button.

You may view the [Keyboard Layout](#) window and, thereby, the [Keyboard Layout](#) defined by the [Keyboard Layout Editor](#) window at any time, by double-clicking directly on the [Keyboard Layout](#) icon. This will display a small [Keyboard Layout](#) window. Initially, you will only see the lowercase [Keyboard Layout](#) but you may toggle between the uppercase and lowercase [Keyboard Layout](#) by clicking your mouse directly on the **Shift** or **Caps Lock** keys in the [Keyboard Layout](#) window. You may [Minimize](#) the [Keyboard Layout](#) window at any time (again making it an icon), by clicking your left mouse button directly on the "down arrow" in the far, upper right-hand corner of the [Keyboard Layout](#) window.

CAUTION: Don't confuse the [Keyboard Layout](#) window with the [Keyboard Layout Editor](#) window accessed by clicking the [Keyboard Layout/Code Page Change](#) button in the [Setup](#) window. While both windows will display either the Russian, Polish, Croatian, Czech, Serbian Latin, Serbian Cyrillic or Japanese keyboard layout (depending upon the language(s) installed and selected), you can only use the [Keyboard Layout Editor](#) window to "re-map" or redefine keys on the keyboard.

For further information about the [Keyboard Layout](#) icon and window, click **The Keyboard Layout Icon & Window**

Keyboard Layout/Code Page Change Button

This button is relevant and operational **only** for those who have a Russian, Polish, Croatian, Czech, Serbian Latin, Serbian Cyrillic or Japanese dictionary module installed and selected as the [Current Dictionary](#) in the [Setup](#) window. Clicking this button opens the [Keyboard Layout Editor](#) window and allows you to change the upper and lower case keyboard layouts (by allowing you to attribute different characters to different keys on your keyboard). Additionally, Russian module users can access the [Edit Code Page](#) inside the [Keyboard Layout Editor](#) window and change the [Code Page](#) used to produce Russian characters. For further information, click:

[Change the Keyboard Layout--Russian or Serbian Cyrillic](#)

[Change the Keyboard Layout--Polish, Croatian, Czech or Serbian Latin](#)

[Change the Current Code Page--Russian Only](#)



Typing Accented Characters

The ability to type upper and lower case accented characters (such as À, à, Á, á, Ä, ä, Ã, ã, Â, â, Å, å, Ê, ê, É, é, Ë, è, Ò, ò, Ô, ô, Ù, ú, Û, û, Ñ, ñ, Ç, ç, Ð, ð, Ø, ø, Æ, æ, μ, Π, β, ι, ζ, et cetera) is critical for foreign languages. With [Word Translator for Windows](#) and Windows 3.1 or above, you do **not** need to purchase or use any other font program or utility to produce most of the accented characters you need to type any accented character for most languages supported by [Word Translator for Windows](#).

Except for Russian, Polish, Croatian, Serbian, Czech and Japanese dictionary modules (which are provided with special [Word Translator](#)-supplied TrueType fonts) you can use any one or all three of the different methods to type accented characters both inside [Word Translator for Windows](#) and in your Windows word processor. To type accented characters, you can use any combination or all of the following:

Control (Ctrl) Keyboard Hot Key

US-International Keyboard Driver

ASCII Code

- 1 Use [Word Translator's](#) accented character function by pressing the "default" **Control (Ctrl) Keyboard Hot Key** to toggle or switch back and forth between typing accented characters and typing English on a standard US keyboard. You may also **check** the **Type Accents** check box in the main [Word Translator](#) window. The small gray **"drag strip"** at the far left of the **Speed Bar** will turn **red** whenever the alternate (accented characters keyboard) is enabled and back to **gray** when the standard US keyboard is active.
- 2 Install and use the Windows 3.1-supplied **US-International Keyboard Driver** or other Windows 3.1-supplied international keyboard driver. The [US-International](#) keyboard will not produce the characters required for Russian, Polish, Croatian, Czech or Serbian. Those using these language modules should **only** use [Word Translator's Keyboard Hot Key](#) to toggle between the standard [US Keyboard Layout](#) and the [Keyboard Layout](#) displayed in the [Keyboard Layout Editor](#) window.
- 3 Use the **numeric keypad** to enter accented characters via the **ASCII Code**.

We recommend you use either [Word Translator's Keyboard Hot Key](#) to produce accented characters--by using the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) and/or [Type Accents](#) check box--or install and use the [US-International](#) keyboard driver or both. See the printed [Word Translator for Windows](#) User's Manual or your Windows User's Guide for more information about the [US-International](#) keyboard driver and/or other international keyboard drivers.

Using the Keyboard Hot Key to Type Accented Characters

With [Word Translator for Windows](#) loaded into your computer's memory, the ("default") **Ctrl** (Control) key on your keyboard will act like a toggle switch to shift your keyboard back and forth between typing accented characters and typing English on a standard US keyboard. The **Type Accents** check box will **check/un-check** as you press the **Ctrl** (Control) **Keyboard Hot Key** so there are two methods you can choose to toggle back and forth to type accented characters.

Additionally, as you press the default **Ctrl** (Control) **Keyboard Hot Key**--to toggle between the standard keyboard you normally use and the Cyrillic or East European keyboard defined by the [Keyboard Layout Editor](#) window, the "drag strip" at the far left of the [Speed Bar](#) will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the [Speed Bar](#).

Some users may be able to use **both** the **Ctrl** (Control) and **Right Alt hot key** to perform this function even when **only Ctrl** (Control) key is the selected **Keyboard Hot Key** in the [Setup](#) window. Users of AmiPro can **only** use the **Ctrl** (Control) key as the **Keyboard Hot Key** and should only select **Control** as the as the **Keyboard Hot Key** in the [Setup](#) window.

When you press the ("default") **Ctrl Keyboard Hot Key once**, the **Type Accents** check box will **check** and your keyboard will produce accented characters when you start typing. When it is pressed again (a second time), the **Type Accents** check box will **un-check** and your keyboard will revert back to its normal mode.

Uppercase Accented Characters Produced After Pressing The "Default" Ctrl Keyboard Hot Key or Checking the Type Accents Check Box

Lowercase Accented Characters Produced After Pressing The "Default" Ctrl Keyboard Hot Key or Checking the Type Accents Check Box

The specific accented characters obtained by different keys on your keyboard after you press [Word Translator's](#) ("default") **Ctrl Keyboard Hot Key** or **check** the **Type Accents** check box are **almost identical** to the **US-International** keyboard driver where the **Right Alt** key is held down and used in combination with another key. However, **unlike** the **US-International** keyboard, to use [Word Translator's](#) accented character function, you do **not need to hold down** the **Ctrl** key. You **only** need to press it once and, then, press the key for a particular accented character.

If a character you need cannot be produced using [Word Translator's](#) accented character (**Ctrl**) **Keyboard Hot Key** (are not shown above in the keyboard layout pictures), you should install and use the **US-International** keyboard driver and layout supplied with Windows 3.1 and above. For a listing of the key combinations and a picture of the keyboard layouts of the **US-International** keyboard, click **Type Accented Characters Using the US-International Keyboard.**

For more information about setting up the **Keyboard Hot Key** in the [Setup](#) window as well as information about using the **Right Alt** key as the **Keyboard Hot Key**, click **Hot Keys.**

With a Russian, Polish, Croatian, Serbian or Japanese dictionary module installed and selected, the "default" **Ctrl Keyboard Hot Key** will toggle you back and forth between the standard **US Keyboard Layout** and the **Keyboard Layout** displayed in the [Keyboard Layout Editor](#) window, thereby allowing you to toggle between typing English and either Cyrillic, East European or Japanese characters.

AmiPro Users Note: AmiPro users should **never** attempt to use the **Right Alt Keyboard Hot Key** to toggle between typing English and accented characters or (for Russian, Polish, Croatian, Serbian or Japanese) between the standard **US Keyboard Layout** and the **Keyboard Layout** displayed in the

Keyboard Layout Editor window. **AmiPro** users must always use only the Control (**Ctrl**) key after **AmiPro** has been selected in the **Interact With** section of the **Setup** window **and Control** as the **Keyboard Hot Key** in the **Setup** window. For more information about **hot keys**, click **Hot Keys** and/or **Operating Notes for Word Processors & Applications**.

Type Accented Characters Using the US-International Keyboard Driver

For those accustomed to the standard US keyboard layout and/or for those who want to be able to type in English as well as another language requiring accented characters, the [US-International](#) keyboard is probably the easiest to use and become familiar with.

With the [US-International](#) keyboard driver installed and enabled, you can easily type in English and (on the same keyboard) almost every accented character (except those required for Russian, Polish, Croatian, Czech, Serbian or Japanese) you may require for another language.

The [US International Keyboard Layout](#) and the [Accented Character Chart](#) should provide you with the necessary key combinations on the [US-International](#) keyboard to enable you to type most of the accented characters you may require. At first, you may have to experiment using the [US-International](#) keyboard to become familiar with the keys that produce various accented characters but you should soon be able to conquer the "mysteries" of [The US-International Keyboard Layout](#).

Installing the US-International Keyboard Driver

To install the [US-International](#) keyboard driver or another of the Windows 3.1-supplied international keyboard drivers, double-click on the [Control Panel](#) icon in your [Main Windows program group](#). From the [Control Panel](#) window that appears, double-click on the [International](#) icon. An [International](#) window will appear.

To install the [US-International Keyboard Driver](#), first click once on the [Keyboard Layout](#) scroll arrow with your left mouse button and, then, scroll through the list that appears, scroll up or down the list until you see [US-International](#). Select [US-International](#) by clicking directly on it once with your left mouse button. The list will disappear and [US-International](#) will remain highlighted in the box. You can also select other international keyboard drivers in the same manner.

If the selected keyboard driver is **not** installed on your hard disk drive, a Windows message will ask you to insert a specific Windows 3.1 or later installation disk into your disk drive. Carefully follow the on-screen directions after you have inserted the requested Windows 3.1 or later disk in your floppy drive. For more information about installing, setting up and using international keyboard drivers, consult the Windows Users Guide. Keyboard layout diagrams of the various international keyboard drivers are printed in the appendix of the DOS User's Guide.

US-International Keyboard Driver Keyboard Combinations

One method of using the [US-International](#) keyboard driver requires the use of a "dead key"--typing the accent mark before typing the specific letter you want accented. After typing only the accent mark, nothing will appear on your screen. The accent will **only** appear in combination with a letter (character) after you type the letter (character) to be accented and **only** if the character can be accented.

The second method of using the [US-International](#) keyboard requires pressing the [Right Alt](#) key (the [Alt](#) key on the right side of your keyboard) simultaneously with a letter key.

To type most required accented characters, you may use either one of these methods, however, not all selected fonts may include all the accented characters you require. Additionally, the [Right Alt + other key\(s\)](#) combination method when used with some word processors in some configurations may duplicate key combinations and/or key commands already used by the word processor to perform other specific functions. If the [Right Alt + other key\(s\)](#) combination used to type an accented character is already used by the word processor to perform another function, the word processing command will take precedence and you will not be able to use that specific key combination to type the accented character.

Accented Character Chart for the US-International Keyboard

â= **Shift + ^** keys * simultaneously and then the **a** key
Â= **Shift + ^** keys * simultaneously and then the **Shift + a** keys simultaneously
à= ~` key * and then the **a** key
À= ~` key * and then the **Shift + a** keys simultaneously
ã= **Shift + ~`** keys * simultaneously and then the **a** key
Ã= **Shift + ~`** keys * simultaneously and then the **Shift + a** keys simultaneously
á= ' (apostrophe) key and then the **a** key **OR** first press the **Right Alt** key and, while holding it down, press the **a** key
Á= ' (apostrophe) key and then the **Shift + a** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + a** keys simultaneously
â= (Control) **Ctrl + Alt + w** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **w** key
Â= (Control) **Ctrl + Shift + Alt + w** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + w** keys simultaneously
ç= **Ctrl + Alt + ,** (comma) keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **, (comma)** key
Ç= **Shift + Ctrl + Alt + ,** (comma) keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + , (comma)** keys simultaneously
ð= (Control) **Ctrl + Alt + d** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **d** key
Ð= (Control) **Ctrl + Shift + Alt + d** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + d** keys simultaneously
è= ~` key * and then the **e** key
Ê= ~` key * and then the **Shift + e** keys simultaneously
ê= **Shift + ^** keys * simultaneously and then the **e** key
Ê= **Shift + ^** keys * simultaneously and then the **Shift + e** keys simultaneously
é= ' (apostrophe) key and then the **e** key **OR** first press the **Right Alt** key and, while holding it down, press the **e** key
É= ' (apostrophe) key and then the **Shift + e** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + e** keys simultaneously
ë= **Shift + "** (quotation mark) keys * simultaneously and then the **e** key
Ë= **Shift + "** (quotation mark) keys * simultaneously and then the **Shift + e** keys simultaneously
î= **Shift + ^** keys * simultaneously and then the **i** key
Î= **Shift + ^** keys * simultaneously and then the **Shift + i** keys simultaneously
í= ' (apostrophe) key and then the **i** key **OR** first press the **Right Alt** key and, while holding it down, press the **i** key
Í= ' (apostrophe) key and then the **Shift + o** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + i** keys simultaneously
ï= **Shift + "** (quotation mark) keys * simultaneously and then the **i** key
Ï= **Shift + "** (quotation mark) keys * simultaneously and then the **Shift + i** keys simultaneously
ñ= **Shift + ~`** keys * simultaneously and then the **n** key **OR** first press the **Right Alt** key and, while holding it down, press the **n** key
Ñ= **Shift + ~`** keys * simultaneously and then the **Shift + n** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + n** keys simultaneously
ö= **Shift + "** (quotation mark) keys * simultaneously and then the **o** key **OR** first press the **Right Alt** key and, while holding it down, press the **p** key
Ö= **Shift + "** (quotation mark) keys * simultaneously and then the **Shift + o** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + p** keys simultaneously
õ= **Shift + ~`** keys * simultaneously and then the **o** key
Õ= **Shift + ~`** keys simultaneously and then the **Shift + o** keys
ò= ~` key * and then the **o** key
Ò= ~` key * and then the **Shift + o** keys simultaneously

ó= ' (apostrophe) key and then the **o** key **OR** first press the **Right Alt** key and, while holding it down, press the **o** key
 Ó= ' (apostrophe) key and then the **Shift + o** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + o** keys simultaneously
 ø= (Control) **Ctrl + Alt + l** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **L** key
 Ø= (Control) **Ctrl + Shift + Alt + l** + keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + L** keys simultaneously
 ü= **Shift + /** (forward slash) keys simultaneously and then the **u** key **OR** first press the **Right Alt** key and, while holding it down, press the **y** key
 Ü= **Shift + /** (forward slash) keys simultaneously and then the **Shift + u** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + y** keys simultaneously
 ú= ' (apostrophe) key and then the **u** key **OR** first press the **Right Alt** key and, while holding it down, press the **u** key
 Ú= ' (apostrophe) key and then the **Shift + u** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **Shift + u** keys simultaneously
 ÿ= **Shift + "** (quotation mark) keys ***** simultaneously and then the **y** key
 μ= (Control) **Ctrl + Alt + m** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **m** key
 §= (Control) **Ctrl + Shift + s** keys simultaneously **OR** first press the **Right Alt** key and, while holding it down, press the **z** key
 æ= **Right Alt** key and, while holding it down, press the **z** key
 Æ= (Control) **Ctrl + Alt + Shift + z** keys simultaneously
 μ= **Right Alt** key and, while holding it down, press the **m** key
 ß= **Right Alt** key and, while holding it down, press the **s** key
 ¡= (Control) **Ctrl + Alt** keys simultaneously and then the **!** key **OR** first press the **Right Alt** key and, while holding it down, press the **!** key
 ¿= (Control) **Ctrl + Alt** keys simultaneously and then the **?** key **OR** first press the **Right Alt** key and, while holding it down, press the **?** key

PLEASE NOTE:

- 1 The ~ character is usually combined with the ` character on one key and (depending upon the manufacturer of your keyboard) can be located in different positions.
- 2 The ^ character is the uppercase character of the standard number **6** key.
- 3 To type a " (quotation mark) by itself or before or after a vowel, you must press the **space bar** after pressing the " key.
- 4 To type an ' (apostrophe) by itself or before or after a vowel, you must press the **space bar** after pressing the ' (apostrophe) key

Typing Accented Characters Using the ASCII Code

You can enter accented characters in your Windows word processor, application or inside [Word Translator for Windows](#) by using the **ASCII Code Table** to individually enter accented characters. This requires you to use a combination of keys that include the **Alt**, **Right Alt** (the **Alt** key on the right side of your keyboard) and/or the **number keys** on your **numeric keypad** (or your "embedded" **numeric keypad**). Please read your computer operating manual for further information about using the **numeric keypad**.

The **ASCII Code Table** table provides the required key combinations necessary to produce most accented characters.

If, for example, you wanted to enter the character **À**, first ensure that the **Num Lock** key on your keyboard has been pressed so that the **numeric keypad** is enabled. The **Num Lock** light will be lighted when the **numeric keypad** is enabled. You cannot use the normal number keys located on the top of your keyboard. You can **only** use the **number keys** on the **numeric keypad** (or the "embedded" **numeric keypad**).

To type the character **À**, press and hold down the **Right Alt** key (the **Alt** key located on the right-hand side of your keyboard) while, simultaneously typing the number **0192** on the **numeric keypad** (or on the "embedded" **numeric keypad**).

To type the character **á**, simultaneously press the **Right Alt** (the **Alt** key on the right hand side of your keyboard) and the **A** key. The key combinations required to enter various accented with the **numeric keypad** are listed in the **ASCII Code Table**.

ASCII Code Table for Typing Accented Characters

Character=Required Keys

À=Alt+0192	à=Alt+0224
Á=Alt+0193	á=Right Alt+A
Â=Alt+0194	â=Alt+0226
Ã=Alt+0195	ã=Alt+0227
Ä=Alt+0196	ä=Alt+0228
Å=Alt+0197	å=Alt+0229
Æ=Alt+0198	æ=Alt+0230
Ç=Alt+0199	ç=Alt+0231
È=Alt+0200	è=Alt+0232
É=Alt+0201	é=Right Alt+E
Ê=Alt+0202	ê=Alt+0234
Ë=Alt+0203	ë=Alt+0235
Ì=Alt+0204	ì=Alt+0236
Í=Alt+0205	í=Right Alt+I
Î=Alt+0206	î=Alt+0238
Ï=Alt+0207	ï=Alt+0239
Ð=Alt+0208	ð=Alt+0240
Ñ=Alt+0209	ñ=Alt+0241
Ò=Alt+0210	ò=Alt+0242
Ó=Alt+0211	ó=Right Alt+O
Ô=Alt+0212	ô=Alt+0244
Õ=Alt+0213	õ=Alt+0245
Ö=Alt+0214	ö=Alt+0246
Ø=Alt+0216	ø=Alt+0248
Ù=Alt+0217	ù=Alt+0249
Ú=Alt+0218	ú=Right Alt+U
Û=Alt+0219	û=Alt+0251
Ü=Alt+0220	ü=Alt+0252
Ý=Alt+0221	ý=Alt+0253
Þ=Alt+0222	þ=Alt+0254
ß=Alt+0223	ÿ=Alt+0255



Russian and Serbian Cyrillic

To enable you to both type Cyrillic characters and/or access any of the special operating features provided by [Word Translator for Windows](#), you must have an English-Russian, Russian-English, Serbian Cyrillic-English or English-Serbian Cyrillic dictionary module installed on your computer and selected as the [Current Dictionary](#) in the [Setup](#) window.

Typing Cyrillic Characters

Typing English--Russian & Serbian Cyrillic Modules

"Pravda" Cyrillic TrueType Font

Change the Keyboard Layout

Change the Current Code Page (Russian Only)

The Keyboard Layout Icon & Window

The Text Converter Program

IMPORTANT: **Serbian Cyrillic** dictionary module users should use instructions contained in this section. **Serbian Latin** modules users should use the instructions provided for Polish, Croatian, Czech and **Serbian Latin** module users elsewhere.

With the exception of the special Cyrillic operating instructions described here, all basic [Word Translator for Windows](#) functions will operate with an English-Russian, Russian-English, Serbian Cyrillic-English or English-Serbian Cyrillic dictionary module in the same manner as described elsewhere. English-Russian-English bilingual dictionaries used with earlier versions of [Word Translator for Windows](#) will **not** operate with this version because previous version dictionaries use a different Code Page. Please contact an authorized distributor to have such a dictionary converted for use with this version of [Word Translator for Windows](#).

Typing Cyrillic Characters

You can type cyrillic characters in Your Windows Word Processor or Application or Inside Word Translator.

VERY IMPORTANT: Before attempting to type Cyrillic characters in your word processor, other Windows application or inside [Word Translator](#), you **should** first **disable** any other Cyrillic keyboard driver(s) you may have previously used to type Cyrillic characters. With [Word Translator](#) there is no need to use any other font or keyboard driver program. The use of such programs with [Word Translator](#) may cause your system to become unstable or "crash."

Ё ё Є є N° Ч ч

Any Cyrillic word containing **any** of the above upper or lowercase characters will **only** be **correctly recognized** by [Word Translator](#) if you are using a word processor or application that automatically transfers **rtf** (rich text format) text through your Windows [Clipboard](#) to [Word Translator](#) and will also automatically accept **rtf** text from [Word Translator](#) through Windows [Clipboard](#). This is due to the position of these specific characters in the standard [Windows Cyrillic Code Page](#) (IBM Code Page 1251/CP 1251). It has nothing to do with [Word Translator](#).

Word for Windows, WordPerfect for Windows and AmiPro will **all** automatically transfer **rtf** (rich text format) text to [Word Translator](#) in this manner. However, many applications (including Windows Write) do **not** have this ability. If you use a word processor or application that is **not capable** of automatically transferring **rtf** (rich text format) text through your Windows [Clipboard](#) to [Word Translator](#), [Word Translator](#) will **not** be provided with the **correct** characters that will enable it to **correctly** "read" the word.

If you call-up [Word Translator](#) to translate a Cyrillic word containing one of these characters (or an English word whose Cyrillic translation contains one of these characters) and [Word Translator](#) fails to either "read" or translate the word **correctly**, it indicates that your application **cannot** automatically transfer **rtf** (rich text format) text and should **not** be used with [Word Translator](#) while using a Russian or Serbian Cyrillic dictionary module.

To type both Cyrillic and English in your word processor, Windows application or inside [Word Translator](#), you **must only** select and use the supplied "Pravda" TrueType font when using a Russian or Serbian Cyrillic dictionary module. The "Pravda" TrueType font will be automatically selected for you as the **Selected Font** in the **Setup** window for use inside [Word Translator](#). But you yourself will have to select the "Pravda" TrueType font for use inside your word processor or other Windows application before you will be able to type Cyrillic characters or toggle back and forth between typing Cyrillic and typing English. The "Pravda" font will produce all necessary English and Cyrillic characters.

When you install [Word Translator](#) with a Russian or Serbian Cyrillic dictionary module, the "Pravda" Cyrillic TrueType font is automatically installed in your ("default") **WINTRAN** directory. It should appear on any list of fonts installed on your computer and you should be able to select the "Pravda" TrueType font in any Windows word processor or application that allows you to do so -- just as you would select any other font.

Type Cyrillic Characters in Word Processors & Applications

- 1 After you have loaded [Word Translator](#) into your computer's memory, make sure a Russian or Serbian Cyrillic dictionary module is the selected [Current Dictionary](#) in the [Setup](#) window.
- 2 Open your word processor and select the "Pravda" TrueType font for the document in your word processor. Even after selecting the "Pravda" TrueType font, you will initially only be able to type in English. You may want to set up a macro or template (if your word processor or application allows you to do so) to help you "automatically" select the "Pravda" TrueType font when you want to type Cyrillic characters.
- 3 To type Cyrillic characters simply press the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) **once** and release it. You will then be able to type Cyrillic characters.
- 4 To type in English after typing Cyrillic characters, press the **Ctrl** (Control) [Keyboard Hot Key](#) **once more**. By using the **Ctrl** (Control) [Keyboard Hot Key](#), you will be able to toggle back and forth between your standard US Keyboard and the keyboard layout displayed in the [Keyboard Editor](#) window (between typing English and Cyrillic characters) by merely pressing the **Ctrl Keyboard Hot Key once**.

The [Type in Russian](#) or [Serbian Characters](#) check box inside [Word Translator](#) will toggle (**check** and **un-check**) every time the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) is pressed. Clicking directly on this check box has the same effect as pressing the **Ctrl** (Control) [Keyboard Hot Key](#), consequently, there are two methods you can use change or toggle between typing English and typing Cyrillic characters (or vice-versa) inside your word processor.

Additionally, as you press the default **Ctrl** (Control) [Keyboard Hot Key](#)--to toggle between the standard keyboard you normally use and the Cyrillic or East European keyboard defined by the [Keyboard Layout Editor](#) window, the "**drag strip**" at the far left of the [Speed Bar](#) will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the [Speed Bar](#).

PLEASE NOTE: Some but not all users might be able to change to and successfully use the **Right Alt hot key** instead of the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) as a toggle switch to go back and forth between typing English and typing Cyrillic (or typing Cyrillic and typing English). However, please carefully review the information in [Hot Keys](#) before attempting to change to or use the **Right Alt** key for this purpose.

Because Windows Write will **not** automatically transfer rtf (rich text format) text through your Windows [Clipboard](#) to [Word Translator](#) nor automatically accept rtf text from [Word Translator](#) through Windows [Clipboard](#), we do **not** recommend you use Windows Write with a Russian or Serbian Cyrillic dictionary module.

Because Windows Notepad does **not** allow you to select a specific font, you **cannot** type Cyrillic characters in Windows Notepad.

REMEMBER:

- 1 You yourself **must** select and use **only** the "Pravda" TrueType font in your word processor or other major Windows application.
- 2 To type Cyrillic characters simply press the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) **once** and release it. You will then be able to type Cyrillic characters.
- 3 To type in English after typing Cyrillic characters, press the **Ctrl** (Control) [Keyboard Hot Key](#) **once more**.

By using the **Ctrl** (Control) [Keyboard Hot Key](#), you will be able to toggle back and forth between your standard US Keyboard and the keyboard layout displayed in the [Keyboard Editor](#) window (between typing English and Cyrillic characters) by merely pressing the key **once**.

Type Cyrillic Characters Inside Word Translator

- 1 The "Pravda" TrueType font **must** be displayed as the [Selected Font](#) in the [Setup](#) window
- 2 Open the main [Word Translator](#) window and place your cursor in the [uppermost box](#) of the window and type inside this box. Initially you will only be able to type in English.
- 3 To toggle between typing in English and typing Cyrillic characters press the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) **once** and release it. Please note that the [Type in Russian](#) or [Serbian Characters](#) check box should **check/un-check** as the **Ctrl** (Control) [Keyboard Hot Key](#) is pressed. By using the ("default") **Ctrl** (Control) [Keyboard Hot](#) you will be able to toggle back and forth between typing English and Cyrillic characters by merely pressing the key **once**.
- 5 To toggle back and forth between typing Cyrillic and English inside [Word Translator](#), you may also **check** or **un-check** either the [Type in Russian](#) or [Serbian Characters](#) check box inside the [Word Translator](#) window or inside the [Setup](#) window. Additionally, as you toggle between keyboards (press the "default" **Ctrl Keyboard Hot Key**), the small gray **"drag strip"** at the far left of the **Speed Bar** will turn **red** whenever the Cyrillic keyboard (the keyboard defined in the [Keyboard Layout Editor](#) window) is enabled and back to **gray** when the standard US keyboard is active so you will always have an indicator of which keyboard layout is enabled.

To view pictures of the "default" upper and lowercase Russian phonetic/homophonic keyboard layouts or the "default" upper and lowercase Serbian keyboard layouts, click **"Pravda" Cyrillic TrueType Font**.

To change the "Pravda" keyboard layout, open the [Setup](#) window and click the **Change** button adjacent to [Keyboard Layout/Code Page](#) at the bottom of the [Setup](#) window. For additional information about how to do this, click **Change the Keyboard Layout**.

Typing in English--Russian & Serbian Cyrillic Modules

When you yourself have selected and are using **only** the "Pravda" TrueType font and typing Cyrillic characters in a word processor or other Windows application, simply press the ("default") **Ctrl** (Control) **Keyboard Hot Key once** and release it. This action will allow you to type in English.

The ("default") **Ctrl** (Control) **Keyboard Hot Key** acts as a toggle to change the keyboard between English and Cyrillic characters when you yourself have selected and are using the "Pravda" TrueType font in your word processor or other Windows application.

PLEASE NOTE: Some but not all users might be able to change to and successfully use the **Right Alt** key instead of the ("default") **Ctrl** (Control) **Keyboard Hot Key** as a toggle switch to go back and forth between typing English and typing Cyrillic (or typing Cyrillic and typing English). However, please carefully review the information in **Hot Keys before** attempting to change to or use the **Right Alt hot key** for this purpose.

Because Windows Write will **not** automatically transfer rtf (rich text format) text through your Windows **Clipboard to Word Translator** nor automatically accept rtf text from Word Translator through Windows **Clipboard**, we do **not** recommend you use Windows Write with a Russian or Serbian Cyrillic dictionary module.

Because Windows Notepad does **not** allow you to select a specific font, you **cannot** type Cyrillic characters in Windows Notepad.

To toggle back and forth between typing Cyrillic and English characters inside Word Translator, you may use the ("default") **Ctrl** (Control) **Keyboard Hot Key** or **check** or **un-check** the **Type in Russian** or **Serbian Characters** check box inside the **Word Translator** window or inside the **Setup** window.

Additionally, as you press the default **Ctrl** (Control) **Keyboard Hot Key**--to toggle between the standard keyboard you normally use and the Cyrillic or East European keyboard defined by the **Keyboard Layout Editor** window, the **"drag strip"** at the far left of the **Speed Bar** will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the **Speed Bar**.

"Pravda" Cyrillic TrueType Font

The "Pravda" TrueType font (copyright ©1994-95 Translation Experts, Ltd.) uses the standard Windows Cyrillic Code Page (IBM Code Page 1251). The "Pravda" font name will appear in the [Selected Font](#) box in [Word Translator's Setup](#) window when a Russian or Serbian Cyrillic dictionary module is displayed as the [Current Dictionary](#). You should **NOT** change to any other font while using a Russian or Serbian Cyrillic dictionary module. The "Pravda" font will allow you to type both Cyrillic and English characters. You may substitute any other TrueType font that uses Code Page 1251, however, if it does **not**, English and/or Russian or Serbian Cyrillic words you type or view will appear "scrambled" and nonsensical.

To toggle back and forth and type both Cyrillic and English characters in your Windows word processor or other major Windows application, **you yourself must select** and use **only** the "Pravda" TrueType font **inside** your Windows word processor or application. Like all TrueType fonts, the "Pravda" TrueType font can be scaled to any size you desire.

Uppercase Russian "Default" Phonetic/Homophonic Keyboard Layout

Lowercase Russian "Default" Phonetic/Homophonic Keyboard Layout

Uppercase Serbian Cyrillic "Default" Keyboard Layout

Lowercase Serbian Cyrillic "Default" Keyboard Layout

The "default" Russian keyboard layout is the phonetic/homophonic layout most often preferred by non-native Russian speakers. If you prefer to use a different Russian or Serbian Cyrillic keyboard layout, you may quickly and easily **change** the layout by opening the [Keyboard Layout Editor](#) window. For more information about this, click [Change the Keyboard Layout](#).

Checking the [Show Keyboard Layout](#) check box in the [Setup](#) window will display a [Keyboard Layout](#) icon **beneath the Program Manager window** (next to the [Word Translator](#) icon) **and/or over your Windows word processor**. If you do **not** want to display the [Keyboard Layout](#) icon, leave this check box **unchecked**.

When displayed, the [Keyboard Layout](#) icon can be moved to another position (just as with any other icon) by placing your mouse directly on the icon and pressing and holding down on the left mouse button while you move the icon to the desired location on your screen. Releasing the left mouse button positions the [Keyboard Layout](#) icon at the point where you release the left mouse button.

You may view the [Keyboard Layout](#) window and, thereby, the [Keyboard Layout](#) defined by the [Keyboard Layout Editor](#) window at any time, by double-clicking directly on the [Keyboard Layout](#) icon. This will display a small [Keyboard Layout](#) window. Initially, you will only see the lowercase [Keyboard Layout](#) but you may toggle between the uppercase and lowercase [Keyboard Layout](#) by clicking your mouse directly on the **Shift** or **Caps Lock** keys in the [Keyboard Layout](#) window. You may [Minimize](#) the [Keyboard Layout](#) window at any time (again making it an icon), by clicking your left mouse button directly on the "down arrow" in the far, upper right-hand corner of the [Keyboard Layout](#) window. For further information, click [The Keyboard Layout Icon & Window](#).

Additionally, as you press the default **Ctrl** (Control) **Keyboard Hot Key**--to toggle between the standard keyboard you normally use and the Cyrillic or East European keyboard defined by the [Keyboard Layout Editor](#) window, the **"drag strip"** at the far left of the [Speed Bar](#) will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the [Speed Bar](#).

The "Pravda" font/keyboard layout was originally designed for use with the standard **BRITISH** keyboard

driver. While slightly different than the standard US keyboard driver/layout, it is very similar and, with a few exceptions, will produce the same characters displayed in the above layouts by pressing the same keys. Other keyboard drivers may produce vastly different characters when a specific key is pressed, consequently, to enable you to use the keyboard layouts displayed above, we recommend that you utilize an American-based or British-based keyboard driver.

PLEASE NOTE: Some but not all users might be able to change to and successfully use the **Right Alt hot key** instead of the ("default") **Ctrl** (Control) **Keyboard Hot Key** as a toggle switch to go back and forth between typing English and typing Cyrillic (or typing Cyrillic and typing English). However, please carefully review the information in **Hot Keys** before attempting to change to or use the **Right Alt hot key** for this purpose.

Because Windows Write will **not** automatically transfer rtf (rich text format) text through your Windows **Clipboard to Word Translator** nor automatically accept rtf text from Word Translator through Windows **Clipboard**, we do **not** recommend you use Windows Write with a Russian or Serbian Cyrillic dictionary module.

Because Windows Notepad does **not** allow you to select a specific font, you **cannot** type Cyrillic characters in Windows Notepad.

To toggle back and forth between typing Cyrillic and English characters inside **Word Translator**, you may use the ("default") **Ctrl** (Control) **Keyboard Hot Key** or **check** or **un-check** the **Type in Russian** or **Serbian Characters** check box inside the **Word Translator** window or inside the **Setup** window.

Ё ё € € № Ч ч

Any Cyrillic word containing **any** of the above upper or lowercase characters will **only** be **correctly recognized** by **Word Translator** if you are using a word processor or application that automatically transfers rtf (rich text format) text through your Windows **Clipboard to Word Translator** and will also automatically accept rtf text from Word Translator through Windows **Clipboard**. This is due to the position of these specific characters in the standard Windows Cyrillic Code Page (IBM Code Page 1251/CP 1251). It has nothing to do with **Word Translator**.

Word for Windows, WordPerfect for Windows and AmiPro will **all** automatically transfer rtf (rich text format) text to Word Translator in this manner. However, many applications (including Windows Write) do **not** have this ability. If you use a word processor or application that is **not capable** of automatically transferring rtf (rich text format) text through your Windows **Clipboard to Word Translator**, **Word Translator** will **not** be provided with the **correct** characters that will enable it to **correctly** "read" the word.

If you call-up **Word Translator** to translate a Cyrillic word containing one of these characters (or an English word whose Cyrillic translation contains one of these characters) and **Word Translator** fails to either "read" or translate the word **correctly**, it indicates that your application **cannot** automatically transfer rtf (rich text format) text and should **not** be used with **Word Translator** while using a Russian or Serbian Cyrillic dictionary module.

Change the Keyboard Layout

CAUTION: Before attempting to make any changes to the [Keyboard Layout](#) or the [Current Code Page](#), it's a very good idea to make a separate backup disk copy of the original [Word Translator RUSENG*.KBD](#) and [ENGRUS*.KBD](#) (Russian) or [SECENG*.KBD](#) and [ENGSEC*.KBD](#) (Serbian Cyrillic) files in your "default" **WINTRAN** directory before you make any changes so that, in the event your changes are unsuccessful, you can easily return to the "default" settings by re-installing only these files and not the entire program.

Three self-extracting ".exe" files are installed with any **Russian** dictionary module: **phonet*.exe**, **rus_fed*.exe** and **aatseel*.exe**. Each will self-extract both a **ruseng*.kbd** and an **engrus*.kbd** file. The **phonet*.exe** file contains the "default" phonetic/homophonic keyboard layout. The **rus_fed*.exe** file contains the Russian Federation standard keyboard layout and the **aatseel*.exe** file contains the "AATSEEL" (American Association of Teachers of Slavic and East European Languages) keyboard layout. To use or change to any of these keyboard layouts, first extract both the **ruseng*.kbd** and **engrus*.kbd** files from the selected ".exe" file and replace the files with the same name in your ("default") **WINTRAN** directory with both of these two "extracted" files.

If you so desire, you can easily change the Cyrillic keyboard layout by assigning specific characters to specific keys of your choosing. To do this, first open the [Word Translator Setup](#) window and click on the [Change](#) button following the text [Keyboard Layout/Code Page](#). You **must** have a Russian or Serbian Cyrillic dictionary module as the selected [Current Dictionary](#) in the [Setup](#) window for this button to work. Clicking the [Change](#) button will open a [Keyboard Layout Editor](#) window and display two basic sections:

- 1 A picture of the current [Keyboard Layout](#) used by the "Pravda" TrueType font.
- 2 A table of available characters from the [Current Code Page](#) (the standard Windows Cyrillic Code Page (IBM Code Page 1251/CP 1251).

To change the Cyrillic character produced by any specific key on the displayed [Keyboard Layout](#) picture:

- 1 Click either the [Upper Case](#) or the [Lower Case](#) button adjacent to the displayed [Keyboard Layout](#) picture to individually change the layout of either the lower case or upper case characters in the [Keyboard Layout](#) section. You can only change a single case (upper or lower) at any one time.
- 2 To enable you to choose any character in the [Current Code Page](#), click on the either the [First Part](#) or the [Second Part](#) buttons. Respectively, these buttons will either display the first part of the [Current Code Page](#) or the second part of the [Current Code Page](#).
- 3 From the table of available characters in the [Current Code Page](#), click your left mouse button on a character.
- 4 After clicking on a character in the [Current Code Page](#), immediately click once with your left mouse button on the key you wish to attribute that character to in the displayed [Keyboard Layout](#) picture. You will notice that the character you chose from the [Current Code Page](#) will then be displayed on the key you clicked in the [Keyboard Layout](#) section.
- 5 By continuing this process, you can change any or all of the keys displayed for both the Upper Case and Lower Case [Keyboard Layout](#).
- 6 If you make a mistake or place a character in the wrong position on the [Keyboard Layout](#) picture, re-select the correct character from the [Current Code Page](#) (by clicking on it once) and, then, immediately click on the key you wish to attribute the character to.

7 When you have made all the changes to both the Upper and Lower Case [Keyboard Layout](#) that you desire, click the **OK** button to save the changes you have made. All changes to the [Keyboard Layout](#) are saved in both the (Russian) **ruseng*.kbd** and **engrus*.kbd** or (Serbian Cyrillic) **seceng*.kbd** and **engsec*.kbd** files in your ("default") **WINTRAN** directory. [Word Translator](#) will automatically assure that the **.kbd** files of both "paired" dictionary modules are identical.

8 Individually, you can easily print a picture of both the Upper Case and Lower Case [Keyboard Layout](#) changes you make. With either the Upper Case or Lower Case [Keyboard Layout](#) picture displayed in the [Keyboard Layout Editor](#) window, simultaneously press the **Left Alt + Print Screen** keys on your keyboard to paste a copy of the screen onto your Windows [Clipboard](#).

Next, close the [Keyboard Layout Editor](#) window and all other [Word Translator](#) windows and open either your word processor or Windows Write. With either your word processor or Windows Write opened, simultaneously press the **Shift + Ins** keys on your keyboard to paste a copy of the [Keyboard Layout](#) window from Windows [Clipboard](#) to your word processor or Windows Write. You may then print the picture by using the command(s) you normally use. To obtain a picture and print the other Case, re-open the [Keyboard Layout Editor](#) window, select the other Case and follow the same procedure.

For an explanation of the letters and numbers in the left-most column and top-most row of both the [Current Code Page](#) and "[Pravda](#)" [Code Page](#) tables, click **Advanced User's Information**.



Code Page--Advanced User's Information

In most cases you will not need to concern yourself with decimal and hex numbers because nearly all code page table displays will be arranged as shown on the screen, so you will not need to convert any number. But for those of you who would like to know how to do this, the following information has been provided.

You will see that the [Current Code Page](#) displays a series of letters and numbers in a single column to the left hand side of the [Current Code Page](#) as well as a line of letters and numbers just above the [Current Code Page](#). These letters and numbers are hexadecimal (hex) digits.

Decimal = Hex

0 = 0	5 = 5	10 = A
1 = 1	6 = 6	11 = B
2 = 2	7 = 7	12 = C
3 = 3	8 = 8	13 = D
4 = 4	9 = 9	14 = E

To determine the hexadecimal (hex) representation of any character displayed in the [Current Code Page](#), take the number in the to the immediate left of the row in which the character is displayed and add to it the number immediately above the vertical column in which the character is displayed.

It's easy to add the two numbers because any hex number plus 0 is that hex number. For example, 20 (hex) + 2 (hex) = 22 (hex) and A0 (hex) + F (hex) = AF (hex).

In addition to converting the hexadecimal number you obtain after adding the two hex numbers, you must decimal the number. To do that, multiply the number in the "tens" position with 16 and add to it the number in the "ones" position: 22 (hex) = $2 \times 16 + 2 = 32 + 2 = 34$ (decimal) and AF (hex) = $A \times 16 + F = 10 \times 16 + 15 = 160 + 15 = 175$ (decimal)

Note: In the preceding example A = 10 and F = 15. The value of these letters is determined by consulting the table above.



The Keyboard Layout Icon & Window

For those languages requiring and supplied with a [Word Translator](#) TrueType font (Russian, Polish, Croatian, Czech, Serbian Latin, Serbian Cyrillic and Japanese), the ability to view the [Keyboard Layout](#) -- and, thereby, the keys that are required to produce various foreign language characters--can be of particular help while working in your word processor or other application.

A [Keyboard Layout Icon](#) will appear beneath the **Program Manager** window (next to the [Word Translator](#) icon) and/or over your **Windows word processor** when you load [Word Translator for Windows](#) into memory by double-clicking on the [Word Translator](#) icon in the [Word Translator](#) program group and the [Show Keyboard Layout](#) check box in the [Setup](#) window is **checked**.

Additionally, a Russian, Polish, Croatian, Czech, Serbian Cyrillic, Serbian Latin or Japanese dictionary module must be installed and selected as the [Current Dictionary](#) in the [Setup](#) window. Because **only** these languages require and use a special [Word Translator](#)-supplied TrueType font, the [Show Keyboard Layout](#) check box is **only** functional when one of these languages is selected as the [Current Dictionary](#) in the [Setup](#) window. If you do **not** want to display the [Keyboard Layout](#) icon, leave the [Show Keyboard Layout](#) check box in the [Setup](#) window **unchecked**.

When displayed either beneath the **Program Manager** window and/or over your word processor or application, the [Keyboard Layout](#) icon can be moved to another position (just as with any other icon) by placing your mouse directly on the icon and pressing and holding down on the left mouse button while you move the icon to the desired location on your screen. Releasing the left mouse button positions the [Keyboard Layout](#) icon at the point where you release the left mouse button.

You may view the [Keyboard Layout](#) window at any time it is displayed (and, thereby, the [Keyboard Layout](#) defined by the [Keyboard Layout Editor](#) window) by double-clicking directly on the [Keyboard Layout](#) icon. This will display a small [Keyboard Layout](#) window either over your **Program Manager** window, word processor or other open application.

When it is displayed, you may move the [Keyboard Layout](#) window to another location on your screen by placing your mouse directly on the [Keyboard Layout](#) window title bar, then, clicking and holding down on the left mouse button as you move it to the desired location. When you have positioned the window where you want it, release the left mouse button and it will remain there.

Initially, you will only see the lowercase [Keyboard Layout](#) displayed but you may easily toggle between the uppercase and lowercase [Keyboard Layout](#) by clicking your mouse directly on the **Caps Lock** or **Shift** keys in the [Keyboard Layout](#) window. You may [Minimize](#) the [Keyboard Layout](#) window at any time (again making it an icon), by clicking your left mouse button directly on the "down arrow" in the far, upper right-hand corner of the [Keyboard Layout](#) window.

CAUTION: Don't confuse the [Keyboard Layout](#) window and the [Keyboard Layout Editor](#) window accessed by clicking the [Keyboard Layout/Code Page Change](#) button in the [Setup](#) window. While both windows display either the Russian, Polish, Croatian, Serbian Latin, Serbian Cyrillic or Japanese keyboard layout (depending upon the language installed and selected), you can **only** "re-map"/change/redefine keys on the keyboard by using the [Keyboard Layout Editor](#). The [Keyboard Layout](#) window **only displays** the [Keyboard Layout](#) defined by the [Keyboard Layout Editor](#).

Change the Current Code Page (Russian Only)

This feature **only** operates with Russian-English and English-Russian modules, **not** with Serbian Cyrillic-English or English-Serbian Cyrillic modules.

CAUTION: Before attempting to make any changes to the [Keyboard Layout](#) or the [Current Code Page](#), it's a very good idea to make a separate backup disk copy of the original [Word Translator RUSENG*.KBD](#) and [ENGRUS*.KBD](#) files in your **WINTRAN** directory before you make any changes so that, in the event your changes are unsuccessful, you can easily return to the "default" settings by re-installing only these files and not the entire program. Don't confuse the **dictionary .kbd** files with the **convert.kbd** file. They are different files.

While not installed in your "default" **WINTRAN** directory, A self-extracting code.exe file is included with any Russian or dictionary module. This file will self-extract a **code.wri** document (a document in Windows Write format) that contains a picture of the three parts of the ["Pravda" Code Page](#) (Windows Cyrillic Code Page/IBM Code Page 1251/CP 1251) that you may print-out and use as a reference.

We do **not** recommend you change the [Current Code Page](#) unless you have a very good reason for doing so. Only if you want to use a TrueType font that does **not** use the Windows Cyrillic Code Page (IBM Code Page 1251/CP 1251) should you even consider changing the [Current Code Page](#) and, then, only if you have the necessary computer skills and understanding of the process. For most users, it's best not to change from using the "default" [Current Code Page](#).

If you want to use a different font other than the supplied "Pravda" TrueType font when you are working in your Windows word processor or other Windows application (as well as inside [Word Translator](#)), do the following:

- 1 Open the [Setup](#) window and click the [Keyboard Layout/Code Page Change](#) button. This will open the [Keyboard Layout Editor](#) window.
- 2 Inside the [Keyboard Layout Editor](#) window you will see an [Edit Code Page](#) button. By clicking the [Edit Code Page](#) button you will open the [Code Page Editor](#) window and it will display two major sections:
 - A. The [Current Code Page](#) layout
 - B. The ["Pravda" Code Page](#) layout

By "default" the [Current Code Page](#) is **exactly the same** as the ["Pravda" Code Page](#) (the standard Windows Cyrillic Code Page/IBM Code Page 1251/CP 1251).

- 3 Click either the **1st Part**, **2nd Part** or **3rd Part** buttons in both the [Current Code Page](#) and ["Pravda" Code Page](#) sections of the [Code Page Editor](#) window. Individually change each character in the [Current Code Page](#) so each exactly match the code page the new Cyrillic TrueType font uses.
- 4 To edit the [Current Code Page](#), first click on a character in ["Pravda" Code Page](#) table and, then, immediately click on the box in the [Current Code Page](#) table where you want that character to be displayed. Continue this process for each character in each part. In this way you can change the layout of the [Current Code Page](#) to correspond exactly to the [Code Page](#) used by the new Cyrillic TrueType font.
- 5 When you have made all the necessary changes, click the **OK** button to save the changes or the **Cancel** button to reject all changes and exit the [Russian Code Page Editor](#) window.

All changes to the [Code Page](#) are saved to both the **ruseng*.kbd** and **engrus*.kbd** files in your ("default") **WINTRAN** directory. [Word Translator](#) will automatically assure that the dictionary **.kbd** files of

both "paired" dictionary modules are identical.

If, for example, you make changes while using a Russian-English dictionary module, the changes are initially saved to the **ruseng*.kbd** file. If you are using the **English-Russian** dictionary module, changes are initially saved to the **engrus*.kbd** file. [Word Translator](#) will automatically change the other "paired" dictionary **.kbd** file to reflect the changes you made to one.

- 6 In your Windows word processor or application, select the new Cyrillic TrueType font name as the selected font.

CAUTION: You must follow the above steps in the precise given order and you must ensure that you have changed the [Current Code Page](#) so that it is the same as the one used by the new Cyrillic TrueType font. If you fail to do this correctly, the dictionary will display only incomprehensible scrambled characters.

For an explanation of the letters and numbers in the left-most column and top-most row of both the [Current Code Page](#) and "[Pravda](#)" [Code Page](#) tables, click **Advanced User's Information**.



The Text Converter Program

The [Text Converter](#) program has been designed to allow users who have Cyrillic text produced with a font that uses another code page to easily convert it to the Windows Cyrillic Code Page (IBM Code Page 1251/CP 1251) standard used by the [Word Translator](#)-supplied "Pravda" TrueType font. For example, by using the [Text Converter](#) program, you can convert Code Page 866 text to Code Page 1251. You can also convert text you produce using the "Pravda" TrueType font to another Code Page, for example, to Code Page 866. The [Text Converter](#) program is **only** designed to convert text from one Code Page to another.

We highly recommend that you always use the Windows Cyrillic Code Page (IBM Code Page 1251/CP 1251) as well as the "Pravda" TrueType font when using [Word Translator](#), but if you are eager to use your own code page together with a suitable Cyrillic font, you may do so after you change the [Current Code Page](#) to the code page used by the other Cyrillic TrueType font. For more information about this, click [Change the Current Code Page](#).

You can use the [Text Converter](#) program (convert.exe) to transform any Cyrillic text you have typed with another font that uses a code page other than the Windows Cyrillic Code Page (IBM Code Page 1251/CP 1251). You will need to have the font used to produce the Cyrillic text installed on your computer. To perform a conversion, carefully follow these steps:

- 1 Save the Cyrillic text produced using another Cyrillic font/code page as a **pure ASCII text** file such as **.txt** in Microsoft Word for Windows. Please note that the file **MUST be saved as a pure ASCII text** file in a directory or sub-directory on your hard drive, otherwise, we cannot guarantee the success of the conversion operation. In the following instructions, we'll use the file name **rusian.txt** to refer to the Cyrillic text produced in another code page.
- 2 Double-click on the [Text Converter](#) icon in the [Word Translator](#) program group window to open the [Text Converter](#) window and, then, click the [OK](#) button in the [About](#) window that appears to open the [Conversion of a pure text file](#) window.
- 3 In the [Conversion of a pure text file](#) window, click the [Open](#) button below [Conversion File Name](#): and choose the name of the **pure ASCII text** file (e.g. **rusian.txt**) that you saved in a directory or sub-directory on your hard drive. Once you've selected the file, its full path will be displayed in the box beneath the [Open](#) button. For example, if you use Microsoft Word for Windows ("Winword"), the path might be **c:\winword\files\rusian.txt** -- on the **c** drive in the **"files"** sub-directory of the **"winword"** directory.
- 4 You then have the option of either clicking the [Change](#) button or the [Create New](#) button below [Conversion Table](#) in the [Conversion of a pure text file](#) window.

If, for example, you already had a **.cpc** file that, for instance, converted text produced with Code Page 866 text to Code Page 1251, it might be named **866_1251.cpc**. Clicking the [Change](#) button will open a [Code Page Conversion Table Name](#) window and allow you to select the **866_1251.cpc** file for use for the conversion you wish to make. To change to the **866_1251.cpc** file, click directly on the file name in the [Code Page Conversion Table Name](#) window and click the [OK](#) button. Clicking the [OK](#) button will return you to the [Conversion of a pure text file](#) window where the name of the **.cpc** file you selected will be displayed immediately beneath the [Change](#) and [Create New](#) buttons--e.g. **C:\WINTRAN\866_1251.cpc**. You may go now go to step **8** in these directions.

If you are converting text produced using another Code Page or a Code Page for which you do not have an already existing **.cpc** for, clicking the [Create New](#) button will allow you to create a new **.cpc** file. When you click the [Create New](#) button, a [Code Page Conversion Table Name](#) window will appear

and ask you to name the new **.cpc** file. It is usually best to name the file using the **to_from** numbers of the code pages (e.g. **866_1251.cpc**). After naming the new **cpc** file, click the **OK** button. After clicking the **OK** button, the **Code Page Editor** window will immediately open and allow you to edit the **Destination Code Page**. This is essential because the **Text Converter Program** (convert.exe) must be "told" about the code page used by the text you are converting. When the **Code Page Editor** window first opens, the **Source Code Page** and **Destination Code Page** sections will match exactly because The "Pravda" font (using the standard Windows Cyrillic Code Page/IBM Code Page 1251/CP 1251) is the selected font.

- 5 Click the **Change Font** button in the **Source Code Page** section of the **Code Page Editor** window to select the specific TrueType font used to create the source text you are converting. This is the TrueType font used to create the original source text (e.g. the **russian.txt** that was produced in a different font than the "Pravda" TrueType font) and, thereby, the **Source Code Page** of the TrueType font used to create the **russian.txt**. The **Source Code Page** will display the code page used by the font that produced the **russian.txt**.
- 6 Part by Part, edit the **1st Part**, **2nd Part** and **3rd Parts** of the **Destination Code Pages** so they correspond **exactly** to the code pages used by the "Pravda" TrueType font. The **Destination Code Pages** **must** be edited so they **exactly** "match" the code pages used by the "Pravda" TrueType font (the Windows Cyrillic Code page/IBM Code Page 1251/CP 1251).
- 7 After editing the **Destination Code Pages** so they **exactly** "match" the code pages used by the "Pravda" TrueType font, click the **OK** button to accept the changes to the **Destination Code Pages**. These changes to the code pages are saved to your **WINTRAN** directory as the file you named, for example, **866_1251.cpc** so that the next time you import text produced in the same font/in the same code page, you will not have to edit the **Destination Code Pages** again but only call-up the **866_1251.cpc** file by clicking the **Change** button. You might want to copy the new **866_1251.cpc** file to a separate backup disk after you complete this process.
- 8 Click the **Save As** button beneath **Converted File Name** and type a name for the converted file as well specifying the directory or sub-directory where you want to save the resulting converted file. It is best not to save the converted file in the same directory and with the same name as the original Cyrillic text file because a newer file will overwrite any older file with the same name. For example, you might want to save the converted **russian.txt** file as **russian2.txt**.

When you click the **Save As** button, a **Converted File Name** window will appear and ask you type the name for the converted file. In this example, you'd type the name **russian2.txt** and press the **OK** button to accept both the name and the directory or sub-directory where it will be saved. After you click the **OK** button in the **Converted File Name** window, you will be returned to the **Text Converter Program** window and the full path of the converted file will be displayed in the box beneath the **Save As** button, for example, **c:\winword\files\russian2.txt** (on the **c** drive in the "**files**" sub-directory of the "**winword**" directory).

- 9 Click the **Convert** button to convert the file. Depending upon the size of the file, the conversion process could take a few seconds or a few minutes.

At any point, you may click the **Cancel** button to stop/cancel the conversion operation. If you click the **Cancel** button, **any** and **all** entries, changes, etc., you accomplished will **not** be saved.

Once the conversion process is completed, you may open the converted **russian2.txt** in your word processor as you would any other file and perform any **Word Translator** function on the file.

It is very easy to remember the order of these steps because the order of the boxes and buttons in the **Text Converter Program** (convert.exe) has essentially the same top-down order as the instructions above. We hope that you enjoy the speed, convenience and ease of use of the **Text Converter Program** (convert.exe).

Printing-Out Pictures of Parts of the "Pravda" Windows Cyrillic Code Pages

Individually, you can easily print pictures of the **1st Part**, **2nd Part** and **3rd Part** of the "Pravda" Code Pages so you will have a "hard copy" of how the Destination Code Pages should be changed so they reflect the standard Windows Cyrillic Code Pages used by the "Pravda" TrueType font (IBM Code Page 1251/CP 1251).

- 1** First open the Code Page Editor window. Press one of the buttons associated with the "Pravda" Code Page section of the window--either the **1st Part**, **2nd Part** or **3rd Part** button. The layout of that part of the code page will be displayed in the "Pravda" Code Page section of the window.
- 2** Simultaneously press the **Left Alt + Print Screen** keys on your keyboard to paste a copy of the screen (picture) onto your Windows Clipboard.
- 3** Close the Code Page Editor window and all other Word Translator windows by clicking the **Cancel** and **Exit** buttons.
- 4** Immediately open either your word processor or Windows Write. With either your word processor or Windows Write opened, simultaneously press the **Shift + Ins** keys on your keyboard to paste a copy of the Part of the Code Page Editor window you copied to Windows Clipboard into your word processor or Windows Write. You may then print the picture by using the command(s) you normally use.
- 5** To copy the other Code Page Parts, re-open the Code Page Editor window, click the next **Part** button and repeat the same procedure.



Polish, Croatian, Czech & Serbian Latin

IMPORTANT: Serbian Latin-English dictionary module users should use the instructions contained in this section. Serbian Cyrillic modules users should use the same instructions provided for Russian module users.

Typing Polish, Croatian, Czech or Serbian Latin

Typing English--Polish, Croatian, Czech & Serbian Latin Modules

The "Danube" East European TrueType Font

Change the Keyboard Layout

The Keyboard Layout Icon & Window

The Text Converter Program

To enable you to type either Polish, Croatian, Czech or Serbian Latin characters and/or access any of the special features provided for these languages by [Word Translator for Windows](#), you **must** have an English-Polish, Polish-English, English-Croatian, Croatian-English, Czech-English, English-Czech, English-Serbian Latin or Serbian Latin-English dictionary module installed on your computer and it **must** be selected as the [Current Dictionary](#) in the [Setup](#) window.

With the exception of the special operating instructions described here for Polish, Croatian, Czech and Serbian Latin, all basic [Word Translator for Windows](#) functions will operate in the same manner as described elsewhere. "Non-split" English-Croatian-English and English-Serbian-English bilingual dictionary modules used with earlier versions of [Word Translator](#) will **not** operate with this version because they use a different code page. Please contact an authorized distributor to have such a dictionary converted for use with this version of [Word Translator for Windows](#).

Type Polish, Croatian, Czech or Serbian Latin

You may type Polish, Croatian, Czech or Serbian Latin characters in Your Windows Word Processor and/or Inside Word Translator

VERY IMPORTANT: Before attempting to type Polish, Croatian, Czech or Serbian Latin in your word processor, other Windows application or inside [Word Translator](#), you **must** first **disable** any other font program or keyboard driver you may have previously used to type Polish, Croatian, Czech or Serbian Latin. With [Word Translator](#) there is no need to use any other font or keyboard driver program. The use of such programs with [Word Translator](#) may cause your system to become unstable or "crash."

To type both English and either Polish, Croatian, Czech or Serbian Latin in your Windows word processor, Windows application or inside [Word Translator](#), you **must only** select and use the supplied "Danube" TrueType font when using a Polish, Croatian, Czech or Serbian Latin dictionary module.

The "Danube" TrueType font will be automatically selected for you as the [Selected Font](#) in the [Setup](#) window for use inside [Word Translator](#). But you yourself **must** to select the "Danube" TrueType font for use inside your word processor or other Windows application before you will be able to type Polish, Croatian or Serbian Latin characters or toggle back and forth between typing English and either Polish, Croatian, Czech or Serbian Latin. The "Danube" TrueType font will produce all necessary English and Polish, Croatian, Czech or Serbian Latin characters.

When you install [Word Translator](#) with a Polish, Croatian, Czech or Serbian Latin dictionary modules, the "Danube" TrueType font is automatically installed in your ("default") **WINTRAN** directory. It should appear on any list of fonts installed on your computer and you should be able to select the "Danube" TrueType font in any Windows word processor or application that allows you to do so just as you would select any other font.

Type East European Characters in Word Processors & Applications

- 1 After you have loaded [Word Translator](#) into your computer's memory, make sure a Polish, Croatian, Czech or Serbian Latin dictionary module is the selected [Current Dictionary](#) in the [Setup](#) window.
- 2 Open your word processor and select the "Danube" TrueType font for the document in your word processor. Even after selecting the "Danube" TrueType font, you will initially only be able to type in English. You may want to set up a macro or template (if your word processor or application allows you to do so) to help you "automatically" select the "Danube" TrueType font when you want to type Polish, Croatian, Czech or Serbian Latin.
- 3 To type Polish, Croatian, Czech or Serbian Latin characters simply press the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) **once** and release it. Using this key will allow you to toggle between the US Keyboard and the [Keyboard Layout](#) displayed in the [Keyboard Layout Editor](#) window.
- 4 To type in English after typing Polish, Croatian, Czech or Serbian Latin, press the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) **once more**. By using ("default") **Ctrl** (Control) [Keyboard Hot Key](#), you will be able to toggle back and forth between typing English and Polish, Croatian, Czech or Serbian Latin characters by merely pressing the keyboard hot key **once**.

The [Croatian](#), [Serbian](#), [Czech](#) or [Polish Characters](#) check box inside the [Word Translator](#) window will toggle (**check** and **un-check**) every time the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) is pressed. Checking this check box has the same effect as pressing the ("default") **Ctrl** (Control) [Keyboard Hot Key](#), consequently, there are two methods you can use to change from typing English to typing Polish, Croatian, Czech or Serbian Latin characters or vice-versa inside your word processor.

Additionally, as you press the default **Ctrl** (Control) [Keyboard Hot Key](#)--to toggle between the standard keyboard you normally use and the Cyrillic or East European keyboard defined by the [Keyboard Layout Editor](#) window, the "**drag strip**" at the far left of the [Speed Bar](#) will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the [Speed Bar](#).

PLEASE NOTE: Some but not all users might be able to change to and successfully use the **Right Alt hot key** instead of the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) as a toggle switch to go back and forth between typing English and typing Polish, Croatian, Czech or Serbian Latin characters. However, please carefully review the information in [Hot Keys](#) before attempting to change to or use the **Right Alt hot key** for this purpose.

Because Windows Notepad does **not** allow you to select a specific font, you **cannot** type Polish, Croatian, Czech or Serbian Latin characters using Windows Notepad.

To toggle back and forth between typing Polish, Croatian, Czech or Serbian Latin characters inside [Word Translator](#), you may use the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) or **check** or **un-check** the [Polish Characters](#), [Croatian Characters](#), [Czech Characters](#) or [Serbian Characters](#) check box inside the [Word Translator](#) window.

Type East European Characters Inside Word Translator

- 1 The "Danube" TrueType font **must** be displayed as the [Selected Font](#) in the [Setup](#) window
- 2 Open the main [Word Translator](#) window and place your cursor in the [uppermost box](#) of the window and type inside this box. Initially you will only be able to type in English.
- 3 To type in Polish, Croatian, Czech or Serbian Latin, press the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) **once** and release it. You will then be able to type Polish, Croatian, Czech or Serbian Latin characters. Please note that the [Polish, Croatian, Czech](#) or [Serbian Characters](#) check box will **check/un-check** as the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) is pressed.
- 4 To type in English after typing Polish, Croatian, Czech or Serbian Latin, press the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) **once more**. By using the ("default") **Ctrl** (Control) [Keyboard Hot Key](#), you will be able to toggle back and forth between typing English and Polish, Croatian, Czech or Serbian Latin characters by merely pressing the key **once**.
- 5 To toggle back and forth between typing Polish, Croatian, Czech or Serbian Latin and English inside [Word Translator](#), you may also **check** or **un-check** either the [Polish, Croatian, Czech](#) or [Serbian Characters](#) check box inside the [Word Translator](#) window or inside the [Setup](#) window. Additionally, as you toggle between keyboards (press the "default" **Ctrl Keyboard Hot Key**), the small gray **"drag strip"** at the far left of the **Speed Bar** will turn **red** whenever the East European keyboard (the keyboard defined in the [Keyboard Layout Editor](#) window) is enabled and back to **gray** when the standard US keyboard is active so you will always have an indicator of which keyboard layout is enabled.

To view a picture of the "default" upper and lower case "Danube" keyboard layout, click **The "Danube" East European TrueType Font.**

To change the "default" "Danube" keyboard layout, open the [Setup](#) window and click the [Change](#) button adjacent to [Keyboard Layout](#) at the bottom of the [Setup](#) window. For additional information about how to do this, click **Change the Keyboard Layout.**

Typing English--East European Modules

When you yourself have selected and are using **only** the "Danube" TrueType font and typing Polish, Croatian, Czech or Serbian Latin characters in a word processor or other Windows application, simply press the ("default") **Ctrl** (Control) **Keyboard Hot Key** **once** and release it. This action will allow you to type in English.

The ("default") **Ctrl** (Control) **Keyboard Hot Key** acts as a toggle for toggling the keyboard between English and Polish, Croatian, Czech or Serbian Latin when you yourself have selected and are using only the "Danube" TrueType font in your word processor, other Windows application or inside **Word Translator**.

PLEASE NOTE: Some but not all users might be able to change to and successfully use the **Right Alt hot key** instead of the ("default") **Ctrl** (Control) **Keyboard Hot Key** as a toggle switch to go back and forth between typing English and typing Polish, Croatian, Czech or Serbian Latin characters. However, please carefully review the information in **Hot Keys** before attempting to change to or use the **Right Alt** key for this purpose.

Because Windows Notepad does **not** allow you to select a specific font, you **cannot** type Polish, Croatian, Czech or Serbian Latin characters using Windows Notepad.

To toggle back and forth between typing Polish, Croatian, Czech or Serbian Latin characters inside **Word Translator**, you may use the ("default") **Ctrl** (Control) **Keyboard Hot Key** or **check** or **un-check** the **Polish Characters**, **Croatian Characters**, **Czech Characters** or **Serbian Characters** check box inside the **Word Translator** window.

Additionally, as you press the default **Ctrl** (Control) **Keyboard Hot Key**--to toggle between the standard keyboard you normally use and the Cyrillic or East European keyboard defined by the **Keyboard Layout Editor** window, the **"drag strip"** at the far left of the **Speed Bar** will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the **Speed Bar**.

The "Danube" East European TrueType Font

The "Danube" TrueType font copyright © 1994-95 Translation Experts Limited. The "Danube" font name will appear in the [Selected Font](#) box in [Word Translator's Setup](#) window when a Polish, Croatian, Czech or Serbian Latin dictionary module is displayed as the [Current Dictionary](#). You should **NOT** change to any other font while using an Polish, Croatian, Czech or Serbian Latin dictionary module. The "Danube" font will allow you to type English and either Polish, Croatian, Czech or Serbian Latin characters.

The "Danube" TrueType font uses the standard Windows East European Code Page (IBM Code Page 1250/CP 1250). You may substitute any other TrueType font that uses this Code Page, however, if the font does **not** use this Code Page, English and/or East European words you type or read may appear "scrambled" or nonsensical.

To type English and either Polish, Croatian, Czech or Serbian Latin characters in your Windows word processor or other major Windows application, **you yourself** must select and use **only** the "Danube" TrueType font in the application.

"Default" Uppercase East European Keyboard Layout

"Default" Uppercase East European Keyboard Layout

If you prefer a different keyboard layout than the "default" "Danube" keyboard layout, you may easily and quickly change the layout by opening the [Keyboard Layout Editor](#). For more information about how to go about doing this, click [Change the Keyboard Layout](#).

Checking the [Show Keyboard Layout](#) check box in the [Setup](#) window will display a [Keyboard Layout](#) icon **beneath the Program Manager window** (next to the [Word Translator](#) icon) **and/or over your Windows word processor**. If you do **not** want to display the [Keyboard Layout](#) icon, leave this check box **unchecked**.

When displayed, the [Keyboard Layout](#) icon can be moved to another position (just as with any other icon) by placing your mouse directly on the icon and pressing and holding down on the left mouse button while you move the icon to the desired location on your screen. Releasing the left mouse button positions the [Keyboard Layout](#) icon at the point where you release the left mouse button.

You may view the [Keyboard Layout](#) window and, thereby, the [Keyboard Layout](#) defined by the [Keyboard Layout Editor](#) window at any time, by double-clicking directly on the [Keyboard Layout](#) icon. This will display a small [Keyboard Layout](#) window. Initially, you will only see the lowercase [Keyboard Layout](#) but you may toggle between the uppercase and lowercase [Keyboard Layout](#) by clicking your mouse directly on the **Shift** or **Caps Lock** keys in the [Keyboard Layout](#) window. You may [Minimize](#) the [Keyboard Layout](#) window at any time (again making it an icon), by clicking your left mouse button directly on the "down arrow" in the far, upper right-hand corner of the [Keyboard Layout](#) window. For further information, click [The Keyboard Layout Icon & Window](#).

The "Danube" font/keyboard layout was originally designed for use with the standard **BRITISH** keyboard driver. While slightly different than the standard **US** keyboard driver/layout, it is very similar and, with a few exceptions, will produce the same characters displayed above by pressing the same keys. Other keyboard drivers may produce vastly different characters when a specific key is pressed, consequently, to enable you to use the keyboard layouts displayed above, we recommend that you utilize an American-based or British-based keyboard driver.

PLEASE NOTE: Some but not all users might be able to change to and successfully use the **Right Alt hot key** instead of the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) as a toggle switch to go back and forth between typing English and typing Polish, Croatian, Czech or Serbian Latin characters. However, please

carefully review the information in **Hot Keys** before attempting to change to or use the **Right Alt hot key** for this purpose.

Because Windows Notepad does **not** allow you to select a specific font, you **cannot** type Polish, Croatian, Czech or Serbian Latin characters using Windows Notepad.

To toggle back and forth between typing Polish, Croatian, Czech or Serbian Latin characters inside [Word Translator](#), you may use the ("default") **Ctrl** (Control) [Keyboard Hot Key](#) or **check** or **un-check** the [Polish Characters](#), [Croatian Characters](#), [Croatian Characters](#) or [Serbian Characters](#) check box inside the [Word Translator](#) window.

Additionally, as you press the default **Ctrl** (Control) [Keyboard Hot Key](#)--to toggle between the standard keyboard you normally use and the Cyrillic or East European keyboard defined by the [Keyboard Layout Editor](#) window, the "**drag strip**" at the far left of the [Speed Bar](#) will change color from **GRAY** to **RED** or from **RED** to **GRAY**. **RED** indicates the alternate keyboard is enabled and **GRAY** indicates the standard keyboard is enabled. This is the same "drag strip" you would use to move the [Speed Bar](#).

Change the Keyboard Layout

VERY IMPORTANT: Before attempting to make any changes to the [Keyboard Layout](#), it's a very good idea to make a separate backup disk copy of the original [Word Translator ???ENG*.KBD](#) and [ENG???*.KBD](#) files in your "default" **WINTRAN** directory before you make any changes so that, in the event your changes are unsuccessful, you can easily return to the "default" settings by re-installing only these files and not the entire program.

If you so desire, you can easily change the [Keyboard Layout](#) by assigning specific characters to specific keys of your choosing. To do this, first open the [Word Translator Setup](#) window and click on the [Change](#) button adjacent to the text [Keyboard Layout/Code Page](#). You **must** have a Polish, Croatian, Czech or Serbian Latin dictionary module as the selected [Current Dictionary](#) in the [Setup](#) window for this button to work. Clicking the [Change](#) button will open a [Keyboard Layout Editor](#) window that displays two basic sections:

A. A picture of the current [Keyboard Layout](#) used by the "Danube" TrueType font.

B. A table of available characters from the [Current Code Page](#).

NOTE: The [Edit Code Page](#) button inside the [Keyboard Layout Editor](#) window is **not** operative for Polish, Croatian, Czech or Serbian Latin dictionary modules using the "Danube" TrueType font (Windows East European Code Page/IBM Code Page 1250/CP 1251)

To change the Polish, Croatian, Czech or Serbian Latin character produced by a specific key on the displayed [Keyboard Layout](#) picture:

- 1 Click either the [Upper Case](#) or the [Lower Case](#) button adjacent to the displayed [Keyboard Layout](#) picture to individually change the layout of either the lowercase or uppercase characters in the [Keyboard Layout](#) section. You can only change a single case (upper or lower) at any one time.
- 2 To enable you to choose any character in the [Current Code Page](#), click on the either the [First Part](#) or the [Second Part](#) buttons. Respectively, these buttons will either display the first part of the [Current Code Page](#) or the second part of the [Current Code Page](#).
- 3 From the table of available characters in the [Current Code Page](#), click your left mouse button once on a character you want to attribute to another key on your keyboard
- 4 After clicking on a character in the [Current Code Page](#), immediately click once with your left mouse button on the key you wish to attribute that character to in the displayed [Keyboard Layout](#) picture. You will notice that the character you chose from the [Current Code Page](#) will then be displayed on the key you clicked in the [Keyboard Layout](#) section.
- 5 By continuing this process, you can change any or all of the keys displayed for both the uppercase and lowercase [Keyboard Layout](#).
- 6 If you make a mistake or place a character in the wrong position on the [Keyboard Layout](#) picture, re-select the correct character from the [Current Code Page](#) (by clicking on it once) and, then, immediately click on the key you wish to attribute the character to.
- 7 When you have made all the changes to both the upper and lowercase [Keyboard Layout](#) that you desire, click the **OK** button to save the changes you have made. All changes to the [Keyboard Layout](#) are saved in both the (dictionary) [???eng*.kbd](#) and [eng???*.kbd](#) files in your "default" **WINTRAN** directory. [Word Translator](#) will automatically assure that the dictionary .kbd files of both "paired" dictionary modules are identical.

If, for example, you make changes while using a Polish-English * dictionary module, the changes are initially saved to the **poleng*.kbd** file. If you are using the English-Polish * dictionary module, changes are initially saved to the **engpol*.kbd** file. **Word Translator** will automatically change the other "paired" dictionary **.kbd** file to reflect the changes you made to one.

- 8 Individually, you can easily print a picture of both the uppercase and lowercase **Keyboard Layout** changes you make. With either the uppercase or lowercase **Keyboard Layout** picture displayed in the **Keyboard Layout Editor** window, simultaneously press the **Left Alt + Print Screen** keys on your keyboard to paste a copy of the screen onto your Windows **Clipboard**.

Next, close the **Keyboard Layout Editor** window and all other **Word Translator** windows and open either your word processor or Windows Write. With either your word processor or Windows Write opened, simultaneously press the **Shift + Ins** keys on your keyboard to paste a copy of the **Keyboard Layout Editor** window from Windows **Clipboard** to your word processor or Windows Write. You may then print the picture by using the command(s) you normally use. To print the other case, re-open the **Keyboard Layout** picture, select the other case and follow the same procedure.

Please Note: You may want to use the Windows Paintbrush utility to **edit** the keyboard layout pictures **after** you copy them (using the **Left Alt + Print Screen** keys on your keyboard to copy the picture) but **before** you paste the picture(s) to your word processor or Windows Write.



The Text Converter Program

The [Text Converter](#) program has been designed to allow users who have East European text produced with a font that uses another code page to easily convert it to the Windows East European Code Page (IBM Code Page 1250/CP 1250) standard used by the [Word Translator](#)-supplied "Danube" TrueType font. For example, you can use the program to convert Code Page 852 text to Code Page 1250. Likewise, you can also use the [Text Converter](#) program to convert Code Page 1250 text to another Code Page, for example, Code Page 852. The program is **only** designed to convert text from one Code Page to another.

You can use the [Text Converter](#) program (convert.exe) to convert any East European text you have that was produced in a font that uses another code page other than the Windows East European Code Page (IBM Code Page 1250/CP 1250). You will need to have the TrueType font used to produce the Polish, Croatian, Czech or Serbian Latin text installed on your computer.

To perform a conversion, carefully follow these steps:

- 1 Save the Polish, Croatian, Czech or Serbian Latin text produced using another Polish, Croatian, Czech or Serbian Latin font/code page as a **pure ASCII text** file such as **.txt** in Microsoft Word for Windows. Please note that the file **MUST be saved as a pure ASCII text** file in a directory or sub-directory on your hard drive, otherwise, we cannot guarantee the success of the conversion operation. In the following instructions, we'll use the file name **polish.txt**, **croatian.txt**, **czech.txt** or **serbian.txt** to refer to the Polish, Croatian, Czech or Serbian Latin text produced in another code page.
- 2 Double-click on the [Text Converter](#) icon in the [Word Translator](#) program group window to open the [Text Converter](#) window and, then, click the **OK** button in the [About](#) window that appears to open the [Conversion of a pure text file](#) window.
- 3 In the [Conversion of a pure text file](#) window, click the **Open** button below [Conversion File Name](#): and choose the name of the **pure ASCII text** file (e.g. **polish.txt**, **croatian.txt**, **czech.txt** or **serbian.txt**) that you saved in a directory or sub-directory on your hard drive. Once you've selected the file, its full path will be displayed in the box beneath the **Open** button. For example, if you use Microsoft Word for Windows ("Winword"), the path might be **c:\winword\files\polish.txt** (or **croatian.txt**, **czech.txt** or **serbian.txt**) -- on the **c** drive in the **"files"** sub-directory of the **"winword"** directory.
- 4 You then have the option of either clicking the **Change** button or the **Create New** button below [Conversion Table](#) in the [Conversion of a pure text file](#) window.

If, for example, you already had a **.cpc** file that, for instance, converted text produced with Code Page 852 text to Code Page 1250, it might be named **852_1250.cpc**. Clicking the **Change** button will open a [Code Page Conversion Table Name](#) window and allow you to select the **852_1250.cpc** file for use for the conversion you wish to make. To change to the **852_1250.cpc** file, click directly on the file name in the [Code Page Conversion Table Name](#) window and click the **OK** button. Clicking the **OK** button will return you to the [Conversion of a pure text file](#) window where the name of the **.cpc** file you selected will be displayed immediately beneath the **Change** and **Create New** buttons--e.g. **C:\WINTRAN\852_1250.cpc**. You may now go to step 8 in these directions.

If you are converting text produced using another Code Page or a Code Page for which you do not have an already existing **.cpc** for, clicking the **Create New** button will allow you to create a new **.cpc** file. When you click the **Create New** button, a [Code Page Conversion Table Name](#) window will appear and ask you to name the new **.cpc** file. It is usually best to name the file using the **to_from** numbers of the code pages (e.g. **852_1250.cpc**). After naming the new **.cpc** file, click the **OK** button. After clicking the **OK** button, the [Code Page Editor](#) window will immediately open and allow you to edit the

[Destination Code Page](#). This is essential because the [Text Converter Program](#) (convert.exe) must be "told" about the code page used by the text you are converting. When the [Code Page Editor](#) window first opens, the [Source Code Page](#) and [Destination Code Page](#) sections will match exactly because The "Danube" font (using the standard Windows East European Code Page/IBM Code Page 1250/CP 1250) is the selected font.

- 5 Click the [Change Font](#) button in the [Source Code Page](#) section of the [Code Page Editor](#) window to select the specific TrueType font used to create the source text you are converting. This is the TrueType font used to create the original source text (e.g. the **polish.txt**, **croatian.txt**, **czech.txt** or **serbian.txt** that was produced in a different font than the "Danube" TrueType font) and, thereby, the [Source Code Page](#) of the TrueType font used to create the **polish**, **croatian**, **czech** or **serbian.txt**. The [Source Code Page](#) will display the code page used by the font that produced the **polish.txt**, **croatian.txt**, **czech.txt** or **serbian.txt**.
- 6 Part by Part, edit the **1st Part**, **2nd Part** and **3rd Parts** of the [Destination Code Pages](#) so they correspond **exactly** to the code pages used by the "Danube" TrueType font. The [Destination Code Pages](#) **must** be edited so they **exactly** "match" the code pages used by the "Danube" TrueType font (the Windows East European Code Page/IBM Code Page 1250/CP 1250).
- 7 After editing the [Destination Code Pages](#) so they **exactly** "match" the code pages used by the "Danube" TrueType font, click the [OK](#) button to accept the changes to the [Destination Code Pages](#). These changes to the code pages are saved to your **WINTRAN** directory in the file you named, for example, **852_1250.cpc** so that the next time you import text produced in the same font/in the same code page, you will not have to edit the [Destination Code Pages](#) again but only call-up the **852_1250.cpc** file by clicking the [Change](#) button. You might want to copy the new **852_1250.cpc** file to a separate backup disk after you complete this process.
- 8 Click the [Save As](#) button beneath [Converted File Name](#): and type a name for the converted file as well specifying the directory or sub-directory where you want to save the resulting converted file. It is best not to save the converted file in the same directory and with the same name as the original Polish, Croatian or Serbian Latin text file because a newer file will overwrite any older file with the same name. For example, you might want to save the converted **polish.txt**, **croatian.txt** or **serbian.txt** file as **polish2.txt**, **croatian2.txt** or **serbian2.txt**.

When you click the [Save As](#) button, a [Converted File Name](#) window will appear and ask you type the name for the converted file. In this example, you'd type the name **polish2.txt**, **croatian2.txt**, **czech2.txt** or **serbian2.txt** and press the [OK](#) button to accept both the name and the directory or sub-directory where it will be stored. After you click the [OK](#) button in the [Converted File Name](#) window, you will be returned to the [Text Converter Program](#) window and the full path of the converted file will be displayed in the box beneath the [Save As](#) button, for example, **c:\winword\files\polish2.txt** or **croatian2.txt**, **czech2.txt** or **serbian2.txt** (on the **c** drive in the "**files**" sub-directory of the "**winword**" directory).

- 9 Click the [Convert](#) button to convert the file. Depending upon the size of the file, the conversion process could take a few seconds or a few minutes.

At any point, you may click the [Cancel](#) button to stop/cancel the conversion operation. If you click the [Cancel](#) button, **any** and **all** entries, changes, etc., you accomplished will **not** be saved.

Once the conversion process is completed, you may open the converted **polish2.txt**, **croatian2.txt**, **czech2.txt** or **serbian2.txt** in your word processor as you would any other file and perform any [Word Translator](#) function on the file.

It is very easy to remember the order of these steps because the order of the boxes and buttons in the [Text Converter](#) program (convert.exe) has essentially the same top-down order as the instructions above.



Backing-Up Your User Dictionary Files

As you add new "base words/phrases," translations and otherwise customize your dictionary you should periodically backup your **User Dictionary** files to assure they are not lost in the event they are inadvertently deleted, over-written or if your hard disk becomes inoperable. You can quickly and easily backup your **User Dictionary** files whenever you feel it's necessary, however, periodically a [Word Translator](#) window will automatically appear to remind you to do so. You will receive a certificate good for discounts on future upgrades, other dictionary modules or any product offered by Translations Experts for every copy of your **User Dictionary** files you send to Translation Experts.

Any and all new "base word," phrase and translation entries and deletions you make to the **Supplied Dictionary** modules are saved in a separate set of **User Dictionary** files. While their names are similar to the names of the supplied dictionary module files, the **User Dictionary** files are separate and different from those of the **Supplied Dictionary** modules.

For example, if you were using the **Polish-English III** and **English-Polish III** "paired" dictionary modules, the names of the **Supplied Dictionary** module files in your ("default") **WINTRAN** directory would be identified as:

ENGPOL3.NDX	POLENG3.NDX
ENGPOL3.REC	POLENG3.REC
ENGPOL3.SBS	POLENG3.SBS
ENGPOL3.SFX	POLENG3.SFX

[Word Translator](#) uses a specific **Dictionary Module/Language Naming Convention** for various languages and **Supplied Dictionary** modules. For example, ENGPOL*.* above is the designation for an English-Polish dictionary and POLENG*.* for a Polish-English dictionary.

Using the above "paired" Polish-English III and English-Polish III dictionary modules as an example, the names of the corresponding **User Dictionary** files in the ("default") **WINTRAN** directory (where all changes and additions to the **Supplied Dictionary** modules are saved) would be identified as:

ENGPOL A .NDX	POLENG A .NDX
ENGPOL A .REC	POLENG A .REC
ENGPOL A .SFX	POLENG A .SFX
ENGPOL A .SBS	POLENG A .SBS

(**A**.SBS files are not always present)

Please note that all **User Dictionary** files contain an "**A**" following the name of the specific dictionary module (e.g. POLENG for Polish-English). The files containing an "**A**" immediately before the (.) (point) are your **User Dictionary** files and the files that you should copy when you make a backup disk. Depending upon the number and type of new entries you make, the **User Dictionary** ".SBS" may or may not be present. If it's not there, don't worry, just copy the other existing "**A**" **User Dictionary** files.

PLEASE NOTE: If you send **Translation Experts** a disk copy of your **User Dictionary** files (as you back them up), you will receive a certificate for special discounts on future upgrades and other dictionary modules. Please clearly label copies of your "Backup" disk with the name of the dictionary modules it contains (e.g. Polish-English and English-Polish) and mail 3.5-inch HD disk copies of your **User Dictionary** "Backup" disk(s) to:

Translation Experts USA
Post Office Box 18035
Denver, CO 80218-0035 USA

To make a dictionary "Backup" with all files on a single disk:

- 1 Label a blank, formatted, 1.44 MB, high density disk with the specific dictionary module names (e.g. English-Polish and Polish-English) and "Backup."
- 2 Insert the "Backup" disk into your **A** (or B) drive.
- 3 Open Windows and, then, open **File Manager** by double-clicking on the **File Manager** icon. On the left side of the window, **File Manager** will display all the directories for the drive containing your **Word Translator for Windows** files. For most, this will be the **C** drive in the ("default") **WINTRAN** directory (**C:\WINTRAN**).
- 4 Find the **WINTRAN** directory in the list of directories on the left and click directly on the **WINTRAN** name once. This will highlight the **WINTRAN** directory name as well as display a list of files in the directory on the right side of the window. If you installed **Word Translator for Windows** in another directory name, use that name instead of the "default" **WINTRAN** name.
- 5 To backup your **User Dictionary** files, you need to copy the files with names that end with the designation "**A**" (.) (point) and then the file-type designations **".NDX," ".REC," ".SBS" and ".SFX."** Additionally, (for Russian, Polish, Croatian, Czech, Serbian Latin or Cyrillic) you should copy (back-up) all **".KBD" and ".CPC"** files no matter what designation precedes the **".KBD" or ".CPC"** designation. The **".KBD"** files are the files where any and all changes made to the keyboard layout are saved and the **".CPC"** are code page conversion files.

User Dictionary files contain an "**A**" that is immediately preceded by the name of your dictionary. So, for example, for any Polish-English dictionary module (**POLENG**), the four files that should be copied to the "Backup" disk are named **POLENGA.NDX**, **POLENGA.SBS**, **POLENGA.REC**, and **POLENGA.SFX**. **Please Note:** An **"A.SBS"** file may not always be present.

The "paired" dictionary module **ENGPOL** (English-Polish) also contains **"A.NDX," "A.REC," "A.SBS" and "A.SFX"** files and should also be copied to the "Backup" disk. **Please Note:** The dictionary **".REC"** files are **not** Windows "recorder" files and, depending upon the number and type of dictionary entries you have made, you may or may not have an **"A.SBS"** file at all.

You may copy each individual file to the "Backup" disk separately or you can copy all at the same time. To copy all the dictionary files at the same time, find the **User Dictionary's (??????A) ".NDX," ".REC," ".SBS," ".SFX"** and (for Russian, Polish, Croatian, Czech or Serbian) all **".KBD" and ".CPC"** files, then, while holding down the (Control) **Ctrl** key on your keyboard, click your left mouse button once on each of the file names. This should highlight all the file names one at a time. When the selected files and no others are highlighted, release the **Ctrl** (Control) key. The files you selected should remain highlighted.

- 6 Click once on the **File** option on the **File Manager** menu bar. From the list of menu options that appear, choose **Copy** by clicking on it once with your left mouse button. A **Copy** window will appear displaying the **Current Directory C:\WINTRAN** (unless you installed **Word Translator** on another drive or in another directory) as well as a **From:** and **To:** box. The **From:** box will list all selected files (even if they "run out" of the box) you want to copy. A blinking I-shaped cursor will appear in the **To:** box.
- 7 In the **To:** box, type **A:** (or **B:**) for the drive containing your "Backup" disk.
- 8 After you've typed the drive letter of the drive containing your "Backup" disk, click once on the **OK** button or press the **<enter>** key and your computer will copy the dictionary files from your hard disk drive to your "Backup" disk. When the copy process is completed, eject the "Backup" disk and place it in a safe place.
- 9 Because it's best to only keep a "Backup" disk of your most recent **User Dictionary** files, you may

continue to use the same disk or disks for all subsequent dictionary "Backups." To use the same disk or disks again, just follow the same procedure. The only difference will be that after you click the **OK** button or press the **<enter>** key to copy the files to the "Backup" disk, a **Confirm File Replace** window will appear and ask you confirm that you want to replace earlier files (already on the disk) with more recent files of the same name. Click **OK** to replace the earlier file(s) with the most recent one(s).

More information about copying files from your hard drive to a disk can be found in your Windows and DOS User's Guides.

Troubleshooting -- Installation Problems

In some rare instances, you may receive an error message that a particular file on the installation disk(s) cannot be correctly written from the diskette to the hard drive.

If the error message indicates that an incorrect number of bytes were written to the hard disk, you may continue the installation by clicking the **Ignore** button. This is not an error that will adversely affect the performance of **Word Translator**. If you receive this error message, please contact an authorized distributor after you have completed the installation.

If the error message indicates that a particular file cannot be opened, it is a clear indication that the disk drive containing the installation disk is not operating correctly. If you receive the error message that the file cannot be opened, you should have your disk drive thoroughly checked for performance by a qualified repair facility. Often, the disk drive may only need cleaning but, in some cases, total replacement may be required.

Troubleshooting -- Hot Key Problems

If you simultaneously press the ("default") **Ctrl + Shift** hot keys (to call-up [Word Translator](#)) or the **Alt + F-7 hot keys** (to call-up the [Setup](#) window), or individually press the ("default") **Ctrl** keyboard **hot key** (to toggle between typing English and accented characters or between typing English and Russian, Polish, Croatian, Czech or Serbian) and something else or nothing at all happens, you most likely have a **hot key** conflict between [Word Translator](#) and your word processor, application or hardware system. Please review the information either about **hot key conflicts** or the **keyboard hot key**.

Troubleshooting -- Typing Only "Weird-Looking" Accented Characters

If you're using a language that does **not** require a [Word Translator](#)-supplied TrueType font and all of a sudden (sha-zam!), you find that you're typing only and nothing but "weird-looking" ASCII accented characters after using a [Word Translator](#) mode (e.g. áǐǒøåíáßðíúääéòìùèê©ç, et cetera), it means that the [Keyboard Hot Key](#) is still enabled and your keyboard is only accessing accented characters.

You can easily tell if this is the case by just looking at the [Speed Bar](#). If the small "drag strip" at the far left of the **Speed Bar** is **RED**, only accented characters are being accessed. You can easily revert to the standard keyboard by pressing the ("default") **Control (Ctrl) Keyboard Hot Key** once so that the "drag strip" on the **Speed Bar** turns **GRAY**.

If you only use the Windows 3.1x-supplied **US-International Keyboard Driver** or use **ASCII Code** to type accented characters, you may completely disable the [Keyboard Hot Key](#) in the in the **Setup Window** window by selecting **None** in the [Change Keyboard Hot Key](#) section.

Troubleshooting -- Using Word with WordPerfect Help and/or WordPerfect Navigation Keys

Word Translator will not operate with Word for Windows if you have either the [Help for WordPerfect Users](#) or [Navigation Keys for WordPerfect Users](#) options enabled. You must disable both of these options before attempting to use [Word Translator](#) with Word for Windows. Review the operating information for [Word for Windows](#) for more information. To disable the [Help for WordPerfect Users](#) or [Navigation Keys for WordPerfect Users](#) options in Word for Windows:

- 1 From the Word for Windows menu bar, first click [Tools](#), then, [Options](#) and click on the [General](#) "file folder." If either the [Help for WordPerfect Users](#) or [Navigation Keys for WordPerfect Users](#) options are enabled (check box checked), continue with the following.
- 2 Deselect the [Help for WordPerfect Users](#) check box (un-check the check box).
- 3 Deselect the [Navigation Keys for WordPerfect Users](#) check box (un-check the check box).
- 4 Click the [OK](#) button.

Troubleshooting -- 3rd-Party Keyboard Drivers

If you have a third-party keyboard driver installed on your system that you at one time used to type Russian, Polish, Croatian, Serbian, Czech or other non-ANSI language characters (before you installed Word Translator), you **must disable** or delete it from your hard disk before attempting to use [Word Translator for Windows](#). The use of third-party keyboard drivers (that you may have needed or used in the past) can interfere with [Word Translator](#) to such an extent that you won't be able to type anything correctly, much less Cyrillic or East European characters. If you have such a keyboard driver installed, it is best to either disable it or delete it from your system before you attempt to use [Word Translator](#).

Troubleshooting -- 3rd-Party Program Manager Utilities

If you use a third-party [Program Manager](#) utility (instead of the standard Windows 3.1x [Program Manager](#)) with your system and the [Word Translator Program Group](#) window fails to appear after installation, you will have to manually create a [Word Translator Program Group](#) window and, then, manually insert the **WT.EXE**, **WT.HLP**, **INFO.WRI** and, for some language versions, the **README.TXT** and **CONVERT.EXE** program files **into** the [Word Translator Program Group](#) window. Doing this will create an icon for each of these major files in the [Word Translator Program Group](#) window. Please consult the operating instructions for the third-party [Program Manager](#) utility you use for further information about how to do this.



Conjugate All Regular Portuguese Verbs (-ar, -er & -ir)

Please Note: The **Expand** button is **only** operational when an English-Brazilian Portuguese or English-European Portuguese dictionary module **with conjugation help** is installed and selected as the **Current Dictionary**.

By using the **Expand** button, **Word Translator for Windows** will provide full conjugations for all **regular Portuguese verbs** and verb phrases that are entered in the **Supplied Dictionary** or for any **regular Portuguese verb** or verb phrase you yourself enter in the dictionary **only** when:

- 1 You have purchased and installed either an English-Brazilian Portuguese or English-European Portuguese dictionary module **with conjugation help ... and**
- 2 You have the English-Portuguese dictionary module selected as the **Current Dictionary** in either the **Setup** window or in the main **Word Translator** window.

Please Note: All **regular Portuguese verbs** entered in the **Supplied Dictionary** are identified with the notation **(verb)** immediately following the verb or the verb in the verb phrase (e.g. **falar (verb)**). If you yourself add any new regular verbs or verb phrases to the dictionary and want the program to be able to conjugate them, you must identify them by placing the note **(verb)** immediately following the verb with one space between the end of the verb and the parenthesis containing the word verb.

To use **Word Translator's** conjugator while using any **Word Translator** mode:

- 1 With an English-Portuguese dictionary module selected as the **Current Dictionary**, select a translation from the list in the **Choose Translation** box with the notation **(verb)** immediately following it. For example, **falar (verb)** = (to) speak. In the main **Word Translator** window, do this by first clicking on (highlighting) the translation and, then, clicking the **Choose** button. The window will change and an **Expand** button will appear. In other **Word Translator** windows, the **Expand** button will already be displayed so all you need do is click on (highlight) the translation with the notation **(verb)**.
- 2 Click the **Expand** button and the window will change and display a window similar to that displayed at the end of this section. In the window at the end of this section, click on the various areas for an explanation of each part of the window.
- 3 Click on the scroll arrow in the lower right-hand corner (adjacent to the box displaying the "default" **Present Indicative**) to select the verb form you require. Clicking this scroll arrow will display a listing of the verb forms and allow you to scroll through the list and select one of the following:

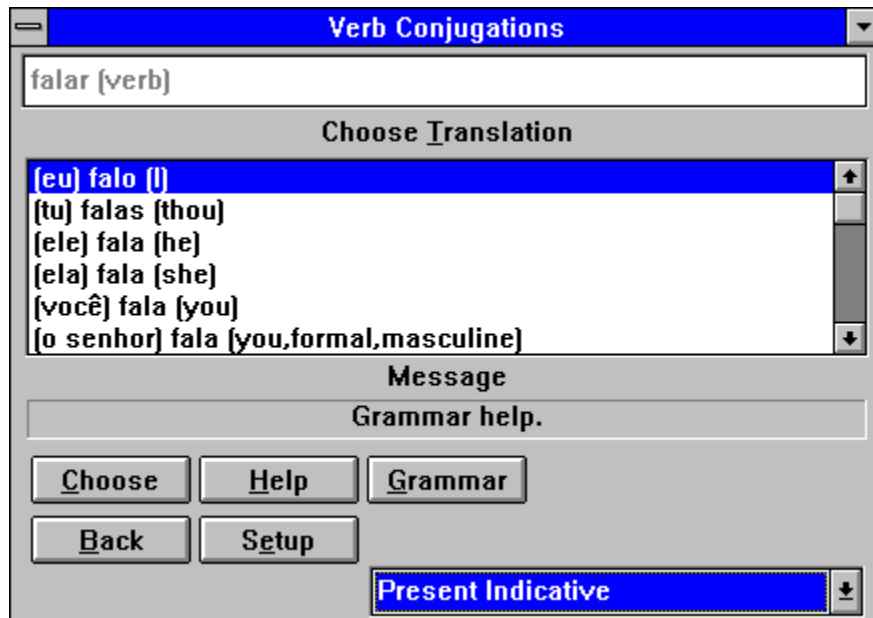
Impersonal Infinitive
Personal Infinitive
Participle
Gerund
Present Indicative
Imperfect Indicative
Preterit Indicative
Pluperfect Indicative
Simple Future Indicative
Compound Future Indicative
Present Perfect Indicative
Present Subjunctive
Imperfect Subjunctive
Future Subjunctive
Present Perfect Subjunctive
Pluperfect Subjunctive

Future perfect Subjunctive
Simple Conditional
Compound Conditional
Affirmative Imperative
Negative Imperative

If you require grammar help or a definition of the various verb forms, you may click on the [Grammar](#) button at any time. Clicking the [Grammar](#) button will immediately open a window displaying definitions of the verb forms from the [Grammar Help](#) file. To view other topics in the [Grammar Help](#) file, click the [Contents](#) button.

- 4 Selected the verb form you want from the list by clicking directly on it. After doing this, the [Choose Translation](#) box will display all conjugations of the verb in the form you selected. Select the specific conjugation you require by clicking directly on the conjugation in the [Choose Translation](#) box. This will highlight your selection.
- 5 Click the [Choose](#) button to select and paste the translation (verb conjugation) to the document you are working with. With the exception of the [Expand](#) button, all other displayed buttons operate exactly as described elsewhere.

Click once on various sections of the window below for an explanation of its function





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Other Language Products & Services

Word Translator for DOS

Translation Experts has not forgotten about those who still use and prefer DOS. They will be happy to know that a fully functional DOS version of [Word Translator](#) is also available for many languages. [Word Translator for DOS](#) operates a little "faster" than [Word Translator for Windows](#) because it does not require the Windows graphic interface and because it runs in text mode.

Unlike [Word Translator for Windows](#), most languages for the DOS version use single "non-split/non-paired" bilingual language modules and [Word Translator for DOS](#) will not operate with all DOS word processing programs. It also requires additional software or the use of WordPerfect with the Russian language module to enable you to print Cyrillic characters. Please contact an authorized distributor if you would like more information about [Word Translator for DOS](#) or to order a copy.

Keyboard Translator for Windows (KeyTran)

Translation Experts also makes TrueType fonts for Greek, Turkish, Cyrillic, East European, Baltic, Vietnamese, Japanese and many other languages that are combined with [Keyboard Translator for Windows \(KeyTran\)](#) which includes a [Keyboard Layout Editor](#) (to remap/reconfigure the keyboard layout), a keyboard driver, [Keyboard Layout](#) window and [Text Converter](#) program (to convert text from one code page to another). [Keyboard Translator for Windows \(KeyTran\)](#) operates with most popular Windows word processing programs and provides everything necessary to type another language. Please contact an authorized distributor if you would like more information about [Keyboard Translator for Windows \(KeyTran\)](#) or to order a copy.

Word Translator for Travelers

Translation Experts has just released [Word Translator for Windows Traveler's Edition](#) containing five special "paired" travelers dictionaries with to/from English and French, Spanish, German, Russian and Brazilian Portuguese. Each of the five "paired" language dictionaries provided with [Word Translator's Traveler's Edition](#) contains over 10,000 combined word and phrase entries and will allow you to quickly and easily construct questions, answers and dialogs that can successfully get you through everything from airports and train stations to shopping, hotels, restaurants, medical services, car rentals and driving situations. [Word Translator's Traveler's Edition](#) is perfect for notebook or laptop computers and the busy traveler. Please contact an authorized distributor if you would like more information about [Word Translator's Traveler's Edition](#) or to order a copy.

Latest Product Information

Double-click on the [Product and Ordering Information](#) icon in the [Word Translator](#) program group window for the most up-to-date listing of available products, languages, specifications, prices, order forms and ordering information or contact **Translation Experts USA** directly at:

**Post Office Box 18035
Denver, Colorado 80218-0035
(303) 329-8716
Fax (303) 377-8220 (M-F only)
Internet: transusa@usa.net
CompuServe: 70750,1415**

Need a Language Dictionary Not Listed?

With [Word Translator for Windows](#), it is possible to create almost **ANY** dictionary module you may want. If, for example, you wanted to create a dictionary module not available anywhere else, you could do so with [Word Translator for Windows](#).

The only limitation is having a font that contains all the necessary accented characters required for both

languages. To create an original, new bilingual dictionary yourself, you need both the necessary language skills in both of the languages as well as the time necessary to enter the "base words/phrases" and translations. Please contact an authorized distributor for more information about how to go about doing this. We would be happy to help.

Because [Word Translator](#) is distributed throughout the world, we also have available numerous foreign language to/from foreign dictionary modules, for example, Russian-German and German-Russian, Norwegian-Portuguese and Portuguese-Norwegian, Danish-German and German-Danish, et cetera.

Additionally, if Translation Experts does not currently carry a specific foreign language to/from foreign language dictionary module, we can create a custom dictionary module containing almost **ANY TWO** languages we offer--with any almost "source" and "destination" language currently offered.

The cost for customized foreign language dictionary modules varies depending upon the specific languages involved, the font or fonts required for both languages, the dictionary size and whether you want a single, "non-paired" bi-directional dictionary module or "paired"/"coupled" bi-directional dictionary modules. The time necessary to produce such dictionary modules varies from thirty to ninety days. Combining most languages in "paired"/"coupled" dictionary modules--from those languages we already carry--can usually be accomplished for \$250 to \$500 in approximately ninety days. For more information, please contact an authorized distributor.

Professional Human Translation Services

In addition to [Word Translator](#) software, Translation Experts now offers professional human translation services for documents, manuscripts, manuals, et cetera. Our expert translators use [Word Translator](#) to accomplish the first rough translation and then carefully double-check and rework the text to ensure 100% accuracy. They can translate anything from a one-page letter to extensive manuals. Exact translation charges vary depending upon the specific languages and length and type of document to be translated.

Our world-wide network of professional translators can translate to and from many different languages. Double-click on the [Product and Ordering Information icon](#) in the [Word Translator program group](#) window for the most up-to-date listing of specific available languages and approximate costs.



Software Development Team

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Nenad Koncar: Principal software engineer and designer of [Word Translator](#). Holds M.S. degree in Computer Science. Now completing Ph.D. research in natural language processing.

Koert Zeilstra: Software engineer and co-designer of [Word Translator for DOS](#) and [Word Translator for UNIX](#). Holds M.S. degree in Computer Science. Now working as a software engineer in Virginia.

Halldor Gislason: Developing the Macintosh version of [Word Translator](#) and the most experienced software engineer on the whole team with several years experience with a major software company and distributor of [Word Translator](#) in Iceland.

Robert Devcic: Microsoft Windows expert and the driving force behind [Word Translator for Windows](#). Holds B.S. degree in Computer Science, Zagreb, Croatia.

Jim Connolly: Author of the [Word Translator for Windows](#) on-line manual hypertext, an avid [Word Translator](#) enthusiast and distributor of [Word Translator](#) in North America.

Arkeo A.S.-Word Office: Norwegian developer of the English-Norwegian and Norwegian-English dictionary modules. They distribute [Word Translator for Windows](#) in many countries throughout Europe.

Ralph Hancock: Designer of the Cyrillic "Pravda," East European "Danube," Japanese Hiragana and Katakana and other TrueType fonts and associated keyboard layouts.



New Versions

We're constantly striving to improve both the quality and utility of our software. That's why we carefully listen to the people who actually use our products. In fact, many of the ideas we've incorporated into this version of [Word Translator](#) have come directly from users just like you. In the future we hope to be able to offer:

- > More dictionary modules for more languages including many European languages and dialects
- > Larger dictionary modules for many languages
- > At least three different sized dictionary modules for each language
- > More entries/words in each dictionary module
- > Specialized dictionary modules for business, science, banking, medicine, education, law, the arts, et cetera
- > A thesaurus for each language
- > Grammar help for all foreign languages and better grammar help for those languages already containing it
- > A verb conjugation utility
- > Speech capability so each word or phrase in dictionaries can be heard as well as read
- > [Word Translator for Travelers](#) that will provide special bilingual traveler's dictionaries in several languages yet fit comfortably on most laptop/notebook Windows computers
- > A Macintosh version of [Word Translator](#)
- > A state-of-the-art machine translation program that will provide grammatically correct sentence-to-sentence translation and allow obscure and/or irregular rules of grammar to be programmed by the user



Technical Support

Our software is designed to work the way you do, to fit your needs not ours. If you experience a problem with the operation of [Word Translator for Windows](#), please report it immediately. We'll do all we can to see that the problem is resolved as soon as possible.

To Obtain Technical Support...

- 1 Be sure you have **first read** the sections in **both** the on-line and printed manuals that pertain to the [Word Translator for Windows](#) function you are trying to accomplish or the problem you are experiencing.
- 2 Translation Experts cannot provide any technical support for [Word Translator](#) without a valid serial number and corresponding registered name. Be sure you have filled-out and returned your registration form. Include your serial number in any correspondence or have your serial number available before you call. Technical support for users outside the US and Canada is limited to email and phone. Translation Experts cannot return calls outside the US and Canada.
- 3 [Word Translator](#) is a Windows application. If the problem you are experiencing is related to the operation of Windows, please refer to your Windows manual or contact Microsoft directly for Windows-related technical support.
- 4 Whether you call, fax, write or leave an e-mail message, the **more specific** you can be in describing your problem, including the exact wording of any error messages, et cetera, the better we can assist you.
- 5 Technical assistance is available Monday through Friday (except holidays) between 10:00 AM and 4:00 PM Mountain (Colorado) time. If you call and we are not available, please leave a message and we'll return your call as soon as possible. If you send a fax or leave an e-mail message, please be as **specific** as possible about the problem you are experiencing. You will receive a fax or e-mail response usually within 24 hours.

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We'll do all we can to answer your question or resolve the problem as quickly as possible and, if necessary, obtain an answer to your question or a solution to the problem directly from the software programmers at Translation Experts in London. You may also contact them directly if you wish.

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Have Ideas or Comments?

We love to hear your comments about our software as well as any ideas you may have for future versions. What new features would help you? What new language modules would you like to see? How can we make our software easier to use and even more helpful? What do you like about [Word Translator](#)? What would you like to see changed?

Users who have significantly modified a dictionary module by adding new words, phrases and translations or have created entirely new dictionary modules will receive significant discounts on new releases of our dictionary modules. If you are such a user, please contact us or send us a disk copy of the **User Dictionary** files you have enhanced. Please understand that we cannot accept any dictionaries that have been simply copied from other sources. The dictionaries must be both original and the intellectual property of the user who created them.



Word Translator Tutorials

Carefully follow the steps and commands outlined in each tutorial session. Each session will guide you step-by-step through many procedures you'll need to know to successfully use [Word Translator for Windows](#) features. Before starting, make sure you:

- 1 Understand **How to Load & Call-Up Word Translator.**
- 2 Select the appropriate dictionary module as the [Current Dictionary](#) in the **Setup Window.**
- 3 Open your Windows word processing program or application.
- 4 Study one of the tutorial sessions.
- 5 Use the **hot key** combination to call-up [Word Translator](#). The "default" hot key combination is (Control) **Ctrl + Shift.**

Tutorial Session 1: Translate a Word or Phrase

Tutorial Session 2: Add a New Translation

Tutorial Session 3: Delete a Translation

Tutorial Session 4: Add a New "Base Word/Phrase"

Tutorial Session 5: Change a "Base Word/Phrase"

Tutorial Session 6: As-You-Type Spell-Checking

Tutorial Session 7: Spell-Check Highlighted Text

Tutorial Session 8: Use (Interactive) "Standard" Document Translation

Tutorial Session 9: Use (Automatic) Quick Document Translation

You may print any tutorial topic by first clicking on the [File](#) option on the menu bar and then the [Print Topic](#) option.

Tutorial Session 1: Translate a Word or Phrase in a Word Processor or Application

Perform and/or observe the following steps:

- 1** Type a word or phrase in your word processor in the "source" language of the selected dictionary module (**Current Dictionary**), for example, the English word "car."
- 2** Select the word (e.g. "car") or phrase you typed in your word processor or other Windows application by highlighting it with your mouse.
- 3** Press the **Word Translator** program hot key combination simultaneously. (**Ctrl + Shift** is the "default" **hot key** combination) to call-up **Word Translator**. The main **Word Translator** window will appear over your word processor window.
- 4** Click once on the **Choose** button in the **Word Translator** window.
- 5** Another **Word Translator** window will appear.
- 6** Select (highlight) a translation by clicking on it once with your mouse.
- 7** Click once on the **Choose** button with your mouse. For additional information, click **Translate Words and Phrases...Typed in Your Word Processor or Application**.

Tutorial Session 2: Add a New Translation to an Existing "Base Word/Phrase"

A "base word" or phrase is a word in your dictionary that has one or more translations to the other language associated with it, thereby making it the basis or "base word" for all associated translations. To add a new translation for a "base word" or phrase already in the dictionary, perform and/or observe the following steps:

- 1 Type a word or phrase in your word processor in the "source" language of the selected dictionary module ([Current Dictionary](#)), for example, the English word "car."
- 2 Select the word (e.g. "car") or phrase you typed in your word processor or other Windows application by highlighting it with your mouse.
- 3 Simultaneously press the [Word Translator](#) program hot key combination (**Ctrl + Shift** is the "default" **hot key** combination) to call-up [Word Translator](#). The main [Word Translator](#) window will appear over your word processor window. If the word you typed and highlighted (before you called up [Word Translator](#)) is entered in the dictionary, it will appear in the [uppermost box](#) and be highlighted in the [Choose Word/Phrase](#) box immediately beneath.
- 4 Click once on the [Choose](#) button in the [Word Translator](#) window and another [Word Translator](#) window will appear.
- 5 Click once on the [Add](#) button with your mouse.
- 6 Type a **new translation** for the "base word" or phrase.
- 7 Press the [<enter>](#) key and **new translation** will appear in the translation list.
- 8 Click once on the [Done](#) button to save **new translation**.
- 9 You will be returned to the window where you can choose a translation. You can either choose **new translation** or you can exit [Word Translator](#) without making a selection by clicking once on the [Exit](#) button with your mouse button. For additional information, click [Adding New "Base Words/Phrases" & Translations.](#)

Tutorial Session 3: Delete a Translation

Perform and/or observe the following steps:

- 1 Type a word or phrase in your word processor in the "source" language of the selected dictionary module ([Current Dictionary](#)), for example, the English word "car."
- 2 Select the word (e.g. "car") or phrase you typed in your word processor or other Windows application by highlighting it with your mouse.
- 3 Simultaneously press the [Word Translator](#) program **hot key** combination (**Ctrl + Shift** is the "default" hot key combination) to call-up [Word Translator](#). The main [Word Translator](#) window will appear over your word processor window. If the word you typed and highlighted (before you called up [Word Translator](#)) is entered in the dictionary, it will appear in the [uppermost box](#) and be highlighted in the [Choose Word/Phrase](#) box immediately beneath.
- 4 Click once on the [Choose](#) button in the [Word Translator](#) window and another [Word Translator](#) window will appear and contain a translation or list translations if the "base word" is entered in the dictionary.
- 5 Select one of the translations displayed for the word you typed by clicking directly on it once with your mouse and then once on the [Delete](#) button.
- 6 Be careful not to delete a translation that you will need later because there is no going back once you've deleted a translation from the dictionary.
- 7 You may now choose another option or you may exit [Word Translator](#) without any further actions by clicking once on the [Exit](#) button. For additional information, click **Changing & Deleting "Base Words/Phrases" & Translations.**

Tutorial Session 4: Add a New "Base Word/Phrase"

Perform and/or observe the following steps:

- 1 Type a word or phrase in your word processor in the "source" language of the selected dictionary module ([Current Dictionary](#)), for example, the English word "car."
- 2 Select the word (e.g. "car") or phrase you typed in your word processor or other Windows application by highlighting it with your mouse.
- 3 Simultaneously press the [Word Translator](#) program **hot key** combination (**Ctrl + Shift** is the "default" hot key combination) to call-up [Word Translator](#). The main [Word Translator](#) window will appear over your word processor window. If the word you typed and highlighted (before you called up [Word Translator](#)) is entered in the dictionary, it will appear in the [uppermost box](#) and be highlighted in the [Choose Word/Phrase](#) box immediately beneath.
- 4 Click once on the [Choose](#) button in the [Word Translator](#) window and another [Word Translator](#) window will appear. You'll know the word or phrase is **not** entered in the dictionary if you do **not** see it displayed in the [Choose Word/Phrase](#) list.
5. If you want to add the word or phrase you "pasted" from you word processor or application to the dictionary, click the [Add](#) button with your mouse. Another [Word Translator](#) screen will appear.
- 6 Type a single translation for the word or phrase you "pasted."
- 7 Press the [<enter>](#) key and the single translation will appear in the translation list. You can continue to add separate translations one at a time in the same manner.
- 8 Click once on the [Done](#) button once you have finished adding new translations to save both the newly added translation(s) and "base word/phrase."
- 9 Clicking once on the [Done](#) button will return you to a [Word Translator](#) window where you can choose a translation. You may choose one of the new translations you just added, select another option or you may exit [Word Translator](#) without any further actions by clicking once on the [Exit](#) button and you will be returned to your word processor or Windows application. For additional information, click [**Adding New "Base Words/Phrases" & Translations.**](#)

Tutorial Session 5: Change a "Base Word" or Phrase Already Entered in the Dictionary

A "base word" or phrase is any word or phrase entered in the dictionary that has one or more translations to the other language associated with it, thereby making it the basis or "base word" for all such associated translations. A "base word" is any word in the "source" language of the selected [Current Dictionary](#). You can change any "base word" or phrase you yourself entered in the dictionary but you cannot change any "base word" or phrase entered in the [Supplied Dictionary](#) module. However, you can add a new "base word" or phrase even though it may be a variant of one already in the dictionary.

Perform and/or observe the following steps:

- 1 Type a word or phrase in your word processor in the "source" language of the selected dictionary module ([Current Dictionary](#)), for example, the English word "car."
- 2 Select the word (e.g. "car") or phrase you typed in your word processor or other Windows application by highlighting it with your mouse.
- 3 Simultaneously press the [Word Translator](#) program **hot key** combination (**Ctrl + Shift** is the "default" hot key combination) to call-up [Word Translator](#). The main [Word Translator](#) window will appear over your word processor window. If the word you typed and highlighted (before you called up [Word Translator](#)) is entered in the dictionary, it will appear in the [uppermost box](#) and be highlighted in the [Choose Word/Phrase](#) box immediately beneath.
- 4 You can then edit the "base word" or phrase in the [uppermost box](#) that was "pasted" from your word processor. While editing the word, you will see a constantly updated list of words/phrases displayed beneath it.
- 5 When you discover a word or phrase in the list that, because of a typo, misspelling or some other reason, you want to change, select that word by clicking your left mouse button once directly on the word.
- 6 Next, click once on the [Change](#) button. After doing so, the list of words will turn "gray" signifying that the list has become inactive. The word in the [uppermost box](#) (the word you want to change) will appear highlighted (selected) signifying that you can change the word. To change the word simply retype it.

NOTE: Be careful when changing a word because the translations for the word that you change are inherited by the new word. The only time you should need to use the [Change](#) button is when and if you find a "base word" or phrase that is misspelled or contains a typo.

- 8 After you have re-typed the word, click once on the [Choose](#) button to accept (save) the new "base word" you just typed. If you **do not** want to accept (save) the new "base word/phrase," click once on the [Back](#) button.
- 9 You will be returned to a [Word Translator](#) window where you can choose a word to translate, select another option or exit [Word Translator](#) without taking any further actions by clicking once on the [Exit](#) button. When you exit, you will be returned to the word processor or application you were working in prior to calling-up [Word Translator](#). For additional information, click [Changing & Deleting "Base Words/Phrases" & Translations](#).

Tutorial Session 6: As-You-Type Spell-Checking

Perform and/or observe the following steps:

- 1 Select **Spell-Checking** in the **Setup Window** or click once on the (sp) icon on the **Speed Bar**.
- 2 Select the specific dictionary module to be used by the **Spell-Checking** as the **Current Dictionary** in the **Setup** window.
3. After you have selected the appropriate dictionary module, click the **OK** button to close the **Setup** window.
- 4 Open your Windows word processor or application, type a word and press the **space bar** on your keyboard or press a punctuation symbol and then the **space bar**.
5. If the word you typed is not in the current dictionary module, the **Suggested Spelling** window will appear with a list of suggested spellings that most closely resemble the spelling of the word you typed. To select one of these words, highlight it and click once on the **Choose** button. For additional information, click **Spell-Checking As-You-Type**.

Tutorial Session 7: Spell-Check Highlighted Text

Perform and/or observe the following steps:

- 1 Make sure you have selected the appropriate dictionary module as the **Current Dictionary** in the **Setup** window. After you have selected the appropriate dictionary module, click the **OK** button to close the **Setup** window.
- 2 Open your word processor and select **Spell-Check Highlighted Text** by clicking once on the appropriate icon on the **Speed Bar**.
- 3 In your Windows word processor or application, type some text or load an already existing document. Highlight the text or section of text you wish to spell-check and, then, press the **Word Translator** program **hot key** combination (**Ctrl + Shift** is the "default" hot key combination) to call-up **Word Translator**. The **Suggested Spelling** window will appear over your word processor window.
- 4 You will see **Spell-Checking** scan your text word-by-word. When the program encounters a word that is either mistyped, misspelled or not entered in the dictionary, it will display a list of "base words" and phrases entered in the dictionary that most closely resemble the spelling of the word you typed. To select one of these words, highlight it and click once on the **Choose** button. You also have several other options defined by the buttons in the window.
- 5 When the spell-check is complete, a **Paste Text** window will appear and give you two options of what to do with the spell-checked text in the "**Destination Text Window**"--either **Paste** or **Exit**.
 - (1) Click the **Paste** button... If you want to automatically paste the spell-checked text **OVER** the source text (the original document text), press the **Paste** button

OR

 - (2) Click the **Exit** button... If you want to paste the spell-checked text wherever you choose:
 - (a) Press the **Exit** button
 - (b) Place the cursor in the position where you want the spell-checked text to appear in your word processor (for example, beneath the original text as a new paragraph or in a completely new or different document)
 - (c) Click your cursor once beneath the original text or in a new or different document and simultaneously press the **Shift + Ins** (Insert) keys on your keyboard to paste the text at that point

CAUTION: If you use the **Shift + Ins** method to paste the spell-checked text, you should do so **immediately** to avoid losing it. If you do not paste the text immediately, the next use of Windows **Clipboard** by any **Word Translator** function or word processor or application copy function will overwrite the text and it will be lost. You can stop the **Spell-Check** at any time by clicking the **Back** button until the button changes to **Exit**. Then, click the **Exit** button to stop the **Spell-Check**. For additional information, click **Spell-Check Highlighted Text**.

Tutorial Session 8: (Interactive) "Standard" Document Translation

Perform and/or observe the following steps:

- 1 You may select "standard" [Document Translation](#) mode in the [Setup Window](#) or by clicking the blue "papers" icon on the [Speed Bar](#).
- 2 If you select "standard" [Document Translation](#) in the [Setup](#) window, click once on the **OK** button to accept the choice and exit the [Setup](#) window.
- 3 Open your Windows word processor or application and open/load a document you want to translate.
4. Position the cursor in front of the first word in the document **or** in front of the first word of the section you want to translate.
- 5 Highlight (select) the part of the document you want to translate by clicking and holding the left mouse button while you drag the mouse over the region of text you wish to translate.
- 6 Press the (Control) **Ctrl + Shift** (the "default") **hot key** combination simultaneously to call-up [Word Translator](#) and start (Interactive) "Standard" [Document Translation](#).
- 7 The [Word Translator](#) window will become maximized. The screen will be divided into three parts. The top third of the screen will be occupied by a list box which will give you a list of possible translations (or word/phrases that are "close" to the one that you wish to translate) surrounded by buttons. The second one-third of the window will display the [Source Text](#) (the original text) and the bottom one-third of the window will display the [Destination Text](#) (the translated text).
- 8 (Interactive) "Standard" [Document Translation](#) will start by first searching the current (selected) dictionary module to find words and phrases it recognizes because they are contained in the dictionary module.
- 9 If [Word Translator](#) does not recognize a word in your document after "scanning" a word, it will display a list of words and phrases in your dictionary module that most closely resemble the spelling of the word it does not recognize. You then have the option of selecting one of the buttons to:

[Skip](#): ----- skip the word in your document/not translate it
[Remove](#) -- remove the word from your document
[Add](#) ----- add the new word as a new "base word/phrase" together with a translation or list of translations to the dictionary module
[Choose](#) -- select the newly entered translation as the translation for the word in your document
[Delete](#) ---- delete the word or phrase in the dictionary module
[Change](#) -- change a misspelled or mistyped "base word/phrase"
[Back](#) ----- return to the previous [Word Translator](#) window
[Exit](#) ----- exit or stop [Document Translation](#)
- 10 When [Word Translator](#) has completed scanning the entire document, a "[Paste Translated Text](#)" window will appear and give you two options of what to do with the translated text in the "[Destination Text Window](#)"-- either [Paste](#) or [Exit](#).

(1) **Click the [Paste](#) button...** If you want to automatically paste the translated text **OVER** the source text (the original document text), press the [Paste](#) button

OR

(2) Click the **Exit** button... If you want to paste the translated text wherever you choose:

- (a) Press the **Exit** button
- (b) Place the cursor in the position where you want the translated text to appear in your word processor (for example, beneath the original text as a new paragraph or in a completely new or different document)
- (c) Click your cursor once beneath the original text or in a new or different document and simultaneously press the **Shift + Ins** (Insert) keys on your keyboard to paste the translated text at that point

CAUTION: If you use this **Shift + Ins** method to paste the translated text, you should do so **immediately** to avoid losing the translated text. If you do not paste the translated text immediately, the next use of Windows **Clipboard** by any **Word Translator** function or word processor or application copy function will overwrite the translated text and it will be lost. You can stop the **Document Translation** process at any time by clicking the **Back** button until the button changes to **Exit**. Then, click the **Exit** button to stop your current **Document Translation** session.

For additional information, click **Document Translation Modes** and/or **"Standard" Document Translation**.

Tutorial Session 9: (Automatic) Quick Document Translation

Perform and/or observe the following steps:

1. You may select **Quick Document Translation** mode in the **Setup Window** or by clicking the **red** "papers" icon on the **Speed Bar**.
- 2 If you select **Quick Document Translation** in the **Setup** window, select **both** **Document Translation** and the **Quick** option (immediately beneath **Document Translation**) and click once on the **OK** button to accept the choices and exit the **Setup** window.
- 3 Open your Windows word processor or application and load/open a document you wish to translate.
- 4 Position the cursor in front of the first word in the document **or** in front of the first word in the section of the document where you want to start translating.
- 5 Highlight (select) the part of the document you want to translate by clicking and holding the left mouse button while you drag the mouse over the region of text you wish to translate.
- 6 Press the (Control) **Ctrl + Shift** (the "default") **hot key** combination simultaneously to call-up **Word Translator** and start **Quick Document Translation**.
- 7 A dialog box will appear and display a "thermometer" gauge indicating a percentage of completion of the **Quick Document Translation** process.
- 8 You may stop the translation process at any time by clicking the **Cancel** button.
- 9 When **Word Translator** has completed scanning the entire document, a "**Paste Translated Text**" window will appear and give you two options of what to do with the translated text in the "**Destination Text Window**"-- either **Paste** or **Exit**.

(1) Click the **Paste button...** If you want to automatically paste the translated text **OVER** the source text (the original document text), press the **Paste** button

OR

(2) Click the **Exit button...** If you want to paste the translated text wherever you choose:

- (a) Press the **Exit** button
- (b) Place the cursor in the position where you want the translated text to appear in your word processor (for example, beneath the original text as a new paragraph or in a completely new or different document)
- (c) Click your cursor once beneath the original text or in a new or different document and simultaneously press the **Shift + Ins** (Insert) keys on your keyboard to paste the translated text at that point

CAUTION: If you use this **Shift + Ins** method to paste the translated text, you should do so **immediately** to avoid losing the translated text. If you do not paste the translated text immediately, the next use of Windows **Clipboard** by any **Word Translator** function or word processor or application copy function will overwrite the translated text and it will be lost. You can stop the **Document Translation** process at any time by clicking the **Back** button until the button changes to **Exit**. Then, click the **Exit** button to stop your current **Quick Document Translation** session.

You can optimize the "**Cancel Speed**" to interact with your specific computer in the **Operation Mode** section of the **Setup Window**. For additional information about current **Quick Document Translation**,

click **Document Translation Modes** and/or **Quick Document Translation**.

RAM or **Random Access Memory** is the memory installed in your system where your computer receives and processes the information it receives. It is not a permanent storage area because it is only active when your computer is on.

All languages are supplied with two "paired" or coupled dictionary modules. For example, for Spanish, there is a **Spanish-English** dictionary module (that contains Spanish "base words" and phrases with corresponding English translations) and an **English-Spanish** dictionary module (that contains English "base words" and phrases with corresponding Spanish translations). If, for example, you wanted to translate Spanish to English, you should select and use the **Spanish-English** module as the [Current Dictionary](#). If you wanted to translate English to Spanish, you should select and use the **English-Spanish** module as the [Current Dictionary](#). With any dictionary module, the first named language is the "source" language and the second named language is the "destination" language. So, a **Spanish-English** dictionary module **only** translates Spanish to English while an **English-Spanish** dictionary module **only** translates English to Spanish.

When the [Speed Bar](#) "drag strip" is **GRAY**, it indicates that the standard keyboard you normally use is enabled. When the "drag strip" is **RED**, it indicates that the accented character keyboard or the Cyrillic or East European keyboard (defined by the [Keyboard Layout Editor](#) window and displayed in the [Keyboard Layout](#) window) is enabled. Because the [Speed Bar](#) is displayed in the ("default") far upper left-hand corner of your word processor or application (unless, in the [Setup](#) window, you choose not to display it), you will always have a quick indicator of which specific keyboard is enabled or active.

One **Byte** = one character

One **Kilobyte** = 1,024 Bytes

One **Megabyte** = 1,048,576 Bytes

One **Megabyte** = 1024 Kilobytes



Word Translator Icon



Word Translator Speed Bar



Word Translator Speed Bar





















Keyboard Layout Icon

☒ Type Accents

Hot keys are one or more keys on your keyboard that perform a certain function when pressed either individually or simultaneously.

The **Speed Bar** "drag strip." You can move the **Speed Bar** to another position on your screen by placing your mouse over this "drag strip," then, clicking and holding down on your left mouse button while you move the **Speed Bar** to another position. You will see a dotted outline of the **Speed Bar** as you move it. Additionally, as you press the default **Ctrl Keyboard Hot Key** -- to toggle between the standard keyboard and **Word Translator's** accented character keyboard or the keyboard defined by the **Keyboard Layout Editor** window -- the "drag strip" will change color from **GRAY** (standard keyboard) to **RED** (alternate keyboard) or from **RED** (alternate keyboard) to **GRAY** (standard keyboard).

Enable or change to [Word Translation](#) operation mode. [Word Translation](#) mode is the "default," consequently, this button will always appear "pressed" or dark (enabled) whenever you first load and begin using [Word Translator](#).

Enable or change to [Spell-Checking As-You-Type](#) operation mode. This button will appear "pressed" (enabled) whenever it is selected.

Enable or change to [Spell-Check Highlighted Text](#) operation mode. This button will appear "pressed" or dark (enabled) whenever it is selected.

Enable or change to [Prediction](#) & [Spell-Checking](#) operation mode. This button will appear "pressed" or dark (enabled) whenever it is selected.

Enable or change to "standard" (interactive) [Document Translation](#) operation mode. This button will appear "pressed" or dark (enabled) whenever it is selected.

Enable or change to (automatic) [Quick Document Translation](#) operation mode. This button will appear "pressed" or dark (enabled) whenever it is selected.

Open [Word Translator's Setup](#) window. This button will appear "pressed" or dark (enabled) whenever it is selected.

Open this [Word Translator](#) on-line manual. This button will appear "pressed" or dark (enabled) whenever it is selected.

Most of [Word Translator's Operation Modes](#) may be enabled or changed in the [Setup](#) window. These include [Word Translation](#), [Spell-Checking As-You-Type](#), [Prediction & Spell-Checking](#), the two separate [Document Translation](#) modes and the [Cancel Speed](#) of [Quick Document Translation](#). [Spell-Check Highlighted Text](#) can only be enabled/disabled on the [Speed Bar](#).

When [Word Translation](#) mode is enabled (either in the [Setup](#) window or by clicking its icon on the [Speed Bar](#)), [Word Translator](#) will translate any individual word or phrase highlighted in your word processor or other Windows application after you call-up [Word Translator](#) by simultaneously pressing the hot key combination. [Word Translation](#) mode is the "default" mode, consequently, it will always be selected whenever you open the [Setup](#) window.

The [Spell-Checking As-You-Type](#) mode can be enabled either in the [Setup](#) window by or by clicking the its icon on the [Speed Bar](#). The [Spell-Check Highlighted Text](#) mode can **only** be enabled by clicking its icon on the [Speed Bar](#).

You can only enable/disable the spell-checking **B**eep inside the **S**etup window by **checking/un-checking** the **B**eep check box displayed beneath the **S**pell-Checking check box. To hear a beep when **B**eep is enabled (**checked**) you must have **S**pell-Checking and **B**eep selected. To hear a beep, you may need to install a "pc speaker" driver or other Windows sound device.

You can only enable/disable the [Suggested Spelling](#) option for [Spell-Checking As-You-Type](#) by **checking/un-checking** the [Suggestions](#) check box displayed beneath the [Spell-Checking](#) check box in the [Setup](#) window. With [Spell-Checking](#) and the [Suggested Spelling](#) option enabled, every time you press the [space bar](#) on your keyboard or type a punctuation symbol (after typing a word), [Word Translator](#) will accomplish a spell-check of the last complete word you typed. If a word you type is **not** already entered in the dictionary, is misspelled or contains a typo, the [Suggested Spelling](#) window will appear and display a list of "base words/phrases" from your dictionary module whose spelling most closely resembles the word you typed.

With [Prediction & Spell-Checking](#) enabled, [Word Translator](#) will predict and/or spell-check the word(s) and/or phrases you are typing after you have typed the predetermined number of characters in your word processor or application. After typing the predetermined number of characters, a page from the Current Dictionary will pop up with suggested words and phrases whose first **x** number of characters "match" the characters you typed. The "default" setting for [Prediction](#) is **(5)** five characters. You may change this setting by clicking your mouse inside the box, backspacing over the existing number and typing a new number.

You may enable "standard" (interactive) [Document Translation](#) mode by selecting **only it** in the [Setup](#) window or by clicking the appropriate icon on the [Speed Bar](#) -- [blue](#) "papers" for "standard" (interactive) [Document Translation](#).

You may enable (automatic) [Quick Document Translation](#) mode by selecting **both** [Document Translation](#) and [Quick](#) in the [Setup](#) window or by clicking the appropriate icon on the [Speed Bar](#) -- [red](#) "papers" for (automatic) [Quick Document Translation](#).

You may select one of five "Cancel" Speeds for Quick Document Translation in the Setup window. The "Cancel" Speed determines how quickly Word Translator responds to a Cancel command while Quick Document Translation is in progress. The five possible speeds range from "very slow" to "very fast." Always select a "Cancel" Speed opposite the relative speed of your computer.

Clicking the **OK** button is the **only** action that will save or enable the selections you have made either in the [Setup](#) window or in any of the subsidiary windows such as the [Keyboard Layout Editor](#) window used only by languages that use a [Word Translator](#)-supplied TrueType font.

Clicking the **Cancel** button will cancel (**not save** or enable) the selections you have made either in the **Setup** window or in any of the subsidiary windows such as the **Keyboard Layout Editor** window used only by languages that use a **Word Translator**-supplied TrueType font.

Clicking the [Help](#) button will open this [Word Translator](#) on-line manual.

If you use [Word Translator](#) with **any** of the specifically listed Windows word processing programs, you should **select** it in the [Interact With](#) section of the [Setup](#) window **BEFORE** you open your word processor and use it with [Word Translator](#). If you use a word processor or application not listed, select [Other](#) in the [Interact With](#) section of the [Setup](#) window. [Word for Windows](#) is the "default" [Interact With](#) setting, consequently, whenever you open the [Setup](#) window, the [Interact With](#) setting will revert to the [Word for Windows](#).

The **Speed Bar** is **only** visible **after** **Word Translator** is loaded into your computer's memory. If you **check** the **Speed Bar Not Always On Top** check box in the **Setup** window, the **Speed Bar** will **not** be displayed on top of your word processor or any other Windows application you open. It **will**, however, **remain** on top of the **Program Manager** window until you click the **Program Manager** window title bar. Clicking the title bar will cause the **Speed Bar** to disappear "behind" the **Program Manager** window.

[Word Translator](#) provides and uses a system of two "paired" dictionary modules that comprise any "combined" bilingual dictionary. The [Bilingual Dictionary](#) section displays various information about the selected [Current Dictionary](#).

When you first open the [Setup](#) window, the [Total Number of Entries](#) box will display the **TOTAL** number of "base words" and phrases entered in the selected dictionary module ([Current Dictionary](#)). When you change from one of the "paired" dictionary modules to another, the [Total Number of Entries](#) box will change and display the **TOTAL** number of "base words" and phrases entered in **BOTH** of the "paired" or "coupled" dictionary modules

The [# of Entries](#) box displays the number of entries in the selected [Current Dictionary](#) (single dictionary module) and will include the number of entries you've added to the specific dictionary module. The [# of Entries](#) box **ONLY** displays the total number of "base word" and phrase entries contained in the chosen or currently selected dictionary module ([Current Dictionary](#)).

The [Current Dictionary](#) box displays the currently selected dictionary module (e.g. English-Spanish I, Spanish-English I, English-Russian III, Russian-English III, English-Brazilian Portuguese I, Brazilian Portuguese-English I, English-Danish II, Danish-English II, Serbian Cyrillic-English, English-Serbian Cyrillic, et cetera) that you will use for a particular [Word Translator](#) session.

To change from one dictionary module to another, click once on the **Down Arrow** ("scroll arrow"). This will display all dictionary modules installed on your system and available to **Word Translator**. Select the dictionary module you want to use by clicking once directly on the name of the dictionary. This will highlight the dictionary module you selected and close the box. Click the **Setup** window's **OK** button to both enable the newly selected dictionary module and close the **Setup** window. You may also change from one dictionary module to another in the main **Word Translator** window.

The **Add Dictionary** button is **only** of use to those who want to create a new, original dictionary. Clicking the **Add Dictionary** button displays an **Add New Dictionary** window containing the message: "**Please enter the name of the new user dictionary**" as well as a small box titled **New Dictionary Name** where you can enter the specific name of a new dictionary module you want to add to **Word Translator**. The **OK** button in this window will add the new dictionary module to **Word Translator** and allow you to initiate it (call it up). The **Cancel** button will cancel any entry you typed in the **New Dictionary Name** box.

This box displays the two named hot keys used by [Word Translator](#). The [Word Translator](#) hot key combination calls-up [Word Translator](#) and the [Setup](#) hot key combination calls-up the [Setup](#) window. The

You can change or redefine either the [Word Translator](#) or [Setup](#) window hot key combinations by first displaying the name of the hot key. Clicking once on the [Down Arrow](#) ("scroll arrow") adjacent to [Hot Key Name](#) will display the names of the two hot keys. Select the hot key name you want to change by clicking once directly on the name. This will highlight the hot key name you selected and, then, close the [Hot Key Name](#) box.

Clicking on the **Down Arrow** ("scroll arrow") adjacent to the **left** or **first** hot key box will display all the alternate hot keys you may select as the first hot key. Select the hot key you want to change to by clicking once directly on the key. Doing this will highlight the hot key name you selected and, then, close the box.

Clicking on the **Down Arrow** ("scroll arrow") adjacent to the **right** or **second** hot key box will display all the alternate hot keys you may select as the second hot key. Select the hot key you want to change to by clicking once directly on the key. Doing this will highlight the hot key name you selected and, then, close the box.

You can change the one-key, [Keyboard Hot Key](#) to [Control](#), [Right Alt](#) or [None](#). This is the hot key used to toggle back and forth between typing English and accented characters **OR** between typing English and a language that uses a [Word Translator](#)-supplied TrueType font. All languages that use a [Word Translator](#)-supplied TrueType font **require** the [Keyboard Hot Key](#) to enable them to alternately access the keyboard layout containing the language's required characters. Languages not requiring a [Word Translator](#)-supplied TrueType font do **not** necessarily need the [Keyboard Hot Key](#) because all required accented characters can be produced using other methods such as the [US-International Keyboard](#) driver. If you do **not** need or use the [Keyboard Hot Key](#) for the language you are working with, it is best to completely disable it by selecting [None](#).

The [Selected Font](#) box displays the font [Word Translator](#) uses internally to display words, phrases and translations. When you select a dictionary module, the best available font for the [Current Dictionary](#) is automatically selected for you. This font has no effect upon the font you yourself select in your word processor or application. It is **ONLY** used for [Word Translator's](#) internal displays.

Clicking the **Choose Font** button will display all available fonts installed and available on your system and allow you to select one from the listing. If you select another font, make sure it contains all the accented characters you require for the language you are working with and that you have selected a 12 point size. The name of the new font you select will appear in the **Selected Font** box after it has been selected.

This check box is automatically set for you when you choose a new dictionary module. For all practical purposes, you should never need to change the status of this check box unless you need to use an OEM-supplied font (an original equipment manufacturer-supplied font) that is, for example, supplied with a printer by the manufacturer.

For those languages using a [Word Translator](#)-supplied TrueType font, a [Keyboard Layout Icon](#) will appear beneath the [Program Manager](#) window (next to the [Word Translator](#) icon) and/or over your Windows word processor when the [Show Keyboard Layout](#) check box in the [Setup](#) window is **checked**. Double-clicking on the [Keyboard Layout Icon](#) will display a small picture of the "mapped" keyboard defined by the [Keyboard Layout Editor](#) window.

The function of each section and button in the [Setup](#) window is interactively displayed on the [Setup](#) window's [Title Bar](#) whenever you place your mouse **over** a button or section of the window. If you move your mouse very quickly over areas of the [Setup](#) window, the displayed message displayed on the [Title Bar](#) will change (flash) very quickly. This is **not** an error but, rather, only reflects the speed your mouse is moving.

This button is only functional for languages requiring and using a [Word Translator](#)-supplied TrueType font. Clicking this button will open the [Keyboard Layout Editor](#) window where the keyboard layout may be changed or "remapped" but **only** when a dictionary module requiring a [Word Translator](#)-supplied TrueType font is installed and selected as the [Current Dictionary](#) in either the [Setup](#) window or the main [Word Translator](#) window.

Clicking once on the scroll arrow to the immediate right of the [Verb Form](#) box will display (and allow you to scroll thorough and choose from) the following verbs forms:

- Impersonal Infinitive**
- Personal Infinitive**
- Participle**
- Gerund**
- Present Indicative**
- Imperfect Indicative**
- Preterit Indicative**
- Pluperfect Indicative**
- Simple Future Indicative**
- Compound Future Indicative**
- Present Perfect Indicative**
- Present Subjunctive**
- Imperfect Subjunctive**
- Future Subjunctive**
- Present Perfect Subjunctive**
- Pluperfect Subjunctive**
- Future perfect Subjunctive**
- Simple Conditional**
- Compound Conditional**
- Affirmative Imperative**
- Negative Imperative**

The [uppermost box](#) displays the regular (base) verb you chose to conjugate from the [Choose Translation](#) box before you clicked the [Expand](#) button -- for example, the regular verb **falar** = (to) speak.

The [Choose Translation](#) box displays all conjugations of the verb form you selected. You may scroll up and down the list

Clicking the **Choose** button will paste the selected (highlighted) conjugation displayed in the **Choose Translation** box to the document.

Clicking the [Grammar](#) button will open the [Grammar Help](#) file to the [Definitions of Verb Forms](#) topic. To open other topics in the [Grammar Help](#) file, click the [Contents](#) button.

Clicking the scroll arrow to the immediate right of the [Verb Form](#) box will open a window containing the names of the various verb forms and allow you to scroll through them and select the form you require by clicking directly on the name of the form.

